



GUIDANCE FOR UOG AND RCUOG EMPLOYEES RETURNING TO WORK AFTER SELF-QUARANTINE

(Updated March 25, 2020)

NOTE: For the duration of the Governor’s declared public health emergency which has been extended to April 13, 2020, UOG employees should work from home or stay home, unless their duties make working in the field or on-campus absolutely necessary.

The Governor of Guam issued Executive Order 2020-03 declaring a state of emergency to respond to COVID-19 effective, Executive Order 2020-04 which closed non-essential government offices, schools, and prohibited gatherings of 50 or more people, and Executive Order 2020-05 which closed on-site operations of businesses (with exceptions) and placed all Government of Guam employees on “regular work status” and are expected to report for duty within two hours from receiving notice from his/her supervisor.”

The University of Guam requires all employees to self-quarantine for 14 days after returning to island from off-island travel, coming into contact with someone returning from off-island travel, being in the same proximity as someone having or suspected of having the Covid-19 virus or showing signs of illness.

Employees in self-quarantine — whether mandatory due to traveling abroad, contact with a person who has COVID-19, or whether self-imposed or requested by a physician due to the employee having cold and flu-like symptoms — can generally return to work after showing no symptoms during the 14-day quarantine.

Employees in self-quarantine who exhibit no symptoms may work from home in coordination with their supervisor or administrator.

For some employees, there is a need to work on-campus or in the field. Supervisors or administrators will provide further guidance in these cases. If an employee returns to work in the field or on-campus, the employee should:

- Notify the respective vice-president of the end of their quarantine period
- Declare themselves to be symptom free
- Practice strict social distancing — staying 6 or more feet away from other people
- Wash hands frequently
- Sanitize workstations and “high-touch” equipment frequently and fully sanitize workstations at the end of each work day

For more information, contact your Dean or Director.

General Notes on Self-Quarantining

- **Self-quarantine** means staying in your home, hotel room or provided accommodation, and not leaving for the period you are required to quarantine (generally 14 days). Only people who usually live in the household should be in the home.
- **Employees who are in self-quarantine by order of the Government of Guam** must obey the written and oral orders issued to them by proper authority, including remaining in self-quarantine for the required period of time and reporting to the authorities as required. They are considered in work status and should carry out their work from home during this period. After the end of the 14-day self-quarantine, they may return to campus or the field for necessary work that they cannot perform remotely.
- **Employees who are in self-quarantine because of off-island travel** should remain in self-quarantine at home for 14 days. They are considered in work status and should carry out their work from home during this period. After the end of the 14-day self-quarantine, they may return to campus or the field for necessary work that they cannot perform remotely.
- **Employees who are in self-quarantine because of possible contact with someone suspected of having the coronavirus or the symptoms of a cold or a flu** should remain in self-quarantine at home immediately until 14 days after the last symptoms of the person with whom they came in contact have passed. They are considered in work status and should carry out their work from home during this period. After the end of the 14-day self-quarantine, they may return to campus or the field for necessary work that they cannot perform remotely.
- **Employees who are in self-quarantine because they themselves have symptoms of a cold or flu** *should take sick leave* and not carry out any work from home or elsewhere. After they recover from symptoms of cold or flu, they should remain another 14 days in self-quarantine, but should carry out their work from home. After the end of the 14-day self-quarantine, they may return to campus or the field for necessary work that they cannot perform remotely.
- **While you're self-quarantining**, if you start to feel unwell and develop any symptoms at all, but especially a fever or shortness of breath, a cough or a respiratory illness, or if you lose your sense of smell, you should call your physician immediately and follow his or her advice. Below is additional contact information to report COVID-19 symptoms.

Medical Triage Hotline Numbers for COVID-19

If you are experiencing symptoms consistent with COVID-19, please call your healthcare provider. If a patient does not have a regular health care provider, they can call any of the Community Health Centers or the DPHSS Medical Triage Hotline Phone Numbers listed below to report symptoms and obtain guidance from clinicians:

- (671) 480-7859
- (671) 480-6760/3
- (671) 480-7883
- (671) 687-6170 (ADA Dedicated Number)
- (671) 988-5375, (671) 683-8802, (671) 686-6032

These numbers are operational daily, from 6 a.m. to 10 p.m. (subject to change) and are limited to medical-related inquiries only.

DPHSS Counseling Hotline Numbers for COVID-19

DPHSS recommends that those feeling distress or anxiety due to the pandemic call the Counseling Hotlines, which provide live crisis counseling. The phone lines are multilingual, text capable, and confidential:

- (671) 988-5375
- (671) 683-8802
- (671) 686-6032

Operational daily, from 8 a.m. to 10 p.m. (subject to change).