



RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN

- If you have not already done so, log in to our mandatory training site at <https://login.tap.uh.edu> using your Employee ID as your UserID and complete the following two courses:
 - SH2005: COVID 19-Return to Work
 - SH2006: Coronavirus 19 Protocol Certification

- 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 symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.

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| <input type="checkbox"/> Cough | <input type="checkbox"/> Chills |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Loss of taste or smell |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit |
| <input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19 | |

- 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 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 nose and mouth) is highly recommended for your protection as well as theirs.
- 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 employees, other constituents, or items in the workplace.
- 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.