CHECKLIST FOR ALL SUPERVISORS

The following checklist applies to the university's re-entry plan. The Health System is on a separate plan to transition from the Limited Business Model and began resuming clinical operations in early May.

Note: *Guidance and requirements—including testing—are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction.*

Prior to Re-entry

☐ Ensure students, faculty and staff under your supervision have completed the web-based training course "COVID-19: Basic Safety and Awareness Course" and have been cleared to return to campus via **UAB Healthcheck**, a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history, and testing history. Human Resources will communicate a process for this. Students, faculty and staff with any of the COVID-19 symptoms should stay home and contact **Employee Health** or **Student Health**.

☐ Create an operational plan for your workspace, common spaces, workflow, customer/client/visitor workflow, work schedules, and work priorities to determine how to ensure adequate social distancing consistent with the Transition Back to On-Campus Work guidelines. Receive approval of this plan from your university/school chair and dean or unit vice president before having faculty, staff and/or students return to campus.

☐ Determine which jobs can continue to be done remotely, which jobs are absolutely needed to be conducted on-site, and whether staggered or other alternative work schedules are possible. Departments/units should also consider staggering reporting and departure times to reduce traffic in common areas to meet social distancing requirements. Survey faculty, staff and students to determine their ability/interest in returning to campus. Your plans for work schedules and work locations should be included in your operational plan.

☐ Communicate with your custodial staff about high-use areas in your office and common areas that require heightened cleaning (e.g., doorknobs, elevator buttons, etc.).

☐ Identify and arrange for necessary signage/taping, removal or rearrangement of furniture to ensure social distancing.

☐ Use signage and other forms of communication to reinforce social distancing and personal hygiene guidelines. Acquire and distribute

Students: *Only select students are approved to be on campus during the initial Modified Business Operations— Yellow phase (i.e., students in clinical programs approved by their program to be on campus and undergraduate and graduate research students who have been approved to be on campus through the **Office of Research exception process**).*

updated 5/22/2020

Prior to Re-entry

the necessary supplies for faculty, staff and students in your workspace (e.g., hand sanitizers, disinfecting wipes, masks/face coverings etc.).

☐ If university students, faculty or staff voluntarily express concern about returning to campus due to age or a medical condition, encourage them to contact **Human Resources** (faculty and staff), the **AWARE Program** (faculty and staff), or **Disability Support Services** (students). Individuals in a high-risk category may be eligible for a reasonable accommodation, leave of absence or other mitigating measures. Please note, however, that a fear of contracting COVID-19 is not recognized generally as a valid reason for an accommodation.

☐ DO NOT attempt to identify and target students, faculty and staff who may fall into the CDC's high-risk category. Communicate the

transition back to on-campus work plan to your employees and insure they know their expected return date. Phase in the return of employees to allow for social distancing.

☐ Communicate the Transition Back to On-Campus Work plan to your subordinates and ensure they know their expected return date to campus as well as their workplace arrangements. Phase in the return of faculty, staff and/or students to allow for social distancing.

☐ Remind subordinates to return all university technology equipment and materials they will need to resume work on campus.

6 FEET

KEEP A
SAFE DISTANCE

updated 5/22/2020

While on Campus

☐ EEncourage students, faculty and staff to participate regurlarly in **UAB Healthcheck**, a COVID-19 assessment tool.

☐ Continue to model personal hygiene practices and encourage faculty, staff and students to practice personal hygiene practices (masks, social distancing, disinfecting and cleaning, cough and sneeze hygiene).

☐ Provide tissues, hand sanitizers, disinfecting wipes, masks.

☐ Ensure that students, faculty and staff maintain proper social distancing. Some activities may require personnel to work within 6 feet of others. Every effort must be explored to find alternatives, and it is critical to keep the length of these interactions to a minimum.

☐ Keep meetings to small groups so that you can maintain social distancing. Use technology to hold meetings and maintain social distancing as much as possible.

☐ Faculty, staff and students who come to work with any of the COVID-19 symptoms should leave immediately and contact their health provider. Limit their contact with others on campus and in your workspace.

☐ Report any known or potential faculty, staff and student absence due to COVID-19 to Employee Health/Student Health for follow up monitoring.

☐ Allow faculty, staff and students to use personal or sick time (if applicable) to monitor symptoms, self-quarantine, or self-isolate due to exposure or a possible or confirmed COVID-19 diagnosis.

☐ Advise students, faculty and staff with a possible or confirmed COVID-19 diagnosis, symptoms of the illness, or potential exposure that they are not allowed to return to campus until cleared by **Employee Health** or **Student Health**.

☐ Discourage faculty, staff and students from sharing desks or equipment, and encourage them to wipe down equipment with disinfecting wipes between uses.

☐ Encourage faculty, staff and students to use disinfecting wipes to clean their workspaces before starting work and before leaving any room where they have been working.

*Consult **uab.edu/reentry** and the Re-Entry to Campus Guidelines document for additional information.*