



WESTMINSTER
COLLEGE

OFFICE OF HUMAN RESOURCES

COVID-19 GUIDELINES FOR WESTMINSTER COLLEGE EMPLOYEES

During this time of uncertainty regarding Coronavirus-19 (COVID-19) throughout the world, the Office of Human Resources at Westminster College is doing everything possible to ensure the well-being of our employees. To best decrease exposure to and prevent infections, the following guidelines are meant to reduce transmission among employees, to protect people who are at a higher risk for adverse health complications, and to maintain business operations at Westminster.

1. Stay home when you are sick. Employees with symptoms of acute respiratory illness are asked to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer) and any other symptoms of illness for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Time-off requests can be entered in the "Time Off" tab in eSelfserve via [APS](#).
2. Avoid close contact with people who are sick.
3. Cover your coughs and sneezes, and wash your hands frequently for 20 seconds with soap and water.
4. Clean frequently touched surfaces and objects.
5. If you start to develop symptoms, have sick family members at home, or have been to areas where a virus has been reported, you should do the following:
 - Contact **Kim Lorentz**, Director of Health Services, the Wellness Center, (573) 592-5355.
 - Contact **Mandy March**, Chief HR Officer, (573) 592-5226.
 - Call the 24-hour Missouri COVID-19 hotline at (877) 435-8411.
 - Contact your doctor's office or the [Missouri Department of Health](#) before arriving at your clinic or emergency room. Use the "[Virtual Visits](#)" option through UHC if you have medical coverage through the College.
 - Refer to the COVID-19 guidelines provided by the [CDC](#) on how to conduct a risk assessment of your potential exposure.
6. Employees are encouraged to notify the Office of Human Resources of any travel plans so that we can best care for you and ensure proper communication.
7. Be prepared and informed. See the available resources below.

Other health resources

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Missouri Department of Health & Senior Services](#)
 - 24 hour hotline: 877-435-841
- [Westminster College Website](#): Please refer to our website frequently for regular updates on COVID-19.