

Safety Minute : COVID 19 Symptoms Update

- **Most known symptoms:**
 - Fever
 - Dry Cough
 - **Tiredness**
 - **Headache, sore throat, congestion**
- **Other symptoms:**
 - Chills and Body Aches
 - **Sudden confusion**
 - Digestive issues
 - Pink Eye
 - **Sudden loss of taste and smell**
 - Nightmares or Hallucinations
- **Extreme symptoms (seek immediate care):**
 - Tightness in chest
 - Difficulty Breathing
 - Seizures
 - Blue Lips
- When leveraging telemedicine options make sure **to describe all symptoms to the medical professional.**
- Use **HR hotline to report confirmed** positive or presumptive positive diagnosis by a medical professional or health department. Do not come to GA site to report

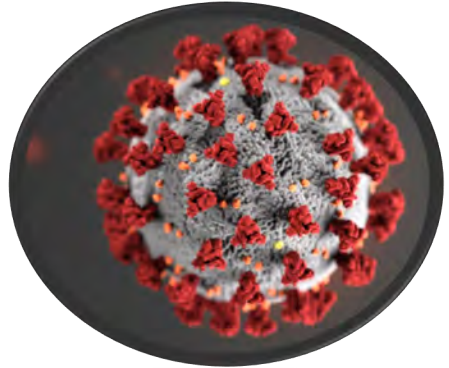
Source: CDC update

Return to Campus Reminders

- **Ensure employees coming back to campus understand key rules. Leverage safety minutes to go over key items.**
 - Temperature checks
 - Safety masks/shields requirements
 - Location of hand sanitizer and cleaning wipes
 - Grab and go meals. Watch breakroom protocols.
 - Clean up after each use. Takes a little more time.
- **Conference room and meeting etiquette.**
 - Leverage t-cons/webex even on campus.
 - No office meetings. Use conference rooms even for 2 -3 people sessions
 - 6 ft spacing in seating and mask in all conference rooms.
- **Social distancing**
 - 6ft. Minimum distancing and mask on.
 - No hall and cube area sessions. Stand up sessions need to have 6 ft spacing between participants.
 - Social distancing at lunch time .
- **Remember safety during and after work, drives safety at work.**
 - At any time you feel ill or experience symptoms, Stay home and call manager/HR
 - If you receive a positive test or exposed away from work, stay home and call Hotline at 858-455-3075.

Safety Minute: COVID Symptoms Reminder

Many who have COVID do not exhibit a fever until later in infection, if at all. Self Check and know other warning signs



In ages 40 and under, COVID symptoms can mimic early signs of a stroke

- Confusion
- Severe Headaches
- Muscle weakness
- Seek medical attention in either case

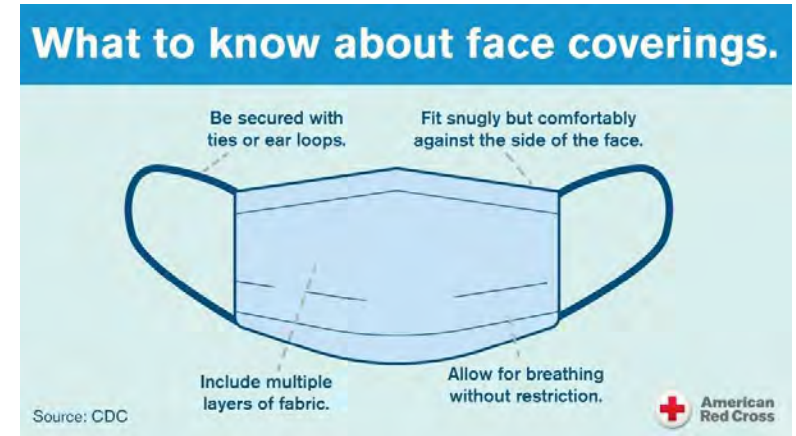
The screenshot displays the CDC Coronavirus Self-Checker interface. The main page features a 'SELF-CHECKER' section with the text: 'A guide to help you make a decision about whether you should stay home and seek appropriate medical attention.' Below this, there is a list of symptoms to check for:

