

COVID-19 Prevention Guidance for Essential UCR Personnel On-Site (Non-healthcare Duties)

What is this Guidance for?

This guidance provides recommendations on how essential UCR personnel working on campus can help protect themselves and others from COVID-19 infection. To reduce the risk of exposure and transmission of COVID-19 while working on campus, essential employees should strongly consider the recommendations detailed below.

Who should follow this Guidance?

- Essential staff performing non-healthcare duties on the UCR campus (including School of Medicine and UCR Health personnel not performing healthcare duties on campus).
- Anyone who has been exposed (personal contact or within 6 ft) to a suspected or confirmed COVID-19 patient. For example, if you are a family member or caregiver of a suspected/confirmed COVID-19 patient. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- Contact with anyone returning from travel to a state, territory or country with widespread, ongoing transmission, or traveled on a cruise ship or river boat in the last 14 days.

General Precautions

- Stay at home if you are sick except to get medical care. If you have any symptoms of COVID-19 (fever, shortness of breath, coughing, difficulty breathing), call ahead and inform your medical provider of your symptoms prior to the visit.
- Inform your supervisor if you have a sick family member at home with COVID-19.
- Practice social distancing by remaining at least 6 feet away from other people, if possible.
- Follow Riverside County [order](#) for face coverings by covering mouth and nose when around others or in public.
- Wash your hands often for at least 20 seconds with soap and water. If a hand sink and soap is not available, an alcohol-based (minimum 60%) sanitizer gel may be used.
- Avoid touching your mouth, nose and eyes with unwashed hands.
- Cover your mouth with your elbow or a tissue when you have a cough or sneeze.
- Throw tissues in trash and wash your hands immediately.
- Clean and disinfect frequently touched surfaces such as workstations, keyboards, doorknobs, and handrails.
- Essential personnel should consider self-monitoring to help detect early signs of potential infection.

What is Self-Monitoring?

The CDC defines COVID-19 [self-monitoring](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>) as the process of checking yourself for symptoms of COVID-19 by **taking your temperature twice a day and remaining alert for fever, cough or difficulty breathing**. All essential UCR employees, staff, and faculty working part or full-time on campus should strongly consider self-monitoring.

I want to Self-Monitor. What should I do?

1. It is strongly suggested that UCR essential personnel check for fever and symptoms in the morning before coming to the workplace, if possible.
2. Check your temperature twice daily to track any signs of fever or other symptoms (cough, shortness of breath, difficulty breathing). A self-monitoring temperature log is provided for your convenience. If possible,
 - a. Check your temperature with an oral thermometer. Follow the manufacturer directions for how to accurately measure your temperature.
 - b. Wait to check at least 30 minutes after eating, drinking or exercising.
 - c. Wait to check at least 6 hours after taking medicines that can lower your temperature (e.g., Acetaminophen, Ibuprofen, Aspirin).
 - d. Take your temperature without the use of symptom-altering medicines (e.g., cough suppressants).

Remember: lack of fever alone does not mean that you are not infected with coronavirus.

3. When self-monitoring, here are the symptoms you should look out for:
 - Fever: temperature $\geq 100.4^{\circ}\text{F}$ (38.0°C)
 - New cough
 - New shortness of breath
 - New difficulty breathing

What should I do if I don't have access to a thermometer?

If access to a thermometer for self-monitoring is not possible due to lack of availability, consider the following alternatives:

- Talk to your supervisor about requesting a thermometer through UCR (supplies may be limited or unavailable).
- Consider alternatives such as an infrared temperature gun if such equipment is available.
- Practice self-monitoring by assessing yourself for COVID-19 symptoms twice daily and recording it in the log. Assessing other symptoms of COVID-19 is very important for effective self-monitoring.

What should I do if I develop COVID-19 symptoms?

If symptoms appear, you should:

- Stay home and call your supervisor to report symptoms.
- If you seek medical treatment, contact the hospital or physician's office prior to going in.

Symptom Self-Monitoring Tracker

Day	AM			PM		
	Date & Time	Temperature	List Any Symptoms	Date & Time	Temperature	List Any Symptoms
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						