



COVID-19 PROTOCOL EMPLOYEE ILLNESS

Bethel College is working very hard to keep employees safe. Keeping the Bethel community safe is a top priority.

Prevention: Employees should wash hands regularly and use alcohol based sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands. Employees are required to wear masks inside and outside. (Offices occupied by one person are exempt from mask requirements until another individual enters the aforementioned space.)

Spread: The virus is thought to be spread mainly from person to person (within about 3 to 6 feet). It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth or nose. Maintenance will provide cleaning supplies for your office and classrooms. Please disinfect your working area regularly. Employees should wear masks inside when around other people. Masks are to be used outside when unable to achieve 6' social distancing.

Symptoms: Fever, cough, shortness of breath, headache, sore throat, muscle pain, chills, repeated shaking with chills, loss of taste or smell.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Actions:

- Employees with symptoms are required to stay home. If an employee comes to work with symptoms, they will be sent home.
- Employees with symptoms should contact their physician or dial 211.
- Any employee with a confirmed case or waiting for test results should contact HR and their supervisor immediately and fill out an Absence Request Form. HR will inform the Emergency Response Team.
- Any employees with sick household members should notify HR. HR will inform the Emergency Response Team.
- If an employee has a confirmed case of COVID-19, a thorough cleaning of all areas where the employee worked will be completed by custodial staff according to local health guidelines.
- The employee with symptoms must have a doctor's permit to return to work.
- Through appropriate contact tracing and departmental and college communications, employees will be notified of the possibility of exposure if a co-worker is confirmed to have COVID-19.
- If you travel, please follow KDHE guidelines and self-report to HR when you return.
- Bethel College will follow all directives and cooperate fully with the Harvey County Health Department and the Kansas Department of Health and Environment.

COVID 19 information resources:

<https://www.coronavirus.kdheks.gov/https://covid.ks.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>