

Dear Faculty & Staff,

Yesterday the University sent out a message with a link to resources and information on the Coronavirus Disease 2019 (COVID-19.) This site will continue to evolve as more information becomes available. Employees are encouraged to review the list of symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

And recommendations for prevention and treatment from the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

At Doane we are putting steps in place to keep our employees informed and to prevent the spread of COVID-19. If you are displaying symptoms or have been diagnosed with COVID-19 please take the following steps:

1. Stay Home: Doane University strongly encourages employees to take stay home from work if they are displaying any symptoms of the Coronavirus-19. Employees should contact Human Resources to coordinate their time off and other accommodations that are needed.
2. Notify Human Resources at humanresources@doane.edu : If an employee has a communicable disease they are required to notify Human Resources in order to limit additional exposure. The Human Resources department will keep the employee's medical information and any accommodations made confidential. If an employee or student has a diagnosed communicable disease, Doane will provide a general notice to the Doane community so employees and students can monitor themselves for symptoms and seek treatment as necessary.
3. Contact HR with any questions at humanresources@doane.edu

Thank you in advance for your cooperation. Our student's and employee's health, safety and wellbeing are of utmost importance.

Sincerely,

Laura Northup
Doane University Human Resources