



Internal Use Only – Not for Distribution

**Purpose:** To provide all managers & employees with current workplace guidelines for respiratory illnesses including COVID-19.

## Workplace Guidelines

**One or more of the following symptoms below may indicate you have a common respiratory viral illness related to COVID-19, flu, or RSV.**

- Fever or chills
- Cough, shortness of breath or difficulty breathing
- Fatigue
- Headache
- Sore throat
- Congestion or runny nose
- Other

### ***Respiratory Virus Recommendations (including COVID-19)***

- Stay at home and contact your manager should you have symptoms associated with a respiratory viral illness.

### ***Recommended actions when ill with a respiratory virus:***

- Stay home and away from others
- Return to work after you are fever free for 24 hours without fever reducing medication
- Overall symptoms are improving

Once an employee returns to work, **they should take additional preventative measures over the next five days:**

- wearing a well fitted mask
- distancing from others
- good hygiene such as washing hands frequently
- testing for respiratory viruses

*As part of the guidance, Centers of Disease Control “CDC,” offers the following:*

- Stay up to date with vaccinations to prevent more severe illness
- Practice good hygiene with sanitizing surfaces and hand washing, covering, coughs/sneezes
- Cleaner Air

*For more information on common respiratory illness - [Respiratory Virus Guidance \(cdc.gov\)](https://www.cdc.gov/respiratory).*