



Guidelines for Employees

Discuss with your supervisor what the best time is for you to return to your office. Faculty will receive additional guidance from the Dean of the College. To provide for physical distancing, we will continue remote work, staggered schedules, and other strategies for reducing the density of people on campus.

When on campus, [wear a mask](#) when around others and in high-traffic places, wash your hands frequently, and stay home if you are ill. Compliance with these guidelines is required; failure to comply may result in discipline. Please report any health or safety concerns to Cathy Metz.

If you have any health-related requests for working accommodations ([COVID-19](#) or otherwise), please make the request to Director of Human Resources Cathy Metz via email (hr@wabash.edu) or telephone (765-361-6418). No details are necessary in an initial email or call. Cathy will tell you what details she needs.

Monitor your [health symptoms](#) daily before coming to work using the official Wabash symptom monitoring app on your phone or computer. We may use an app at some point. If you exhibit any of the following symptoms, DO NOT come to work; seek medical care and notify your supervisor that you will not be coming to work.

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| <input type="checkbox"/> Temperature above 100.4 degrees F | <input type="checkbox"/> Congestion or runny nose (not due to allergies) |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Diarrhea or other GI symptoms |
| <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Live with someone with these symptoms |
| <input type="checkbox"/> New cough (not due to allergies) | <input type="checkbox"/> Have had close contact in the last two weeks with someone who has laboratory-tested positive for COVID-19 |
| <input type="checkbox"/> Chills or shaking with chills | |
| <input type="checkbox"/> Muscle pain (not due to exercise) | |
| <input type="checkbox"/> Headache | |
| <input type="checkbox"/> Sore throat | |

Maintain physical distance of at least six feet from others.

Sneeze or cough into the sleeve or elbow, not your hands. Wash your hands for at least 20 seconds with soap and water after coughing, sneezing, blowing your nose, touching your face, using the restroom, before eating, touching your mask, or if you have been in high-contact situations. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol.

Avoid sharing personal items and work supplies like pens and staplers with others, and eliminate shared candy dishes or snack trays. If you need to access a shared item, e.g., copier, please sanitize the items you touched after each use.

Be mindful of your well-being and take steps to cope in healthy ways, including adequate sleep, healthy food choices, regular exercise, talking with friends, taking media breaks, and avoiding alcohol and drugs. Even though we may be physically distanced, find ways to connect with others, and seek professional help if you need it. Resources are available through the College's [Employee Assistance Program](#).

Stay alert for revisions to these guidelines, which may occur as circumstances evolve.

