WORKING ON CAMPUS

Know the facts about COVID-19 and help stop the spread of rumors. Seek medical advice if you develop symptoms or you think you may have been exposed to COVID-19.

FACT 1
You can help stop COVID-19 by knowing the signs and symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

FACT 2
There are simple things you can do to help keep yourself and others healthy.

- Wear a facial covering
- Practice social distancing
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home when you are sick
- Clean and disinfect frequently touched surfaces daily
- When possible, avoid public transportation and crowded settings

FACT 3
Race and ethnicity are not factors in this disease. No racial or ethnic group is responsible for the illness.

FACT 4
Some groups are at higher risk for serious illness, and your actions can help protect them. Older adults and people with serious underlying medical conditions are at higher risk for more serious complications. Even if you are at low risk yourself, practice precautions to protect yourself and others.

FACT 5
Someone who has completed quarantine or been released from isolation does not pose an increased risk of infection to other people. Practice the same precautions with people in these groups as with anyone else.

FACT 6
Incorrect information is dangerous. Obtain information from trustworthy sources, including the CDC and UT COVID-19 websites:

- cdc.gov/coronavirus/2019-ncov
- utk.edu/coronavirus

Appendix 9. COVID Info for Employees.
TIPS FOR DEALING WITH THE NEW NORMAL

Keeping yourself healthy mentally as well as physically

DEVELOP AND MAINTAIN A ROUTINE
Create a daily schedule that includes work time, social time, play time, exercise, and sleep. A regular sleep routine may be the single most effective tool in your toolbox for coping.

One caveat: Don’t be so rigid about your schedule that it creates more stress. The schedule should bring a sense of order, not additional worries. Things happen and you may need to be flexible with your schedule, but it can still help keep you on track.

STAY CONNECTED
Even if you’re physically isolated, technology provides abundant opportunities to interact with friends and family. Use videoconference technology for face-to-face contact with friends, co-workers, and family, and use social media platforms to share news and offer support. If you’re feeling lonely, others in your life are likely feeling the same way. Consider reaching out to check in on them. While asking for support may feel needy, offering support is empowering; it can help you feel useful—and paradoxically, less lonely and more supported yourself.

Remember, you can’t fix or solve everyone else’s problems. Just listen and care. Offer tips on what works for you if asked, but don’t take on the need to make everyone else feel better. We cannot solve COVID-19, but we can all walk with each other through it—metaphorically if not physically.

USE MENTAL HEALTH RESOURCES
Take advantage of the many resources available to support mental health. Make sure you access reputable sources such as the National Institute of Mental Health and the American Psychological Association.

UT EMPLOYEE RESOURCES

24/7 Emergency Help for Distressed Faculty and Staff
865-946-CARE (2273)

Employee Assistance Program (EAP)
855-Here4TN (855-437-3486)
hr.utk.edu/employee-assistance-program

Be Well
bewell.utk.edu/programs

Optum COVID-19 Resources
optumeap.com

UNPLUG FOR A WHILE
Remember that you need some down time every day. Increased screen time tires your eyes and brain due to the constant stimulation of light, color, movement, and sound.

Shut down all your screens for at least an hour or so each day to clear your mind and rest your eyes. Close them out again 30 minutes before bedtime—or an hour before if possible—to promote better sleep. If you can, use your device settings to reduce blue light.
LIMIT EXPOSURE TO NEWS
While it is important to keep up with the latest developments regarding COVID-19 and other news, constant exposure to the enormous human need around us can be overwhelming. Limit your exposure to an hour or less once or twice a day. Consider focusing on aspects of the story you can do something about: supporting efforts on social distancing, contributing to causes you care about, supporting people who might need a call, or simply acknowledging that we’re all working together to meet this challenge. Spend some time watching or listening to shows, music, movies, or other entertainment that can enjoyably distract you.

GET OUTDOORS
If you’re able, a walk, run, or bike ride—in your neighborhood, on campus, or on a nearby trail or greenway—is a great way to unplug and connect with nature and the changing seasons.

EXERCISE
Be sure to include physical activity in your daily routine, whether it’s indoors or out. The benefits to mental health of routine moderate exercise cannot be overstated. If you have a health condition that may keep you from exercise, talk with your medical provider about options.

ACKNOWLEDGE THE GRIEF, FIND YOUR MEANING
Several writers have noted the profound grief and loss that we are all experiencing during this pandemic. The most effective way to cope with grief includes acknowledging your pain, remembering what you’ve lost, and celebrating the memories while also embracing your new life as it is now. This is an opportunity to use and develop your personal spiritual and emotional resources to find meaning and purpose in loss.

CONNECT WITH HELP
National Suicide Prevention Lifeline 800-273-8255 or text HOME to 741741
National Domestic Violence Hotline 800-799-7233 or text LOVEIS to 866-331-9474
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

• Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
• The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
• COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

• You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
• You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
• You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

• There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
• Stay home as much as possible and avoid close contact with others.
• Wear a cloth face covering that covers your nose and mouth in public settings.
• Clean and disinfect frequently touched surfaces.
• Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

• Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
• If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
• Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

• Stay home if you are sick, except to get medical care.
• Avoid public transportation, ride-sharing, or taxis.
• Separate yourself from other people and pets in your home.
• There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
• If you need medical attention, call ahead.

Know your risk for severe illness

• Everyone is at risk of getting COVID-19.
• Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus
Prevent the spread of COVID-19 if you are sick


If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.

- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.

- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

- **Avoid public transportation,** ride-sharing, or taxis.

Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- **See COVID-19 and Animals if you have questions about pets:** https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals


Monitor your symptoms.

- **Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.**

- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:

Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.

- **If you have a medical appointment that cannot be postponed,** call your doctor’s office, and tell them you have or may have COVID-19.

If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).

- You don’t need to wear the cloth face covering if you are alone. If you can’t put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

cdc.gov/coronavirus
Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option,** especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.

Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a cloth face covering and wait as long as possible after the sick person has used the bathroom.

Clean and disinfect areas that may have blood, stool, or body fluids on them.

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfector.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

When you can be around others after you had or likely had COVID-19

When you can be around others (end home isolation) depends on different factors for different situations.

- **I think or know I had COVID-19, and I had symptoms**
  - You can be with others after
    - 24 hours with no fever
    - symptoms improved
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

- **I tested positive for COVID-19 but had no symptoms**
  - If you continue to have no symptoms, you can be with others after:
    - 10 days have passed since test
  - Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
  - If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.