



RETURN TO ON-CAMPUS WORK GUIDELINES FOR PHASE I & II

Checklist for all employees

PRIOR TO RETURN

- ☐ If applicable, pack all university equipment and supplies used to work remotely, and bring back to campus.
- ☐ Daily- Complete the Campus Self Check Health Assessment each day immediately upon reporting to work.
- ☐ You cannot report to work if you exhibit any of the below symptoms for COVID-19. You will need to immediately report to your supervisor and Human Resources for additional guidance.
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Muscle pain
 - ☐ Sore throat
 - ☐ Diarrhea
 - ☐ Known close contact with a person who is lab confirmed to have COVID-19
 - ☐ Chills
 - ☐ Repeated shaking with chills
 - ☐ Headache
 - ☐ Loss of taste or smell
 - ☐ Feeling feverish or measured temperature greater than or equal to 100.4 degrees Fahrenheit

WHILE AT WORK

- ☐ Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- ☐ Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, employees **MUST** wear a face covering (over the nose and mouth). A-State will provide a face covering to employees. Contact Environmental Health & Safety Office for distribution and guidance.
- ☐ Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and Human Resources and leave work immediately. Limit contact with other individuals on campus when possible and contact your healthcare provider for further guidance. Please note that you may be required to provide a fitness to return to work letter before returning to campus.
- ☐ Avoid in person meetings as much as possible. If necessary to meet in person, individuals must adhere to all social distancing rules including wearing face coverings when applicable. Recommendation is to utilize Cisco Webex or Zoom.
- ☐ Wash and/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.

Employee Name:

ID Number: