



## RETURN TO ON-CAMPUS WORK AFTER SHELTER-IN-PLACE CHECKLIST FOR ALL EMPLOYEES

### PRIOR TO RETURN

- Complete the training video and sign the acknowledgement form at least 24 hours before returning to work.
- Pack all Information Technology equipment used to telework, including cables and accessories, to bring back to campus. Please contact OIT for pick up.
- Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.
  - Cough  Chills
  - Shortness of breath or  Repeated shaking with chills  Difficulty breathing  Headache  Muscle pain
  - Sore throat  Feeling feverish or measured temperature
  - Diarrhea
  - Loss of taste and smell
  - Known close contact with a person who is lab confirmed to have COVID-19
- If experiencing any symptoms listed above, **DO NOT** come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

### WHILE AT WORK

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals. Face coverings (over the nose and mouth) are required for your protection as well as theirs.
- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Keep meetings to 10 people or less and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.