

# MUSTANGS RETURN

## Guidelines for Employees and Supervisors at Southwest Minnesota State University

### HOW TO PROTECT YOURSELF AND OTHERS

All employees and supervisors should familiarize themselves with the information contained in this document.

All employees and supervisors must contact Human Resources ([Nancy.Olson@SMSU.edu](mailto:Nancy.Olson@SMSU.edu)) when making specific decisions on items contained within this document.

#### Know how COVID-19 spreads:

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to [spread mainly from person-to-person](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

#### Everyone should:

##### Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

##### Avoid close contact

- Close contact is considered 6 feet from an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

##### Cover your mouth and nose with a cloth face covering when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a mask/[cloth face covering](#) when they go out in the public.
  - Masks/cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask/cloth face covering without assistance.
  - If there is a medical reason for an employee to not wear a mask/cloth face covering, please contact Nancy Olson in HR.
  - The mask/cloth face covering is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker, such as an N95 mask.
- Continue to keep about 6 feet between yourself and others. The mask/cloth face covering is not a substitute for social distancing.

##### Cover coughs and sneezes

- If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

##### Clean and disinfect

- Clean AND disinfect [frequently touched surfaces daily](#). This includes tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets, sinks, etc.
- Clean AND disinfect technology, such as copiers, laptops, phones, keyboards according to recommended procedures for that equipment.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Disinfectant will be provided by the SMSU Facilities department. For technology, check your technology manual for an acceptable disinfectant for your equipment or use the disinfectant provided by SMSU Technology Resource Center (TRC) for SMSU equipment.

## Monitor Your Health—Daily Self-Screening BEFORE Coming to Campus

- Take the COVID Self-Assessment prior to coming to campus: [www.minnstate.edu/CV19-SMSU](http://www.minnstate.edu/CV19-SMSU)
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
- Please recognize that some COVID-19 symptoms are similar to flu, cold or allergies, click [here to see a comparison chart](#). You may also visit [www.SMSU.edu/coronavirus](http://www.SMSU.edu/coronavirus) and click on the button “Is It COVID?”
- Take your temperature if symptoms develop.
  - Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- If you have symptoms, **follow the instructions below**.
- Follow [CDC guidance](#) if symptoms develop.

## What should I do if I have...?

### 1. Symptoms

I have several symptoms listed on the health self-assessment tool. I have not yet been tested. What should I do?

- Do not come to campus.
- Notify your supervisor.
- Contact your health care provider.
- If you work on campus, your supervisor, HR and you will determine ability to work remotely and/or appropriate leave options.
- You should not return to campus until
  - You have had no fever for at least 24 hours (no fever without the use of medicine that reduces fevers)

**AND**

- respiratory symptoms have improved (for example, cough or shortness of breath have improved)

**AND**

- at least 10 days have passed since your symptoms first appeared

**OR**

- you tested negative for COVID-19, your healthcare provider indicates you likely did not have COVID-19 and your healthcare provider indicates you can end your quarantine.

### 2. Potential Exposure

I was in close contact with a person who was exposed to COVID-19. What should I do?

- Monitor yourself for symptoms. You do not need to quarantine unless the person you were exposed to tests positive, then follow protocols for situation #4.
- If you develop symptoms, refer to #1.

#### Additional Details about Exposure:

- Employees may have been exposed if they are within “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

### 3. Potential Exposure – With or Without Symptoms

I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?

- Do not come to campus until you have confirmed the other person did not test positive for COVID-19. If test is negative you may return to work. If test is positive, see #4.
- Notify your supervisor of potential exposure.
- Supervisor, HR and you will determine ability to work remotely and/or appropriate leave options while awaiting test results.

### 4. Confirmed Exposure – With or Without Symptoms

I was with a person who has recently received a lab-confirmed positive COVID-19 test. What should I do?

