

Employee COVID-19 Quick Reference Guide

The steps outlined below include measures to help employees maintain their health and safety and provide guidance on necessary protocols and reporting requirements. These steps are subject to change and will remain flexible to adjust to changes related to COVID-19.

Step 1: Ensure you are following university COVID-19 safety measures. All JMU employees are responsible for completing the daily health screening through the LiveSafe app before coming to campus, frequent handwashing, physical distancing, properly wearing a face covering, and monitoring themselves for any possible COVID-19 symptoms. Employees who fail to do this may be subject to disciplinary action.

Step 2: Watch and review COVID-19 training materials:

Face Mask Training:

[Video of Proper Face Mask Usage](#)

[CDC Face Covering Guidelines](#)

Anti-Stigma Training:

[JMU Avoid Stigma eLearning](#)

[COVID-19 Stigma Guide](#)

Step 3: Complete the daily health screening through the LiveSafe app: Don't have a smart phone? The health screening can be completed on a desktop computer or on a paper form with your department. For details on how to complete the health screening review the Return to Workplace Guidelines – [Daily Health Screening Using LiveSafe App](#).

Step 4: If you:

- **are not feeling well and are experiencing COVID-19 symptoms**
 - **receiving an “X” on the LiveSafe app**
 - **live with someone infected with COVID-19**
 - **requested to test for COVID-19**
 - **received a positive COVID-19 test result**
 - **had significant exposure (within 6 feet for greater than 15 minutes within a 24-hour period) to someone found to be infected**
- a) Notify your supervisor. Your supervisor will advise you to go home or stay home.
 - b) Call your primary care doctor or set up a Teladoc appointment for further guidance. The University Health Center's Occupational Health Nurse is available for questions 540-568-5310.
 - c) Contact an HR Benefits Specialist 540-568-3593.
 - d) If directed to be tested, be sure to report the test results back to your supervisor and the HR Benefits Specialist. COVID-19 positive results must be reported to the University

Health Center's Occupational Health Nurse 540-568-5310. Any medical information shared is highly confidential.

- e) According to the JMU Return to Work Guidelines, while test results are pending, you should stay home and not come to campus until test results are received; unless, other advice has been given by a health care provider. Review the [COVID-19 EXPOSURE AND TESTING](#) for further details.
- f) If you are able to work remotely, check with your supervisor to see if this accommodation can be approved.

Questions: For further details regarding the JMU Return to Campus Plan review the [Return to Workplace Guidelines](#). For questions contact the University Health Center's Occupational Health Nurse 540-568-5310 or an HR Benefits Specialist 540-568-3593. .