

Guidance for Essential and Returning Employees

Employee Self-Screening for COVID-19



Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.



Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.



If the employee indicates any of these conditions, the supervisor must require that the employee stay home, and the employee should seek guidance from their healthcare provider.

In the Workplace



Staff members must be at least 6 feet away from each other. Wear a cloth face covering if this is not possible.



No in-person meetings. If there must be an in-person meeting, it must be in a large room with attendees six-feet away from each other.



Lunchrooms and gathering areas are closed.



Visitors are not allowed.



Sick employees must stay home.

Continue Good Health Habits



Wash hands with soap and water for at least 20 seconds. Keep a supply of hand sanitizer.



Cover your cough.



Clean all high touch areas in your home and workplace.



Do not touch your eyes, nose or mouth with unwashed hands.



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