

The message below is being sent on behalf of Pam Galloway, director of human resources, and Mary Johnson, director of health services.

Meredith Faculty and Staff,

As we continue navigating the COVID-19 pandemic and prepare for the next phase of Meredith's reopening, we wanted to remind you of one of the most important steps you can take as an individual and as an employee: **Stay home from work and away from others if you are not feeling well.**

As part of our [Community Standards](#), we are asking that all employees self-monitor for COVID-19 symptoms prior to reporting to work each day.

Employees who stay home because of a positive test for COVID-19 or suspicion of the virus's infection will be paid through the use of pandemic leave or, once that leave option expires, with sick time.

If you are experiencing symptoms of COVID-19, contact your healthcare provider. If you are tested for coronavirus and the test is positive, or if you are sick with **symptoms of COVID-19**, it is extremely important that you let the College know by contacting **Pam Galloway** in Human Resources. The Office of Human Resources will coordinate notifying your supervisor and the Wake County Health Department through Health Services.

What Happens After I Notify the College that I Have Tested Positive for COVID-19?

- You will be asked the last date you were on campus and which members of our community you have had physical contact with.
- Any individuals you have had contact with will be notified. Your name will NOT be used unless you give us permission to use it.
- Any rooms/areas of campus in which you worked recently will be thoroughly cleaned and disinfected/decontaminated.

What do I do if I am sick with symptoms of COVID-19?

Contact your healthcare provider and follow the CDC's [What to Do if You are Sick](#) steps. Then, notify Pam Galloway to coordinate your time off with your supervisor. You must isolate at home until after all three of these things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
- Respiratory symptoms (cough, shortness of breath) have improved AND
- at least 10 days have passed since your symptoms first appeared.

Thank you for following these procedures. By doing so, you will help us safeguard the health of our campus community and slow the transmission of this virus.

Sincerely,

Pam Galloway
Director of Human Resources

Mary Johnson
Director of Health Services