

General Information for All Staff Members

Symptoms

This is a reminder to all to contact your supervisor and do not report to work if you have any of the following symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Nasal congestion
- Runny nose
- New loss of taste or smell
- Nausea/vomiting
- Diarrhea
- Fatigue

Once you contact your supervisor, your supervisor will contact Employee Health so that you can be further evaluated as necessary. You may also contact Employee Health for any questions or concerns related to symptoms/illness at employeehealth@avowcares.org.

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.