



RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

- ✓ Consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain physical 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 may be used for physical 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 physical distancing in the workplace. Ensure it is posted in visible areas in the workspace.
- ✓ Survey each employee to determine their ability to return to on-campus work according to the established departmental 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 Human Resources (hr@tamuc.edu) regarding possible employee accommodations, options for telework, or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with University personnel policies.
- ✓ Develop a plan and schedule for who returns and when based on the University COVID Task Force timeline, 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 trainings in TrainTraq provided regarding returning to campus.
- ✓ Remind employees to pack all IT equipment used to 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.
- ✓ Remind employees of the requirement to [self-screen daily](#) before leaving home 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. Employees with any of the symptoms below **SHOULD STAY HOME** until symptoms subside or are cleared by their healthcare provider. Below is a list of symptoms currently reported
 - 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 the employee had tested positive, they are required to submit their negative test [here](#). And email stating they are cleared for work will be sent to you and the employee when they are cleared to return.

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 physical distance guidelines and have employees maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, the University provided face covering should be utilized. Please contact Campus Operations and Safety for guidance.
- ✓ Keep meetings within the current guidelines for in-person groups and continue to utilize Microsoft Teams or Zoom for meetings when needed to maintain physical 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 to EOC (eoc@tamuc.edu) for determining next steps and appropriate follow up.
- ✓ Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis. For any questions related to absences and leave, please contact HR (hr@tamuc.edu).
- ✓ Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
 - ✓ If the employee had tested positive, they are required to submit their negative test [here](#). And email stating they are cleared for work will be sent to you and the employee when they are cleared to return.
 - ✓ In the case of an employee who has **symptoms that could be COVID-19 and does not get evaluated** by a medical professional or tested for 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
 - ✓ If the employee has **symptoms that could be COVID-19 and wants to return to work before completing the criteria above**, the individual must obtain a letter from their health care provider.
- ✓ 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 (with an exception granted for healthcare workers, first responders, and critical infrastructure workers). They may perform telework dependent upon nature of work and manager guidance.
- ✓ If food or drink is provided to employees, provide individually packaged meals and utensils for each employee.
- ✓ 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. If additional cleaning is needed, please submit a work order to SSC.
- ✓ 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.