

# GIRL SCOUTS NATION'S CAPITAL Respiratory Virus Guidance



## Safety for All Employees

The health and safety of all our employees is a primary concern. Regarding respiratory viruses (including flu, RSV, and COVID-19), we have established requirements for staff to safely work in our offices and other work locations. Safety is every staff member's responsibility, and we must all do our part to make our work environments safe. These requirements may be changed and updated as the situation warrants.

## When you may have a respiratory virus...

Stay home and away from others if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms may include but are not limited to chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing.

- **You can resume your normal activities when, for at least 24 hours, both of the following conditions are true:**
  1. Your symptoms are getting better overall, *and*
  2. You have not had a fever (and are not using fever-reducing medication).
- **When you go back to your normal activities, take added precautions over the next 5 days, such as:**
  - practicing good personal hygiene (e.g., washing hands),
  - wearing a well-fitting mask around others,
  - physically distancing from others when possible, *and/or*
  - testing when you will be around other people, indoors.

Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.

- **If you develop a fever or start to feel worse after you have resumed normal activities, stay home and away from others again until, for at least 24 hours, both of the following conditions are true:**
  1. your symptoms are improving overall, *and*
  2. you have not had a fever (and are not using fever-reducing medication).
- Then take added precautions for the next 5 days.

## Notification Process

If you test positive for a respiratory virus or have symptoms, contact your supervisor.

- If you are not well enough to work and/or do not have enough work that can be done from home, follow the Sick Leave policy in the Employee Handbook.
- If you are feeling well and have work that can be done from home, with approval from your supervisor, you should telework until this period has passed.

**If you have any questions or concerns regarding this information, please contact Director of Human Resources Angela Baker.**