If you begin to show the symptoms of or test positive for COVID-19, you should report the illness immediately:

Step 1: Communicate

1. As soon as you begin showing symptoms or receive a positive test result:
   - Students: Inform your faculty members/instructors
   - Employees: Inform your supervisor
2. Complete and submit the MGA self-reporting form at mga.edu/covid19reporting
3. Send an email to covid19support@mga.edu
4. Contact your primary care doctor for guidance regarding a medical evaluation.

Step 2: Evacuate And Isolate

If you become ill while working on campus, you should immediately go home. If possible, avoid all public transportation, ridesharing, or taxis.
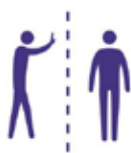
If you become ill while telecommuting, you should not come to campus.

- Do not leave your home, except to get medical care. Do not visit public areas or return to campus.
- Monitor yourself for symptoms of COVID-19, which include fever, cough, and shortness of breath. Other symptoms may be present as well.
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions for checking your symptoms and reporting information.
- Separate yourself from other people. You will be required to self-isolate until the appropriate return-to-work criteria are met.

IF YOU ARE INFECTED

| STAY AT HOME | AVOID CONTACT WITH OTHERS | COVER YOUR NOSE AND MOUTH WITH TISSUE OR ELBOW WHEN SNEEZING | PUT TISSUES IN THE TRASH BIN AND WASH HANDS | KEEP OBJECTS AND SURFACES CLEAN |