

From: [Human Resources](#)
Subject: USC Upstate COVID-19 (Coronavirus) Workplace Mitigation
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Dear Faculty and Staff,

In an effort to be proactive and minimize the potential impact of COVID-19 (Coronavirus) on our campus, we're requesting all members of our campus community who have traveled in the past 14 days to take this brief [survey](#). Please complete this at your earliest convenience.

Additionally, we are providing more information to assist in promoting the health and wellness of our employees while also maintaining continuity of operations for the university.

Your supervisor will be provided with guidance regarding appropriate measures for social distancing and self-quarantine, should it become necessary. Please follow these guidelines to decrease the potential for workplace exposure:

- If you are sick, stay home.
- If you are at work and begin exhibiting flu-like symptoms, go home immediately. Call your personal health care provider or USC Upstate Health Services at (864) 503-5191.
- If you have been directed by a health care professional to self-quarantine, you should remain home during that period.
- If you are not exhibiting symptoms, but have traveled [internationally](#) or in the [U.S.](#) to an area where 25 or more cases of COVID-19 have been confirmed, you should self-quarantine for two weeks. Monitor for signs of illness and seek medical care if needed.
- All employees should practice social distancing. This means remaining out of congregate settings, avoiding mass gatherings and maintaining approximately six feet of distance from others when possible.

If you are impacted by any of these circumstances, please discuss with your supervisor which type of leave (sick, annual or leave without pay) is appropriate. You may also contact HR at (864) 503-5322, or email hr@uscupstate.edu if needed. The USC System is monitoring actions taken at the federal and state levels that could provide other leave solutions.

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