To help protect all members of our NIU campus community, all employees need to perform a daily self-screening prior to coming to campus for work. **Please ask yourself the following questions:**

- Do I have a cough?
- Do I have a fever greater than 100.4 degrees Fahrenheit?
- Do I have chills?
- Do I have an unusual, persistent headache?
- Do I have shortness of breath or difficulty breathing?
- Have I lost my sense of taste or smell?
- Do I have any new respiratory problems (e.g., wheezing, congestion)?
- Do I have abdominal discomfort?

If you can answer “yes” to any of the above questions, **you should notify your supervisor and not come to campus or any NIU facility.**

**Sick employees should not return to work until all of these criteria are met:**

- At least ten days have passed since your symptoms first appeared.
- You have had no fever for at least 72 hours (without fever-reducing medication)
- Your other symptoms have improved

**Other Considerations:**

Those caring for a sick person should quarantine for 14 days after the patient has been fever-free and their symptoms are improving.

If you have had any close contact with someone with lab-confirmed or presumptive lab-confirmed COVID-19, you should call the NIU Police Department’s non-emergency number (815-753-1212) and your local health care provider.

**REMINDER:** If you have been diagnosed with COVID-19, you must notify Human Resource Services immediately. HRS will maintain confidentiality and work with the DeKalb County Health Department to determine exposure to other members of the NIU community. In this situation, employees will be required to provide doctor’s notes that provide clearance to return to campus at the appropriate time.