- Fever or feeling feverish (chills, sweats)
- Cough
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- Change in smell or taste
- Other symptoms

Two pop-up windows are overlaid on the page. The first pop-up window shows the same symptom list with a 'Submit' button. The second pop-up window shows the results of the self-checker, stating: 'Your answers suggest you may need to get tested for COVID-19. Talk to your medical provider or visit your health department's website for more information. Testing access may vary by location and provider.' It also includes a link to the California Department of Public Health website and a warning: 'Taking longer than usual to connect.'

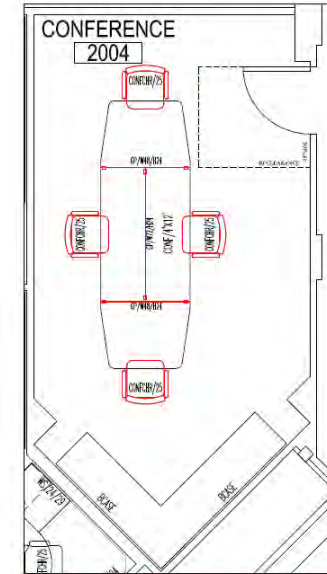
Safety Minute : At Work

- **Comply with temperature checks**
- **Wear Face Coverings Required in California.**
 - Managers have extra if needed
 - Face Shields & Face Masks to be work together
- **Continue to follow your area cleaning procedures**
- **Use the hand sanitizer**
- **Social Distancing (6ft except for safety reasons)**
 - At your work area
 - During break and lunch times
- **If sick, stay home and call your manager.**

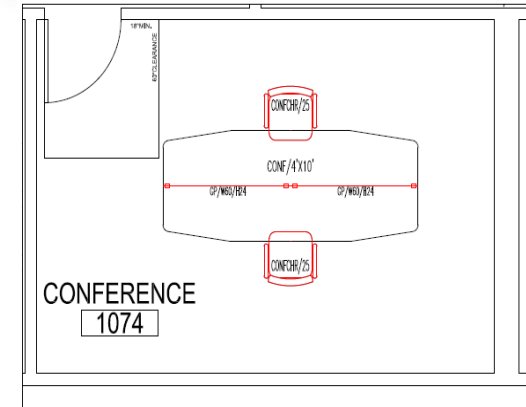


Safety Minute: Conference Rooms /Meetings

- Do not hold meetings in your office.
- Leverage WebEx and teleconferencing
- Conference rooms should not be filled to seating capacity. 6ft min. spacing between each participant
- Smaller conference rooms 2-3 people max meetings
- Larger conference rooms 6 ft spacing between seating
 - Limit seating in perimeter chairs. Should also be 6 ft. spacing between meeting participants
- Wash hands and use hand sanitizer before and after meeting
- Do not share pens and papers.
- Mask on at all times before, during and after the meeting.



12 x 4 FT table with 72" x 24" and 48" x 24" screens



10 x 4 FT with 60" x 24" screens



Reminder: Help for Employees

EMPLOYEE ASSISTANCE PROGRAM

Contact Us... Anytime, Anywhere
No-cost, confidential solutions to life's challenges.

Confidential Emotional Support
Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions
Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance
Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more

Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources
Our financial experts can assist with a wide range of issues. Talk to us about:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Online Support
GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

Your ComPsych® GuidanceResources® program offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 800-272-7255
TDD: 800.697.0353
Your toll-free number gives you direct, 24/7 access to a GuidanceConsultant™, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: guidanceresources.com
App: GuidanceResources® Now
Web ID: com589

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

24/7 Support, Resources & Information

Contact your Guidance Resources® Program

Call: 800-272-7255
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As we continue to manage through COVID 19 and national events please let employees know that EAP resources are there to help.

- Confidential to employees and their family.
- Handle a wide variety of issues and needs
- Provide reference material and local contacts