

**HELP
STOP
THE
SPREAD
AND STAY HEALTHY**

Respiratory Virus Guidelines & Expectations for the Workplace

College guidelines are based on guidance provided by regulating bodies, including but not limited to the Occupational Safety and Health Association (OSHA), Centers for Disease Control and Prevention (CDC), State of Maryland Department of Health, the Maryland Higher Education Commission and Wicomico County Health Department. As the knowledge and understanding of COVID-19 expands, and guidance from regulating bodies changes, our policies and plans will be updated. Each one of us is needed to maintain the health and safety of our campus community. All college employees are expected to fully comply with the contagious disease guidelines issued by the Centers for Disease Control and Prevention (CDC), State of Maryland and local governmental agencies, as well as the policies, protocols and guidelines issued by the president of Wor-Wic. Failure to do so may result in corrective action.

Respiratory Viruses (Flu, COVID-19, RSV...)

When employees have a respiratory virus, including but not limited to the flu, COVID-19 and RSV, they should stay home and away from others. Employees should notify their supervisor of their absence as outlined in the policies and procedures manual and provide a return to work note from their medical provider upon return if their absence is three or more days. An employee who reports to work while exhibiting symptoms of *a respiratory virus* should be sent home by their supervisor to reduce possible spread. Applicable accrued leave must be used for any absence prior to entering a leave without pay situation. Note: Treatment is available for COVID-19 and the flu and can lessen symptoms and lower the risk of severe illness.

Returning to Work

Employees may return to work when they are fever-free for 24 hours without fever-reducing medicine AND their symptoms are improving overall.

Respiratory Virus Guidance Snapshot

Core prevention strategies

Immunizations



Hygiene



Steps for Cleaner Air



Treatment



Stay Home and Prevent Spread*



Additional prevention strategies

Masks



Distancing



Tests



Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

*Stay home and away from others until, for 24 hours BOTH:



Your symptoms are getting better

You are fever-free (without meds)



Then take added precaution for the next 5 days



If you have symptoms of a respiratory illness, Do Not Come to Work.

Prevention

CDC recommends these core prevention steps and strategies:

- Stay up to date with vaccination to protect people against serious illness, hospitalization, and death. This includes flu, COVID-19, and RSV if eligible.
- Practice good hygiene by covering coughs and sneezes, washing or sanitizing hands often, and cleaning frequently touched surfaces.
- Take steps for cleaner air, such as bringing in more fresh outside air, purifying indoor air, or gathering outdoors.

RSV Symptoms

Employees should not report to their primary worksite if they are sick. Particularly, people with any of the following symptoms should stay home:

- Fever or Chills
- Shortness of Breath or Difficulty Breathing
- Muscle or Body Aches
- New Loss of Taste or Smell
- Nausea or vomiting
- Diarrhea
- Cough
- Fatigue
- Headache
- Sore Throat
- Congestion or Runny Nose Unrelated to Allergies