

Subject: Weekly Workplace and Health Safety Reminders and Tips - Town Hall Request

Date: Friday, July 31, 2020 at 3:05:39 PM Eastern Daylight Time

From: Rodney Byrd

Priority: High

Dear Colleagues,

I hope everyone is doing well and staying safe. I was asked in the town hall this week to resend the announcement with tips on how to ensure your mask is as comfortable as possible. Please see the information below. Thanks.

Self-Monitoring Required

All employees are **required** to self-monitor for signs and symptoms of Covid-19 (utilizing CDC list of symptoms and guidance from the GPH) each day prior to reporting for work. Clayton State requires employees to notify their supervisor and stay at home if they are sick or exhibiting symptoms of Covid-19. Employees already at work who experience the onset of symptoms are required to notify their supervisor and leave the workplace immediately. Visitors and vendors must also self-monitor before coming to campus. **Employees receiving visitors or vendors should ensure they have completed a self-monitoring check. If symptoms are present, please request they not come to campus and utilize an alternative meeting mechanism.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Masks/Face Coverings Available for Pickup

This is a reminder that the masks for all Clayton State University employees have arrived and are available for pick up from the Laker Card Office.

- Come to the LakerCard office during their current business hours (M-Th 8 -4:30 pm and Fr 8-3 pm)
- Bring your Laker ID - you will be able to pick up two masks for yourself.
- If you wish to pick up the 2 masks for a colleague, you must have their Laker ID as well.

- **Masks will only be available for pick up until July 28, 2020. PLEASE BE SURE AND FOLLOW THE SOCIAL DISTANCING GUIDELINES.**
- Masks for employees that return to campus after August 1, 2020 will be mailed to the employee at their permanent address on file with HR.

Tips to Make Your Mask More Comfortable

The masks donated to Clayton State by GEMA were designated as one size fits all. However, we realize that this may not always equate to being comfortable when worn. I want to share with you the following links to helpful articles on how to make the wearing of masks more comfortable. I hope you find them helpful.

<https://www.homemadeginger.com/5-hacks-to-help-prevent-your-face-mask-from-hurting-your-ears/>
<https://www.today.com/style/how-make-face-mask-more-comfortable-ears-t180954>

Please remember that our Workplace Health and Safety Plan, Supervisor's Guide, Employee's Guide, and other helpful information is located on the campus [Coronavirus Information Page](#) for employees. Please contact Human Resources with any questions or concerns.

Sincerely,

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