

COVID-19 Employee Safety Guide

FOR STATE GOVERNMENT WORKERS EFFECTIVE OCTOBER 3, 2022

FOLLOW PUBLIC HEALTH BEST PRACTICES

- **GET VACCINATED AND BOOSTED.** Consider vaccination against COVID-19 and boosters. For more information on getting vaccinated, visit the [Office of Employee Health and Wellness' vaccination clinic listing](#) or the [State's vaccination website](#).
- **MASK USE.** State workers may choose to wear a mask when inside, regardless of vaccination status. Anyone is welcome to wear a face covering based upon their personal comfort level and choice.
- **WAIT! STAY HOME IF YOU ARE SICK.** If sick, stay home, contact your supervisor, and seek any necessary medical attention. If you feel sick with any [symptoms consistent with COVID-19](#) (such as fever or chills, a cough, or shortness of breath), test for COVID-19.
- **POSITIVE?** Contact HR if you have tested positive for COVID-19 through a home test or administered test (for example, through your medical provider or pharmacy). HR will provide current isolation requirements for those who test positive for COVID-19.
- **WASH THOSE HANDS.** Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands. Cough or sneeze into your elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into a trash container, and then perform hand hygiene.

SUPERVISORS + EMPLOYEES: [CONTACT HR](#) WITH QUESTIONS OR CONCERNS.