



RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL SUPERVISORS

PRIOR TO RETURN

- Consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.
- Assess other common spaces, i.e. conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to the workplace.
- Identify the need for signage to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workspace.
- Communicate with each employee to determine their ability to return to on-campus work according to the established timeline.
- DO NOT** attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.
- If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with the Senior Benefits Coordinator regarding possible leave options for the employee.
- Develop a plan and schedule for who returns and when based on the return to on-campus dates established by your department, and employees' ability to return.
- Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.
- Ensure all employees have completed the mandatory training courses (**SH2005**: COVID 19-Return to Work & **SH2006**: Coronavirus 19 Protocol Certification).
- Remind employees to return all UHCL property.
- Encourage employees to self-screen daily before leaving home 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. Employees with any of the symptoms below **SHOULD STAY HOME** until they have contacted their healthcare provider for further guidance and may be required to return with a fitness for duty release.
 - 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



WHILE AT WORK

- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Provide 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 distancing is not feasible, UHCL may provide face coverings.
- Keep meetings to 10 people or less and utilize Microsoft Teams or Zoom for meetings to maintain social distancing.
- If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.
- Report any known or potential employee absence due to COVID-19 immediately. Visit the [COVID-19 Diagnosis/Symptoms Protocols](#) website for determining next steps and appropriate follow up.
- Consult the Senior Benefits Coordinator to discuss leave options.
- 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. They may telecommute dependent upon nature of work and supervisor guidance.
- 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.
- 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. Refer to the Returning to Work Guide provided by Human Resources for mental health and emotional wellbeing resources.