March 11, 2020

Out of an abundance of caution, and in order to protect our PHS community, Wake Forest Baptist Health community, and Winston-Salem community, the PHS Executive Committee makes the following recommendations, effective immediately.

- These recommendations are in effect for 60 days (until May 10) until otherwise stated by PHS leadership.
- If more strict guidance is provided by Wake Forest Baptist Health, it will supersede this guidance.

Thank you for your attention.

PHS Executive Committee (Lynne Wagenknecht, Alain Bertoni, Mara Vitolins, Kristie Foley, Walter Ambrosius, and Scott Rhodes)

1. What should I do if I am sick?
   a. If you have any of the symptoms of COVID-19 (fever > 100.4°F, cough, and shortness of breath) then stay at home, contact employee health (716-4801), and contact your supervisor. Follow any advice from employee health (or your healthcare provider). You will likely begin a 14-day self-quarantine.
   b. If you do not have fever/cough/shortness of breath but do have other symptoms (cold symptoms, nausea, etc.) stay at home, contact employee health, and contact your supervisor. Follow any advice from employee health (or your healthcare provider) regarding when to return to work.

2. What should I do if I have been exposed to someone with COVID-19 but do not have symptoms?
   a. Contact employee health and your supervisor.
   b. You will likely begin a 14-day self-quarantine.
   c. Since you may remain healthy during this period, we expect you to continue working from home as you are able.

3. What other precautions should I take while I am at work?
   a. Wash your hands regularly.
   b. Avoid shaking hands.
c. Bring your own mug for coffee (same for dishware).

d. Wipe down kitchen areas with disinfectant.

e. Open doors with a paper towel in your hand.

4. **How do I practice social distancing at work?** (Social distancing is a prevention strategy for limiting disease transmission.)

   a. We will encourage ‘social distancing’ as much as possible regarding work hours and work location.

   b. Supervisors will use appropriate discretion to allow a shift of work schedules or working from home. This will depend upon the type of work and computer/internet access from alternate spaces.

   c. Ideally, PHS employees will continue to work Monday-Friday, usual work hours, but fewer people will be on-site.

   d. Supervisors and employee must agree on proposed work hours and location.

   e. This applies to both exempt and non-exempt (hourly) employees.

5. **Can I travel for business?**

   a. Continue to follow institutional policies about travel, both business and personal, and associated self-quarantine if indicated. We have been told that a more stringent travel policy will be put in place very soon.

6. **What about PHS meetings and seminars?**

   a. We will not hold meetings, seminars or conferences which include more than 10 people. If you would like to hold a larger meeting, ask some attendees to participate by phone.

   b. Educational activities (courses in the medical school or graduate school, e.g., CPTS) will meet unless otherwise cancelled by the medical school or graduate school.

7. **What about serving food at PHS events?**

   a. We will not provide food at any event unless it is served in individual packages (e.g., boxed lunches, individual bottled water).

8. **What about our PHS research clinics?**

   a. In consultation with the study PI and the IRB, research clinics should consider suspending clinic visits immediately (e.g., MESA, ARIC, etc.) in order to protect both our research participants and our staff. This is particularly important for clinics with participants in CDC-defined high risk groups.
9. **How should I prepare to work from home?**
   a. Secure all necessary technology. A document is currently being prepared which provides guidance and instructions.
   b. If you do not have a computer at home, ask about availability of a PHS surplus computer from your LAN support staff. We do not have enough computers for everybody and these will be prioritized based on need.
   c. Secure a camera for video-conferencing, if needed.

10. **What if my children’s school or daycare is cancelled?**
    a. Children under the age of 18 years are not permitted in PHS office or conference room space.
    b. This is a good time to plan ahead. Identify friends/family who can assist you in taking care of your children should the schools or daycares close.

11. **What if I have a meeting in a clinical area of the medical center?**
    a. Take special precautions when you attend a meeting in the clinical areas of the medical center.
    b. Change these meetings to a conference call, if possible.

12. **What if I have questions about this document?**
    a. First, ask your supervisor.
    b. If you need further information, contact Nancy Buchheimer who will pass all questions along to the PHS Executive Committee.
    c. Clarifications about this document will be provided, as needed, by email.

13. **Links**


    Maps: [https://www.healthmap.org/covid-19/](https://www.healthmap.org/covid-19/)