



## COVID-19 (CORONAVIRUS) SYMPTOM AWARENESS & SELF MONITORING

The safety of our employees remains one of the Library's primary concerns. As the coronavirus (COVID-19) pandemic continues to evolve, the library is monitoring the situation closely and will periodically update guidance on current recommendations from the Center for Disease Control and Prevention (CDC), Kansas Department of Health and Environment and Shawnee County Health Department.

### **Employees should self-monitor for the following symptoms or combinations of symptoms:**

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

Symptoms may appear between 2-14 days following exposure to the virus. Anyone can have mild to severe symptoms. If an employee has a fever, cough or other symptoms then they should not report to work and should promptly notify their supervisor of their absence, as well as contact Human Resources for further guidance. Employees should consult their medical provider as soon as possible related to these or any other severe symptoms that may be of concern.

**If an employee has tested positive for COVID-19 they must notify Human Resources as soon as possible to report the positive test and should not report to work. Additionally, if an employee has had close contact with someone who has tested positive they should not come to work until they have spoken with Human Resources. Employees should follow the direction of their medical provider and/or the Shawnee County Health Department.**

**Human Resources Contact Number: (785) 580-4491**