OVERVIEW

All employees, including student employees, are expected to comply fully with the policies, protocols, and guidelines set forth in this Guide. In addition, all employees must take a COVID-19 training that will be assigned. As with all mandatory training, those who fail to take the training may face corrective action.

Both management and individual employees share in the responsibility for protecting the health of our community and each member of our community will be expected to review and acknowledge these principles and guidelines prior to returning to work on-site at the University.

If we each implement the measures set forth in this Guide, the combined effect will reduce the risk of spreading COVID-19 at work. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of the proper protocol with a polite, “Please.” For example, “Please wear a mask when you are on campus.” And for those of us who receive a reminder from a colleague, we should politely say “Thank you” and immediately follow the proper safety protocol.
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You can help prevent the spread of respiratory illnesses with these actions:
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
Building Access

Entry to buildings will be regulated and monitored. Do not hold or prop open exterior doors for any other person.

Working in Office Environments

As a general principle, masks/face coverings must be used at all times on WAU property, whether outdoors or indoors, including walking in hallways where others travel and in break rooms, conference rooms, and other meeting locations. You should wear a face mask or face covering at all times while in a shared workspace/room even if you are six feet apart.

If you work in an open plan office environment, be sure to remain at least six feet away from co-workers at all times. For example, for those in cubicles, there must be at least one workspace separating you from another co-worker. Management will be responsible for rearranging and/or reassigning workspaces to maintain appropriate physical distance.

If you work in an office, no more than one person should be in the same office unless the required six feet of distancing can be consistently maintained. If more than one person is in an office, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space unless someone else enters the room. Note: working in a partitioned work area in a large open environment does not constitute working alone.

Masks/face coverings should be worn by any staff in a reception/receiving area. CLICK HERE for CDC warning regarding face masks with vents.

Using Restrooms

Use of restrooms should be used by one person at time unless signage outside of the restroom indicates that there can be more than one occupant. Prior to entry in a restroom, please knock on the door and ask if it is occupied. If it is occupied, wait in the designated area for your turn to enter. Wash your hands thoroughly with soap and water afterward to reduce the potential transmission of the virus.

Water Fountains

Water fountains will not be available for use.

Using Elevators

No more than two persons may use an elevator at a time, so please consider using the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use a hand sanitizer that contains at least 60% alcohol upon departing the elevator. Wait for the elevator in the designated area to maintain the necessary six foot separation.
**Meetings**
Convening in groups increases the risk of viral transmission. Meetings should be held using the extensive range of available collaboration online tools (e.g., Zoom, Google Meets, etc.). Conference calls by telephone also are a good option.

In-person meetings must be limited to **two people per room** (office or meeting room) unless signage on the meeting room indicates it is approved for greater occupancy. In addition, meetings should only take place if (1) individuals can maintain six feet of separation and (2) all participants in the meeting are wearing a mask/face covering. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Google Hangouts, telephone, etc.). It is a best practice for all meeting attendees to join a meeting using one of these collaboration tools if one attendee is using it.

**Changes to Planned Office Meetings and Gatherings**
Conference room occupancy maximums and seating have been modified to allow for physical distancing. Each room will be labeled for its capacity.

**Meals**
Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Refer to the Aladdin food service document for rules related to the dining hall services.

**Shared Break Rooms and Kitchens**
Use of shared break rooms and kitchens should be avoided. If you need to eat in your workplace, the use of a break room or kitchen for the preparation of food or drink for **one person at a time** is permitted. Dishes, utensils, microwave and other surfaces, including table, refrigerator handle, coffee machine, etc., must be sanitized after use.

**Travel**
Employees are advised to avoid any non-essential travel if possible. If travel is necessary, check the CDC Guidance on Travel.

All WAU sponsored business travel has been suspended until further notice.
Approaches to Maintaining Physical Distancing

There are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces.

1. **Remote Work**: Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so, to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor (in consultation with Department VP and WAUHR), can be done on a full or partial day/week schedules appropriate.

2. **Alternating Weeks/Days**: In order to limit the number of individuals and interactions among those on campus, departments can schedule partial staffing on alternating weeks (preferred to reduce the amount of cleaning/disinfecting required) or days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

3. **Staggered Reporting/Departing**: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times will reduce traffic in common areas to meet physical distancing requirements.
SOCIAL DISTANCING GUIDELINES AT WORK

1. Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.

2. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.

3. Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

7. Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.
Symptom Monitoring Requirement / Use of Paid Leave

Employees coming to campus, even if just to make a quick visit to pick something up from an office, must conduct symptom monitoring every day before reporting to work. **You must be free of ANY symptoms potentially related to COVID-19** or have been evaluated and cleared by your medical provider before coming to campus.

