



RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL EMPLOYEES

WHILE AT HOME

- Complete online training provided by the University regarding returning to campus.
- Pack all Information 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 be prepared to reinstall computer equipment yourself. IT 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. Check the [CDC website](#) or your healthcare provider for the most current information.
 - Cough
 - Chills
 - Shortness of breath or difficulty breathing
 - Repeated shaking with chills
 - Muscle pain
 - Loss of taste or smell
 - Sore throat
 - Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Diarrhea
 - 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 situation. After contacting your healthcare provider, notify EOC (eoc@tamuc.edu) of suspected or confirmed COVID.
- If you received a positive test, a negative test is required to be submitted [here](#). An email stating you are cleared for work will be sent to you and your supervisor if you may return.

WHILE AT WORK

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation. Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- 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.
- Utilize Microsoft Teams or Zoom for meetings as much as possible to maintain physical distancing. When face to face meetings are desired, keep meetings to fewer than the COVID capacity for that room and in areas that can accommodate 6 foot physical distancing.
- 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 submit a work order to SSC.
- 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.