

# General Information for All Staff Members

**Caution:** We are using lots of cleaning products at home and in the workplace. This is a reminder never to mix bleach with any other cleaning products – *especially ammonia*. The results can be toxic.

## **On-campus Meetings and Support Groups**

All are cancelled through May.

## **Cigna Services for COVID-19 Expenses**

If you have selected to the Cigna insurance offered by Avow, COVID-19 diagnostic test, the office visit, and telehealth services now available no cost to the customer. [Click here for more information from Cigna.](#)

## **Required Staff Self-Isolation**

Staff returning from any cruise or travel outside the U.S. will self-isolate for 14 days. Those returning from New York, New Jersey, Connecticut, or Louisiana are required to self-quarantine for 14 days. Anyone returning from domestic U.S. travel to other cities should check with Employee Health prior to returning to work.

## **PTO Restrictions**

As of April 21, PTO requests will be reviewed and granted on a case by case basis. Cash-out restrictions on PTO have been lifted. See the HR Department for details.

## **About Maintaining Distance from Others**

Social distancing should also be used to reduce possible exposure. This means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet) from others when possible.

Congregate settings are crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums.