



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

Checklist for all contractors

RECOGNIZE COVID-19 SYMPTOMS

- ☐ Individuals must not report to campus if they exhibit any of the below symptoms for COVID-19. They should immediately report to their supervisor 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

CONTRACTORS/EMPLOYERS RESPONSIBILITIES

- ☐ Develop a COVID-19 exposure action plan and provide to A-State for review.
- ☐ Access to the worksite and/or job trailer will be limited to only those necessary for the work.
- ☐ All visitors will be pre-screened to ensure they are not exhibiting any COVID-19 symptoms.
- ☐ Employees, contractors and visitors will be asked to leave job site if developing any symptoms.
- ☐ Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- ☐ Provide appropriate PPE (personal protective equipment) to employees.
- ☐ Individuals should maintain social distancing and if unable to do so, face coverings must be worn.
- ☐ As applicable, arrange for any portable job site toilets to be cleaned by leasing company at least twice weekly and to be disinfected on the inside regularly.
- ☐ Any trash collected at the job site must be changed frequently by someone wearing gloves.
- ☐ Contractors will be aware of Arkansas Department of Health (ADH) guideline for 14-day quarantine following related to travel from known COVID-19 outbreak areas as defined by ADH

EMPLOYEE RESPONSIBILITIES

- ☐ Become familiar with contractors Exposure Action Plan and follow all elements of the plan.
- ☐ Continuously self-screen for the symptoms of COVID-19 listed above. If you begin to show symptoms, notify your appropriate supervisor and leave work immediately. Limit contact with other individuals and seek guidance from health care provider.
- ☐ Practice good hygiene, including washing hand for at least 20 seconds and use of hand sanitizer.
- ☐ Wear all appropriate PPE (personal protective equipment)
- ☐ Avoid touching face, eyes, food, etc without unwashed hands.
- ☐ Maintain social distancing and wear face covering when unable to do so.
- ☐ Disinfect shared tools, equipment and work spaces on a regular basis.