

Employee Workplace Guidelines

Health and safety are the priorities for our campus community, students, employees, guests, visitors, and community members.

To create a safe working environment, LC State requires that all employees practice the following actions in order to work on campus:

1. Monitor for any symptoms of ill health before reporting to work, and, if you are sick, please stay home.
2. Wash your hands for at least 20 seconds when you get to work.
3. Bring your own face covering that covers your nose and mouth, and wear it at work when contact beyond your immediate “bubble” is anticipated (outside of your regular office space).
4. Cover your nose/mouth with a tissue or the inside of your elbow when you sneeze or cough.
5. Practice social distancing to ensure at least 6-ft of space between individuals.
6. Wash your hands frequently with soap and water throughout the day; use hand sanitizer or antibacterial wipes.
7. Avoid touching your face (eyes, nose, mouth) with unwashed hands
8. Routinely and regularly clean common and high-touch surfaces (door handles/knobs, light switches, countertops, phones, computer keyboard/mouse, desktops, etc.) with antibacterial cleaner at least every two hours
9. Clean high-touch surfaces after any individual visits from outside your working group.

Remain at home if the following conditions are present, and notify your supervisor.

Within the past 72 hours, you have:

- Had a fever greater than 100°
- Cough
- Shortness of breath, difficulty breathing
- Other symptoms of ill health (e.g., chills, sore throat, headache)
- Had contact with someone who had a confirmed case of COVID-19 or had symptoms of an illness

