

**EMPLOYEE UPDATE: REMINDERS**  
**11.04.20**

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Dear Faculty and Staff,

I just wanted to provide a brief update. As was reported in the [weekly COVID-19 dashboard](#), we are aware of an employee who has tested positive this last week. When cases are confirmed the University works with local health authorities regarding quarantine and isolation requirements, follows up with identified contacts within our community, and implements other mitigation tactics as may be required. While the rate of incidence remains very low within our community, I want to invite everyone to re-read and maintain our [University COVID-19 protocols](#) which are aimed at mitigating the risk of infection and spread of COVID-19 on campus. In particular:

- [Monitor yourself for symptoms](#) and take your temperature daily before reporting to work. Do not report to work with symptoms of COVID-19 or any other communicable illness. If you have been in close contact with someone who has tested positive do not report to work. If you have tested positive please contact Human Resources (Mary Lynn Lewis, [mlewis@franciscan.edu](mailto:mlewis@franciscan.edu), \*6398).

If you are experiencing symptoms of COVID-19, you are encouraged to consult your physician first. If this is not possible or if your physician is not able to prescribe COVID testing, you are encouraged to then contact Charlotte Jones in the Wellness Center x5787 / [cjones@franciscan.edu](mailto:cjones@franciscan.edu). After consultation, Charlotte may be able to provide a prescription for COVID testing at the Trinity drive-thru test site.

- Please continue to [wear a facial covering](#) while indoors at all times unless you are working alone in your assigned work area and [maintain social distancing](#) of six feet to the greatest extent possible.

As always, please do not hesitate to let me know if you have any questions or concerns.

Peace and blessings,  
Brenan

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