

SELF-SCREENING

1. Are you experiencing symptoms of COVID-19?

- Fever of 100.4° F or greater
- New or worsening cough in the past 48 hours
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Body aches
- New onset loss of taste or smell
- Shortness of breath that started in the last 48 hours

2. Have you had close contact? Close contact is defined as:

- Living or caring for person who tested positive for COVID-19
- Being coughed or sneezed on by a person who has COVID-19
- Shaking hands with a person who has COVID-19
- Being less than 6 feet away for more than 15 minutes in the last 10 days from a:
 - Symptomatic person who tested positive or is presumed positive for COVID-19—and you had contact with them during the time period starting 2 days before the onset of their symptoms until they met criteria for discontinuing home isolation
 - Asymptomatic person who tested positive for COVID-19—and you had contact with them starting 2 days before the date of specimen collection until 10 days after the date of their specimen collection

3. Have you been directed or told by the local health dept. or your healthcare provider to self-isolate or self-quarantine?

*If you have answered **No** to all of the questions listed above you may come to work. If you have answered **Yes** to any of these questions, please do not go into work and self-quarantine at home for 10 days. Any employee who fails this screening process or refuses to screen themselves **must not report for their work shift**. Contact your supervisor for further direction.*

PLEASE REMEMBER:

Wear a mask and maintain social distancing if you have not been fully vaccinated

Routinely disinfect your workspace

Avoid touching your face

For questions regarding NMC's COVID-19 Exposure Control Plan or to report potentially unhealthy or unsafe working conditions, contact Human Resources at:

(231) 995-2612
hr@nmc.edu

For more information, please visit:
nmc.edu/keepsafe

Updated May 27, 2021

HELP PREVENT THE SPREAD OF ILLNESS TO KEEP OUR CAMPUS SAFE

COVID-19 EXPOSURE CONTROL AWARENESS



Northwestern
Michigan
College

NMC SAFETY SPECIFICS



Complete the CampusClear check-in or self-screening exam before coming to campus to work.



Face coverings must be worn in all communal areas by employees who are not fully vaccinated.



Practice social distancing when possible by staying at least 6 feet apart.



Routinely disinfect your workspace including desk, phone, computer keyboard/mouse, printers/copiers, credit card machines and power tools.



Wipe down surfaces in all communal areas including labs and classrooms before and after use.



Gloves are not mandatory for most employees, but will be available throughout campus if you would like to wear them.



Refer to posted signs limiting the number of people in bathrooms at one time.



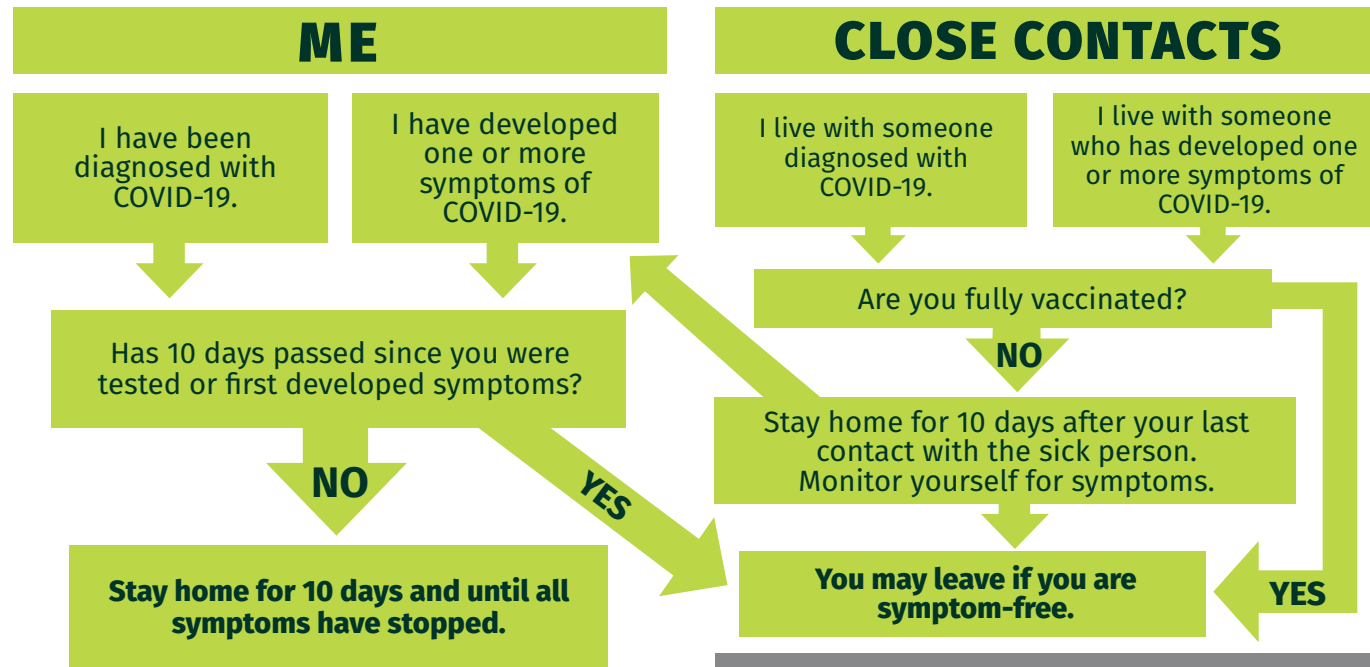
Consider your social distancing needs when using the elevators.



Follow directional signs in doorways and stairwells.



WHEN SHOULD I STAY AT HOME?



CONTACT TRACING

In an effort to keep the college community safe, confidential contact tracing will be performed by the Health Department when the college is informed that an employee, student, or college visitor has tested positive for COVID-19.

Notify Human Resources immediately if you develop symptoms, you suspect you have been exposed to or have contracted COVID-19, or if you test positive for COVID-19.



CLEAN YOUR HANDS OFTEN



Wash your hands with soap and warm water for 20 seconds including after using the restroom, before eating, after coughing or sneezing, immediately after removing gloves and after contact with others.

BE SURE TO WASH:

- Palm to palm
- In between your fingers
- The tips of your fingers
- Backs of your hands and fingers
- Your thumbs



If soap and warm water are not available and hands are not visibly dirty, **HAND SANITIZER THAT CONTAINS AT LEAST 60% ALCOHOL** may be used.