



RETURN TO ON-CAMPUS WORK AFTER SHELTER-IN-PLACE 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 social distancing. 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 may be used for social distancing.
- Assess other common spaces, i.e. conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to the workplace.
- Survey each employee to determine their ability to return to on-campus work according to the established departmental 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 the HR Benefits Specialist 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 TSU personnel policies.
- Develop a plan and schedule for who returns and when based on the University's timeline 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 have watched the COVID-19 training video and have signed the acknowledgement form at least 24 hours before returning to work.
- Remind employees to pack all IT equipment used to telework, including cables and accessories, to bring back to campus.
- Encourage employees to self-screen daily before leaving home 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. 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
 - Chills
 - Shortness of breath
 - Repeated shaking with chills
 - Difficulty breathing
 - Headache
 - Muscle pain
 - Loss of taste or smell
 - Feeling feverish or measured temperature
 - Diarrhea
 - Sore throat
 - 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 social distance guidelines and have employees maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, wear face coverings.
- Keep meetings to 10 people or less and continue to utilize Microsoft Teams or Zoom for meetings when needed 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 Health Services and the HR Benefits Specialist 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 will be required to provide a fitness for duty certification from their treating physician or healthcare provider:
 - ◆ No fever for 72 hours without the use of fever-reducing medication
 - ◆ They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - ◆ At least 10 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
- 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. To return to work, after the quarantine period has been completed, the employee must remain asymptomatic.
- 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 Management.
- Conduct check-ins with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for any additional assistance needed with addressing their concerns or questions.