At this time, employees will be required to certify **DAILY** using the COVID-19 Employee / Student Screening Questionnaire to be able to come on campus. Have you had any of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell
- Contact with a COVID positive person

All employees should monitor symptom onset **daily** to lessen the community spread of COVID-19. For questions about exposure, a recorded temperature of greater than 100.4 degrees, or any of the listed symptoms above, the employee should self-isolate, contact an in-network medical provider for an assessment, and COVID-19 testing. If an employee is confirmed to have a COVID-19 infection, he/she should report the incident to the Human Resources department for further instructions.

Employees should follow the temperature taking/screening, and self-isolation guidelines on pages 9 and 10.

**Due to these extreme circumstances, you may use liberal leave (STEP, Vacation & Long Term Sick, and/or Employee Appreciation Day) if you are ill.** If you have to use Long Term Sick leave, an accompanied doctor’s note to return to work will be required. If your liberal leave does not cover your entire absence you may request leave from the leave donation bank, or be subject to a leave without pay status.
According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 Infection. Those conditions may include:

- Age (particularly, 65 years and older)
- HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should first consult with their supervisor. If an employee feels uncomfortable communicating their health condition with their supervisor, should communicate directly with WAUHR.

Employees who have been instructed to return to work on-site and have concerns about doing so for reasons unrelated to their own personal health should first discuss their concerns with the supervisor. If the employee and the supervisor cannot reach an agreement, the employee and the manager should work with the WAUHR Office, as applicable, to resolve the dispute.

**Action Plan for Suspected/Confirmed Cases & Action Plan if an Employee Becomes Sick at Work**

The following protective actions against COVID-19 are in place in the event there is a potential COVID-19 risk in our workplace:

- **Notification and verification of the disease risk.** Any person who becomes aware must immediately notify WAUHR via phone, to limit additional exposure. An on-campus contact tracing questionnaire will be required.

- **Fill out COVID-19 EMPLOYEE / STUDENT SCREENING QUESTIONNAIRE** daily before arriving to work

- **Identifying the scope of risk.** WAU takes seriously the well-being of its employees and continues to encourage social distancing and the hygiene methods recommended by the CDC for all employees.

- **Employees who might have been exposed during the infectious period will be promptly notified.** Employees who are known to have had a risk of exposure will be asked to take paid sick leave from work (or telework if not feeling ill), maintain social distancing, and self-monitoring for 14 days from the exposure.
Temperature Taking and Screenings

Please complete the Health Screening Questionnaire, DAILY, for which a yes or no response is needed on each question. The form will be kept in the employee’s confidential medical file. The first-day questions on the questionnaire are:

1. COVID-19 contacts?
2. Have you been affected or tested?
3. Do you have any symptoms such as (Cough, Shortness of breath or difficulty breathing, Fever, Chills, Runny nose or new sinus congestion, Muscle pain, Headache, Sore throat, Fatigue, New gastrointestinal symptoms, and/or new loss of taste or smell)?

If your body temperature is at or above 100.4 degrees Fahrenheit (38.0 degrees Celsius), and/or you are experiencing any of the symptoms listed above, please contact your healthcare provider via phone first. Please do not come to campus until you meet the criteria from CDC and the Maryland Department of Health listed below:

Only temperatures above 100.4 degrees Fahrenheit (38.0 degrees Celsius) will be recorded and stored in the employee confidential medical file.

An employee sent home with a fever and/or other symptoms can return to work when:

1. He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
2. Any symptoms (cough, shortness of breath, other symptoms) have improved, AND
3. At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19, and provides a written release for the employee to return to work.

An employee who had direct contact with a COVID-19 positive individual should follow the guidelines on page 10.

If you are experiencing symptoms, or have been in direct contact with someone diagnosed with COVID-19, or had COVID-19 symptoms, please contact Human Resources at jjwright@wau.edu or (301) 891-4010 before arriving to campus.
Who Needs to quarantine?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

STEPS TO TAKE

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

WHEN TO START AND END QUARANTINE

You should stay home for 14 days after your last contact with a person who has COVID-19.

For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

See scenarios on next page to determine when you can end quarantine and be around others.
**Scenario 1: Close contact with someone who has COVID-19—will not have further close contact**

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

*Date of last close contact with person who has COVID-19 + 14 days = end of quarantine*

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.
**Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact**

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.
**Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19**

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. *Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.*

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*Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.*
Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don’t have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.
What to Do If You Are Sick

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation,** ride-sharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

- Additional guidance is available for those living in close quarters and shared housing.
- See [COVID-19 and Animals](#) if you have questions about pets.

