

## RETURN TO ON-CAMPUS WORK AFTER STAY HOME, STAY HEALTHY CHECKLIST FOR ALL **EMPLOYEES**

### PRIOR TO RETURN

- ☐ View the video [Understanding COVID-19 and How to Stay Safe](#).
- ☐ Pack all Information Technology equipment used to telework, including cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. ITS resources for reinstalling equipment will be limited.
- ☐ Self-screen daily using the [Employee Daily Self-Check Form](#) before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.
  - ☐ Cough
  - ☐ Shortness of breath or difficulty breathing
  - ☐ Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - ☐ Unexplained muscle pain
  - ☐ Sore throat
  - ☐ Diarrhea
  - ☐ Chills or repeated shaking with chills
  - ☐ Headache
  - ☐ Loss of taste or 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 six (6) feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is required for your protection as well as others. Face coverings are required in common spaces, hallways, bathrooms, etc., while on campus.
- ☐ 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 groups of five (5) people or less and spread out as much as possible or utilize Zoom for meetings when needed to maintain physical 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.

<https://www.stmartin.edu/coronavirus>

*Note: This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change.*