



Employee Return to Campus Guidance

8/27/2020

As we gradually return to work on campus, our primary goal is to ensure employee safety and well-being while continuing to offer a high-quality educational experience that promotes student success and transforms lives. In preparation for Fall Semester, many employees will begin to transition back to campus between August 3rd and August 10th 2020. This will depend on the activities and functions occurring on-campus, the duties and tasks performed by each employee and the need to have a staff presence for student, faculty, staff and/or visitor support. As our students return to campus this fall, it is critical that college and departmental offices that engage students and visitors are staffed during regular business office hours. How best to do this is at the discretion of units, following the guidelines below.

Employees must follow the guidelines below.

Employee Return to Campus Checklist:

- Before returning to work you must complete the [Return to Campus Safely training and attestation](#).
- All IT equipment used to telework, including cables and accessories, must be brought back to campus. Employees should be prepared to reinstall computer equipment themselves. IT resources for reinstalling equipment will be limited.
- Self-screen daily before leaving home for any of the following symptoms of possible COVID-19. Check the CDC website or with your healthcare provider for the most current information. If you have any of the symptoms below you SHOULD STAY HOME until you have contacted your healthcare provider for further guidance. You may be required to return with a health care providers release:
 - Cough
 - Chills
 - Fever
 - Shortness of breath or difficulty breathing
 - Headache
 - Muscle pain
 - Loss of taste or smell
 - Sore throat
 - Known close contact with a person who has been diagnosed with COVID-19
 - Diarrhea
- Rigorously practice hand hygiene, cough and sneeze etiquette, cleanliness, and sanitation.

University Human Resource Management

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- 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 required for your protection as well as theirs. Face coverings are required in all common areas such as hallways, restrooms, lounge/breakroom areas, classrooms, conference rooms, etc. [Face Covering Guidelines](#).
- When interacting with others, minimize talking. If it is necessary to talk, do so softly. Use alternative means of communications, such as text messaging or e mails, as much as possible.
- 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. You may need to complete the [COVID-19 Self Reporting Form](#).
- Keep in-person 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.
- Sanitize shared equipment before and after use.
- Refer employees to the Employee Assistance Program if needed. Please see the [Employee Assistance Program \(EAP\) webpage](#) for additional resources available related to COVID-19.