

From: HR Help <hrhelp@winthrop.edu>
Sent: Thursday, November 19, 2020 3:54 PM
To: Faculty-Staff <faculty-staff@winthrop.edu>
Subject: COVID Information Related to the Holiday Breaks

Dear Colleagues,

As you plan for the upcoming holiday breaks we wanted to touch base and provide you with some helpful information with regard to safety precautions and mitigating the spread of the COVID-19 virus. Because in many cases, at this time of year plans may normally include gathering with friends and family, we would like to make some simple requests of you.

- If you do make a decision to gather with others who are not part of your current “pod,” please remain vigilant to mitigate the risk of the spread of the virus.
- If during the holiday break you have any suspicion at all that you may have been in a situation where the risk of exposure to the virus may have been increased, we fervently ask you to not come to campus if at all possible immediately following the holiday break and for 14 calendar days from the date you found yourself in that higher risk of exposure situation. If you feel your risk of exposure was elevated during the break and you work in a position that requires you to come to campus, please contact HRHelp@winthrop.edu and ask for consultation on next steps – someone from HR will contact you to discuss your individual situation. We strongly suggest that, if at all possible, supervisors allow work from home when an employee indicates they were in a higher risk of exposure situation.
- If available options are exhausted and you must come to work on campus after having been in a higher risk exposure situation, we ask that you at all times wear your mask (DO NOT REMOVE IT WHILE ON CAMPUS) and stay at least 6 feet from co-workers or students, and preferably farther away, for 14 calendar days from the date you found yourself in that higher risk of exposure situation.

You all have done a wonderful job so far to keep the virus from spreading on our campus. Thank you for doing your part – it IS making a difference – and we are grateful for your cooperation, understanding, and participation in the campus-wide responsibility to keep our campus safe. Since the onset of the pandemic we have seen (and will continue to see) updated safety recommendations from the public health agencies regarding quarantine and isolation protocols. If you have questions or need guidance regarding the protocols for reporting to work on campus please see the current information on the [COVID-19 Information for Employees](#) located on HR’s website or contact FSCOVIDreporting@winthrop.edu.

We also want to provide you with the following additional information and guidance:

- [COVID-related safety guidance for holiday celebrations and small gatherings](#)
- [It is more important now than ever before that individuals receive a flu vaccination](#)
- [SC DHEC website for testing locations and times](#), including the Winthrop Coliseum
- [DHEC recommends testing no sooner than 7 days after exposure](#)

2020 has been quite a year for all of us, and you all deserve this time away from work to take care of yourselves in whatever way is meaningful to you. Regardless of your plans associated with the upcoming Thanksgiving and winter break, we hope you have an opportunity to relax and refresh as we prepare for a new year.

Stay safe and be happy!

The Office of Human Resources, Employee Diversity, and Wellness