RETURN TO ON-CAMPUS WORK
CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN


- Pack all UHCL technology equipment used to telework, including cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to prepare to reinstall computer equipment yourself. UCT resources for reinstalling equipment will be limited.

- Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of currently reported symptoms. Check the CDC website or your healthcare provider for the most current information.

  - 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 100.0 degrees Fahrenheit

- If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

WHILE AT WORK

- Rigorously practice hand hygiene, cough/sneeze etiquette, cleanliness, and sanitation.

- Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the mouth and nose) is highly encouraged for you protection as well as others.

- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.

- Keep meetings to 10 people or less and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.

- Wash or disinfect hands while at work and after any interaction with other individuals or items in the work place.
o 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.