Saint Martin's
UNIVERSITY

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

PRIOR TO RETURN

☐ Consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain physical distancing. Physical distancing is a 6-foot separation from others. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing. Work with the EMT if you need to order specific supplies.

☐ Assess other common spaces, i.e., conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to the workplace.

☐ Identify the need for signage to encourage healthy habits and physical distancing in the workplace. Ensure it is posted in visible areas in the workspace.

☐ Survey each employee to determine their ability to return to on-campus work according to the established timeline.

☐ DO NOT attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.

☐ If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with your Human Resources regarding possible employee accommodations, options for telework, or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with Saint Martin's University personnel policies.

☐ Develop a plan and schedule for who returns and when based on the University's re-entry/re-opening timeline, the return to on campus dates established by department, and employees' ability to return.

☐ Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.

☐ Ensure all employees view the video Understanding COVID-19 and How to Stay Safe.

☐ Remind employees to pack all IT equipment used to telework, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. ITS resources for reinstalling equipment will be limited.

☐ Employees are required to self-screen daily using the Employee Daily Self-Check Form before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below are symptoms currently reported. Check the CDC website or your healthcare provider for the most current information.

☐ Employees with any of the symptoms below SHOULD STAY HOME until they have contacted their healthcare provider for further guidance and may be required to return with a fitness for duty release.

    ☐ 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

WHILE AT WORK

- ☐ Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- ☐ Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).
- ☐ Ensure the workspace adheres to physical distance guidelines and have employees maintain at least six (6) feet of separation from other individuals. If distancing is not feasible and individuals do not have a cloth face covering, SMU Public Safety will provide a disposable face mask.
- ☐ Keep meetings to five (5) people or less and utilize Zoom for meetings to maintain social distancing.
- ☐ If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.
- ☐ Report any known or potential employee absence due to COVID-19 immediately to associate vice-president of Human Resources – Cynthia Johnson – cjohnson@stmartin.edu for determining next steps and appropriate follow up.
- ☐ Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.
- ☐ Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
    - ☐ In the case of an employee who was **diagnosed with COVID-19**, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a letter from their healthcare provider stating:
        - ✓ At least three (3) days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
        - ✓ They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
        - ✓ At least seven (7) days have passed since their symptoms first appeared
    - ☐ In the case of an employee who has **symptoms that could be COVID-19 and does not get evaluated** by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or
    - ☐ If the employee has **symptoms that could be COVID-19 and wants to return to work before completing the criteria above**, the individual must follow the University's policy and provide a letter from their health care provider.
- ☐ Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure They may perform telework dependent upon nature of work and manager guidance.
- ☐ If food or drink is provided, provide individually packaged meals and utensils for each employee.
- ☐ Discourage employees from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- ☐ Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities.
- ☐ Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for any additional assistance needed addressing concerns or answering questions.

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.