



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

## *Checklist for all managers*

### WHILE AT WORK

- ☐ Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- ☐ Provide and ensure employee usage of face coverings, 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, employees **MUST** wear a face covering. A-State will provide face coverings to each employee. Please contact Environmental Health & Safety for distribution and guidance.
- ☐ Avoid in person meetings as much as possible. If necessary to meet in person keep meetings to 10 people or less and spread out as much as possible. Continue to utilize Cisco Webex or Zoom for meetings.
- ☐ If an employee shows any COVID-19 symptoms while at the workplace, the employee should leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The supervisor should **immediately** notify the Human Resources Department. The employee should immediately contact their healthcare provider for further guidance and must provide a fitness for duty release before returning to campus. (Comment: You should include phone number for HR or email address)
- ☐ Report any known or potential employee absence due to COVID-19 **immediately** to the Human Resources Department for determining next steps and appropriate follow up. Comment: You should include phone number for HR or email address)
- ☐ 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 and approved by Human Resources.
- ☐ 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 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.