Monitor your symptoms

- **Symptoms** of COVID-19 include fever, cough, or other symptoms.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for **emergency warning signs** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. **Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.
Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a mask over your nose and mouth

- **You should wear a mask,** over your nose and mouth if you must be around other people or animals, including pets (even at home).
- **You don’t need to wear the mask if you are alone.** If you can’t put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- **Masks should not be placed on young children under age 2 years,** anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a mask using a scarf or bandana.

Cover your coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- **Handwashing Tips**

Avoid sharing personal household items

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.
Clean all “high-touch” surfaces everyday

- Clean and disinfect high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found here.
  - Complete Disinfection Guidance

Caring for yourself at home: 10 things to manage your health
(Click on image to view)
When You Can be Around Others (Updated 8/16/2020)

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

CDC Note:

At this time, we do not know if someone can be re-infected with COVID-19. Data to date show that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.

There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Therefore, if a person who has recovered from COVID-19 has new symptoms of COVID-19, the person may need an evaluation for reinfection, especially if the person has had close contact with someone infected with COVID-19. The person should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

Until we know more, CDC recommends that all people, whether or not they have had COVID-19, continue to take safety measures to avoid becoming infected with COVID-19 (wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks).

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”
I tested positive for COVID-19 but had no symptoms
If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?
People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19
Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months and
- has recovered and
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.
EMPLOYEE SUPPORT

Mental and Emotional Support
The coronavirus crisis has taken a toll on the mental health of employees, and particularly those classified as essential workers. However, employees of all kinds show signs of anxiety—whether they have concerns about contracting the virus, prolonged social isolation, or caring for family members who are sick. To help with this anxiety, our Employee Assistance Program provides free mental health and wellness services. Talking with a clinical professional is an important and effective way for employees to do something positive for their own well-being.

Call 1-877-252-8550 (FREE, Confidential, Available 24/7, 365 days a year).

Additional Resources
(Click on thumbnails to view)
MARYLAND COVID-19 TESTING SITES

COVID-19 Testing in Maryland
Expanded testing capacity is one of the four pillars of Governor Hogan's Maryland Strong: Roadmap to Recovery. There are hundreds of COVID-19 testing sites in Maryland. Enter your address in the search field below and click “Find a Testing Site” to get started.

CLICK HERE TO FIND A TESTING SITE

OTHER TESTING SITES

Montgomery County, Maryland Testing Sites
No-Cost Home-Based COVID-19 Testing and Human Services Screening
HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's

1. Clean your hands before touching the mask
2. Inspect the mask for damage or if dirty
3. Adjust the mask to your face without leaving gaps on the sides
4. Cover your mouth, nose, and chin
5. Avoid touching the mask
6. Clean your hands before removing the mask
7. Remove the mask by the straps behind the ears or head
8. Pull the mask away from your face
9. Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
10. Remove the mask by the straps when taking it out of the bag
11. Wash the mask in soap or detergent, preferably with hot water, at least once a day
12. Clean your hands after removing the mask

Don’ts

1. Do not use a mask that looks damaged
2. Do not wear a loose mask
3. Do not wear the mask under the nose
4. Do not remove the mask where there are people within 1 metre
5. Do not use a mask that is difficult to breathe through
6. Do not wear a dirty or wet mask
7. Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.
Employee Assistance Program

LifeWork Strategies’ Employee Assistance Program is a free benefit available to help you and your family find solutions for real-life circumstances.

Services Include:

**Counseling**
- Individual, couples and family
- Face-to-face and phone support
- 6 sessions per issue, per year
- Assessment and referral
- Solution-focused counseling
- Masters-level counselors

**Child Care**
- Unlimited phone support
- Expecting parents resources
- Child care provider search

**Elder Care**
- Unlimited phone support
- Consultation for caregivers
- Tips for communication
- Resources and referrals to providers

**Financial**
- Phone consultation for a range of issues
- Guidance on financial strategies
- Resources and tip sheets

**Legal**
- Phone consultation on most legal issues
- Referrals to local attorneys as needed

**Daily Living**
- Community and recreational resources
- Explore pet care options
- Discover local dining and entertainment

**Wellness Coaching**
- Phone consult with a health professional
- Identify a personal wellness goal
- Develop an action plan

**Parent Coaching**
- Consult with a parenting specialist
- Parent-child communication and discipline tips

Confidential with 24/7 Access at 1-877-262-8550
*To access the online tools go to the website below, choose Member Login and enter dedicated username and password

Username: wauweap
Password: employee

LifeWorkStrategies.com

Adventist HealthCare
LifeWork Strategies
Masks with Exhalation Valves or Vents – CDC WARNING

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC does not recommend using masks for source control if they have an exhalation valve or vent.