

# SELF-SCREENING

## 1. Are you experiencing symptoms of COVID-19?

- Fever of 100.4°F or greater
- New or worsening cough in the past 48 hours
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Body aches
- New onset loss of taste or smell
- Shortness of breath that started in the last 48 hours

## 2. Have you had close contact? Close contact is defined as:

- Living or caring for person who tested positive for COVID-19
- Being coughed or sneezed on by a person who has COVID-19
- Shaking hands with a person who has COVID-19
- Being less than 6 feet away for more than 15 minutes in the last 14 days from a:
  - Symptomatic person who tested positive or is presumed positive for COVID-19—and you had contact with them during the time period starting 2 days before the onset of their symptoms until they met criteria for discontinuing home isolation
  - Asymptomatic person who tested positive for COVID-19—and you had contact with them starting 2 days before the date of specimen collection until 10 days after the date of their specimen collection

## 3. Have you been directed or told by the local health dept. or your healthcare provider to self-isolate or self-quarantine?

If you have answered **No** to all of the questions listed above you may come to work. If you have answered **Yes** to any of these questions, please do not go into work and self-quarantine at home for 14 days. Any employee who fails this screening process or refuses to screen themselves **must not report for their work shift**. Contact your supervisor for further direction.

*Information as of 7/30/2020.*

# Please remember:

**Masks must be worn  
in all communal  
spaces**

**Maintain social  
distancing  
(6 feet)**

**Routinely  
disinfect your  
workspace**

**Avoid touching  
your face**

**No eating in  
public areas**

For questions regarding NMC's COVID-19 Exposure Control Plan or to report potentially unhealthy or unsafe working conditions, contact Human Resources at:

(231) 995-2612  
hr@nmc.edu

For more information, please visit:  
nmc.edu/keepsafe

**HELP PREVENT THE SPREAD OF  
ILLNESS TO KEEP OUR CAMPUS SAFE**

**COVID-19  
EXPOSURE CONTROL  
AWARENESS**



Northwestern  
Michigan  
College

# NMC SAFETY SPECIFICS



# WHEN SHOULD I STAY AT HOME?



**Practice social distancing** by staying at least 6 feet apart. Avoid in-person meetings.



**Routinely disinfect your workspace** including desk, phone, computer keyboard/mouse, printers/copiers, credit card machines and power tools.



**Wipe down surfaces in all communal areas** including labs and classrooms before and after use.



**Face coverings must be worn in all communal areas.** Employees are not required to wear them at their desk.



**Gloves are not mandatory for most employees,** but will be available throughout campus if you would like to wear them.



**Refer to posted signs limiting the number of people in bathrooms at one time.**



**Refrain from using the elevators unless necessary.**



**Follow directional signs in doorways and stairwells.**



**No eating in public areas.** Eating on campus will only be allowed in designated areas. Do not use refrigerators, microwaves, and coffee pots.

## ME

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

Stay home for 7 days after you were tested or developed symptoms.

After staying home for 7 days, have you been symptom-free for 3 days?

YES

NO

**Stay home for 3 days after all symptoms have stopped.**

## CLOSE CONTACTS

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your last contact with the sick person. Monitor yourself for symptoms.

**You may leave if you are symptom-free.**

## CONTACT TRACING

In an effort to keep the college community safe, confidential contact tracing will be performed by the Health Department when the college is informed that an employee, student, or college visitor has tested positive for COVID-19.

Notify Human Resources immediately if you develop symptoms, you suspect you have been exposed to or have contracted COVID-19, or if you test positive for COVID-19.



## CLEAN YOUR HANDS OFTEN



Wash your hands with soap and warm water for 20 seconds including after using the restroom, before eating, after coughing or sneezing, immediately after removing gloves and after contact with others.

### BE SURE TO WASH:

- Palm to palm
- In between your fingers
- The tips of your fingers
- Backs of your hands and fingers
- Your thumbs



(Use a tissue to turn off the tap if possible.)

If soap and warm water are not available and hands are not visibly dirty, **HAND SANITIZER THAT CONTAINS AT LEAST 60% ALCOHOL** may be used.