Check your temperature if you begin to feel ill, especially before entering the workplace.

Check your temperature.

Watch for other symptoms. Aside from fever, Covid–19 symptoms include cough, difficulty breathing, & fatigue. A comprehensive list can be found at www.cdc.gov. Click here for more information.

Practice social distancing. Always maintain a safe distance of over 6 feet away from others when you are in the workplace.

Know how it spreads. There is currently no vaccine to prevent it. The virus is spread mainly from person–to–person who are in close contact with one another.

Wash your hands often. Practice good hand hygiene by washing your hands with soap and water for at least 20 seconds. If handwashing facilities are not readily available, use hand sanitizer.

Clean and disinfect work areas. This includes tables, doorknobs, light switches, handles, desks, phones, and keyboards. These items should be cleaned daily. Personal items like phones and keyboards should not be shared with others.

Prevent spread by wearing a mask in public. Masks should cover your mouth and nose. The face cover is not a substitute for social distancing. The cloth face cover is meant to protect other people in case you are infected. Don’t use a facemask meant for a healthcare worker.

Source • Centers for Disease Control and Prevention (cdc.gov)
Keep Your Workplace Safe!

<table>
<thead>
<tr>
<th>Clean &amp; disinfect your work space regularly</th>
<th>Coronavirus cleaning tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean surfaces using soap and water, then use disinfectant.</td>
<td>• Coronaviruses on surfaces and objects naturally die within hours to days.</td>
</tr>
<tr>
<td>Disinfect routinely-touched items often, such as doorknobs, keyboards, phones, light switches, desks, etc.</td>
<td>• Normal routine cleaning with soap and water removes germs and dirt from surfaces. Disinfectants kill germs on surfaces.</td>
</tr>
<tr>
<td>Wear reusable or disposable gloves for routine cleaning and disinfection.</td>
<td>• Store and use disinfectants in a responsible &amp; appropriate manner according to the label.</td>
</tr>
<tr>
<td>Avoid touching your face and cover your coughs and sneezes</td>
<td></td>
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</tbody>
</table>

Sources: CDC.GOV/CORONAVIRUS; WWW.WHO.INT

Cleaning Products...

If you are in need of additional cleaning products, contact Kent Jones or another custodial staff member.

Remember to keep safe practices, such as social distancing and frequent hand washing, while you are working on campus to prevent the spread of Coronavirus.
Handwashing 101

#StoptheSpreadofCoronavirus

**Step 1**
Wet your hands before applying soap.

**Step 2**
Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.

**Step 3**
Wash your hands, rubbing vigorously for at least 20 seconds.

**Step 4**
Rinse, then dry your hands with a paper towel.
COVID-19 Q&A for NACC Employees

What are the symptoms of COVID-19?

According to the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

What should I do if I experience these symptoms or am diagnosed with COVID-19?

If you experience symptoms of COVID-19, you should contact your healthcare provider. Before reporting to work, you must contact the Human Resources Director (256.228.6001/256.638.4418, ext. 2230).

What should I do if someone in my household is diagnosed with COVID-19?

Before reporting to work, you must contact the Human Resources Director if you believe that you have been exposed to COVID-19 (256.228.6001/256.638.4418, ext. 2230).

What type of leave is available for reasons related to COVID-19?

The Families First Coronavirus Response Act allows eligible employees to receive paid sick leave or expanded family medical leave benefits due to reasons related to COVID-19. The Act provides the following to full-time and part-time employees:

- Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Additionally, eligible employees who have been employed at least 30 days can receive up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. For more information or to request these types of leave, you should contact the Human Resources Director. (mannl@nacc.edu; 256.228.6001/256.638.4418, ext. 2230).
Should I wear a mask while at work?
Employees are encouraged to wear a face covering or mask that adheres to CDC guidelines any time they are not in their office or work area, including entering and leaving the building. Wearing a mask could potentially keep an employee from transmitting the virus to coworkers and students should the employee be asymptomatic and unaware that he or she has contracted the virus. Each employee working on campus may request a reusable, washable mask from the Campus Police Office. Employees are expected to clean and maintain their face mask(s) issued by the college. An office is defined as a private or shared space in which the employee’s primary desk is located. Work area is defined as a classroom or lab not occupied by others, in which the employee works alone. Examples of work areas would be a biology instructor’s lab (while creating a lab video), a server room, and a classroom that is not shared with others.

To request your mask, please contact Campus Police at 256.601.9117 or ext. 2249.

What other precautions should I take while on campus?
The college recommends the following guidance for staying safe while at work:

- Employees should stay in their office/work area unless there is a legitimate need to visit another area on campus, such as going to the mailroom or restroom. Call instead of visiting another office.
- Maintain social distancing of at least 6 feet.
- Avoid in-person gatherings. Under no circumstances should there be any in-person gatherings of more than 10 people. Use technology to meet with larger groups.
- Do not share work tools (telephones, keyboards, pens, etc.).
- Wash hands multiple times a day with warm water and soap for at least 20 seconds.
- Cover coughs and avoid touching your face.
- Each employee should clean his/her work area frequently, especially high-touch areas such as keyboards, telephones, light switches, and door knobs.
- When visiting the mailroom, do not loiter or stop to visit with others. Pick up and drop off your mail and leave the mailroom.

Where can I get more information on COVID-19?
Visit https://www.cdc.gov/coronavirus/2019-nCoV/index.html for more information about symptoms, what to do if you are sick, and how to protect yourself.