



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

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.
 - ☐ **Phase I-** Only critical personnel approved by the Executive Emergency Operation Committee are authorized to be on campus. Individuals whose jobs can be performed remotely, must continue to work remotely. Individuals in high risk categories will remain at home.
 - ☐ **Phase II-** Critical personnel and individuals previously working remotely return to on-campus work. Individuals in high risk categories will remain at home.
- ☐ Assess common spaces, i.e. conference rooms, break rooms, etc. Evaluate and develop plans to maintain social distancing. Communicate the procedures for these areas upon return to work.
- ☐ Ensure that university approved signage is appropriately displayed at all entrances and within the work spaces.
- ☐ 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, is entitled to leave under law, or are following self-quarantine protocol, the employee **must** consult with the Human Resources Department regarding possible employee accommodations, options for remote work, or appropriate leave. This information will be kept confidential in accordance with Arkansas State University personnel policies.
- ☐ Develop a plan and schedule to document on who will return based on the Phase I and Phase II guidelines. Communicate the plan to your employees and ensure they understand their expected return to on-campus work date.
- ☐ Remind employees, if applicable, to pack all university equipment and supplies used to work remotely, to bring back to campus.
- ☐ Remind employees to complete the Campus Self Check Health Assessment immediately upon reporting to work.
- ☐ Employees are required to stay home if they are sick.
- ☐ Employees **SHOULD STAY HOME** and contact their healthcare provider if they develop any 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. A fitness for duty release will be required before an employee may return to campus.
 - ☐ 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