- Do not come to campus.
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19.
- Supervisor, HR and you will determine ability to work remotely and/or appropriate leave options.
- Stay home and quarantine for 14 days.
- Separate yourself from others in your household and do not share anything in your home with others for 14 days (utensils, bedding, phones, remotes, etc.).
- You may return to work after 14 days if you do not develop symptoms.
- If you become sick continue to stay home until:
  - You have had no fever for at least 24 hours (no fever without the use of medicine that reduces fevers)

**AND**

- respiratory symptoms have improved (for example, cough or shortness of breath have improved)

**AND**

- at least 10 days have passed since your symptoms first appeared.

**The 14-day quarantine count begins with the last date the employee was exposed to the individual(s) with a lab-confirmed case of COVID-19.**

## 5. Employee with Lab-confirmed Positive Case

I have been tested for COVID-19 and have a lab-confirmed positive test. What should I do?

- Do not come to campus.
- Notify your supervisor and/or HR of lab-confirmed positive COVID-19. Supervisor will notify Provost.
- Separate yourself from others in your household and do not share anything (utensils, phone, remote, bedding, etc.).
- Ability to Work Remotely – Health Self-Assessment:
  - If you are able to work remotely (healthy/well – able to work) – supervisor, HR and you will determine ability work remotely and/or appropriate leave options until:
    - You have had no fever for at least 24 hours (no fever without the use of medicine that reduces fevers)
  - AND**
  - Respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - AND**
  - at least 10 days have passed since your symptoms first appeared
  - If you are unable to work remotely (too ill – unable to work or work unable to be completed remotely)
    - Contact HR ([Nancy.Olson@SMSU.edu](mailto:Nancy.Olson@SMSU.edu)) to discuss appropriate leave options.

*Employers should not require sick employee to provide a negative COVID-19 test result or healthcare provider's note to return to work unless the employee, upon local healthcare provider advice, chooses to be tested to determine if employee is still contagious.*

## Contact Information:

SMSU Human Resources: [Nancy.Olson@SMSU.edu](mailto:Nancy.Olson@SMSU.edu) 507-537-6544 | Health Services: [Valerie.dallenbach@SMSU.edu](mailto:Valerie.dallenbach@SMSU.edu) 507-537-7202

AVERA Marshall Testing: 507-532-9661 | A drive-through testing is held between 9:00 a.m. and 1:00 p.m. Monday – Friday at the Carlson Street Clinic located at 1521 Carlson Street, Marshall.

For information, visit: [www.avera.org/how-to-prepare-for-the-coronavirus-covid-19/](http://www.avera.org/how-to-prepare-for-the-coronavirus-covid-19/)

## Additional Area Testing Sites:

Avera Tyler: 507-247-5521 | No Doctor Visit Required, call first.

Murray County Medical Center: 507-836-6111 | No Doctor Visit Required, call first.

Sanford Tracy: 507-629-8300 | No Doctor Visit Required, call first.

Marshall Hy-Vee: Testing is available at Hy-Vee in Marshall. Check [https://doineedacovid19test.com/marshall\\_mn\\_1369.html](https://doineedacovid19test.com/marshall_mn_1369.html) for days and hours of testing. You must pre-register at <https://www.doineedacovid19test.com/>.

Free Saliva Test Kits are available to be mailed to you if you are a Minnesota Resident.

You can order a test kit here <https://www.health.state.mn.us/diseases/coronavirus/testsites/athome.html>. Additional Minnesota testing sites can be found at <https://www.health.state.mn.us/diseases/coronavirus/testsites/community.html>.

## Additional Resources:

Minnesota Department of Health (MDH) [mn.gov/covid19/for-minnesotans/](http://mn.gov/covid19/for-minnesotans/)

Center for Disease Control (CDC) [cdc.gov/coronavirus/2019-ncov/](http://cdc.gov/coronavirus/2019-ncov/)

For additional information, visit: [www.SMSU.edu/campuslife/healthservices/healthalerts/coronavirus.html](http://www.SMSU.edu/campuslife/healthservices/healthalerts/coronavirus.html)

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change. Version 11/19/20

# [www.SMSU.edu/mustangsreturn](http://www.SMSU.edu/mustangsreturn)



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