

# RETURN TO ON-CAMPUS WORK

## CHECKLIST FOR ALL MANAGERS

### PRIOR TO RETURN

- Read the “Return to Work Guide,” “Pandemic Return to Campus Requirements and Expectations Policy,” and “Shared Responsibility and Acknowledgement of Pandemic Statement.”
- 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 employees can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.
- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.
- Identify where the printer is in the workspace. It should not be close to someone’s desk or a high traffic area.
- Decide if the office will be open for visitors, appointments only, or remain closed. Place signs at entrances indicating how visitors should proceed. Seek guidance from the appropriate VP or division head.
- Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points.
- Install plexiglass or other barriers in workspaces where people are unable to be 6 feet apart or where they must face one another.
- Space chairs and desks to ensure proper physical distancing in conference and waiting rooms. Remove extra furniture from these spaces.
- Assess other common spaces, e.g. break rooms. Document and communicate to employees the common area procedures. Place notices on the common spaces.
- Consider how your department will handle paper documents that are passed within the office or from one department to the next.
- Request the appropriate amount of hand sanitizer, tissues, and disinfectant wipes for the office space through the Purchasing Department. You will need at least disposable wipes for commonly touched surfaces (copiers, printers, workstations, door handles) and hand sanitizer available in all common areas. Consider placing hand sanitizer at all workstations.
- Identify the need for signs to encourage healthy habits and social distancing in the office space. Ensure signs are posted in visible areas. Contact the Graphic Design and Printing Services Department to obtain the appropriate signs.
- Eliminate reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.

- ❑ Remove all candy bowls or shared food items from office and reception areas.
- ❑ Remove high-touch items such as magazines, common pens, etc. in waiting areas.
- ❑ Replace shared appliances with single use or no-touch options (coffee makers, ice/water dispensers, microwaves).
- ❑ Develop a plan and schedule for who returns and when based on the “UIW Continuity of Operations Phase Plan,” “warning indicators,” and your employees’ ability to return. Consider a phased return of employees with no more than 30% of the workforce in the office at any given time.
- ❑ 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.
- ❑ Reach out to your employees to determine their ability to return to on-campus work according to the “UIW Continuity of Operations Phase Plan,” and “warning indicators.” If an employee is unable to return to work, have them contact Human Resources.
- ❑ **DO NOT** attempt to identify and target high-risk category employees. In accordance with the Americans with Disabilities Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability. See CDC [Increased risk of severe illness](#).
- ❑ 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 is following self-quarantine protocol, please direct the employee to contact Human Resources regarding possible employee accommodations, options for telework, or leave options for the employee. If an employee voluntarily discloses medical information to you, this information must be kept confidential.
- ❑ Ensure all employees have completed the COVID-19 training, read the “Shared Responsibility and Acknowledgment of Pandemic Statement,” and reviewed the “Pandemic Return to Campus Requirements and Expectations Policy.”
- ❑ Remind employees to pack all IT equipment used to during telework, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. IT resources for reinstalling equipment will be limited.
- ❑ Develop a contingency plan if any of your employees need to self-isolate at home and are unable to return to the workplace.
- ❑ Provide physical guides such as tape on floors or signs on wall to ensure that individuals remain at least 6 feet apart.
- ❑ Increase air flow and ventilation in the office.

## WHILE AT WORK

- ❑ Require your employees who are working onsite to show or email you proof that they have completed the [Cardinal Daily Health Check](#) and are cleared to come on campus at the start of every shift.
- ❑ Ensure employees are wearing a face mask at all times unless they are alone in a private office or private workspace.

- ❑ Keep meetings virtual using Microsoft Teams or Zoom whenever possible, even if all participants are on campus. If a meeting must be in-person, the meeting should be limited to 10 people or fewer and must be 6 feet apart.
- ❑ If an employee is at work and shows any symptoms of an illness, they must leave work immediately and complete the COVID-19 Illness Reporting Form. Supervisor must block off the work area the ill employee was occupying. Open any windows that are in the space and make sure the AC unit is turned on. Immediately contact your department VP and HR.
- ❑ Do not discourage employees from taking time off for health related reasons.
- ❑ Advise employees with new or worsening symptoms of illness that they are not permitted to return to on-site work until:
  - In the case of an employee who was **diagnosed with COVID-19**, the individual may return to work when all three of the following criteria are met:
    - ◆ At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)
    - ◆ They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
    - ◆ At least 10 days have passed since their symptoms first appeared;
  - In the case of an employee who has **symptoms that could be COVID-19** the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or test negative for COVID-19.
- ❑ 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 perform telework dependent upon nature of work and manager guidance.
- ❑ Employees should not share other employees' desks or office supplies (staplers, pens, post it notes).
- ❑ Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean common surfaces, and clean printer/copier after every use. If additional cleaning is needed, please submit a work order through School Dude in Cardinal Apps.
- ❑ 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.
- ❑ Stagger lunchtime schedules to minimize interactions between employees.
- ❑ Stagger start and end times for employees in each shift.
- ❑ Employees continue to work remotely as deemed appropriate while complying with "UIW Continuity of Operations Phase Plan," and "warning indicators," as well as city and state guidelines.