



UNIVERSITY OF  
ST. THOMAS

## CHECKLIST FOR ALL MANAGERS

### PRIOR TO RETURN

- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.
- Consider your area's workspace, office locations, desk configurations, 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 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.
- Keep meetings to five people or less and continue to utilize Zoom for meetings when needed to maintain social distancing.
- 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).
- 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.
- Survey employees 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. Refer any questions to Human Resources.
- 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 regarding possible employee accommodations, options for telework, or leave support for the employee. This information, if disclosed by the employee, will be kept confidential in accordance with UST 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.
- 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.
- 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 described by the CDC. 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.

## PRIOR TO RETURN

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| ✓ Cough                                       | ✓ Known close contact with a person who is lab confirmed to have COVID-19 | ✓ Diarrhea   |
| ✓ Shortness of breath or difficulty breathing | ✓ Muscle Pain   | ✓ Loss of taste or smell   |
| ✓ Chills                                      | ✓ Sore Throat   | ✓ Feeling feverish or measured temperature greater than or 100.0 degrees |
| ✓ Repeated shaking with chills                | ✓ Headache  |  |

- If an employee shows any symptoms as listed above, they should leave work immediately and notify Human Resources. Limit the employee's contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.
- Employees may use accrued sick days or vacation days, if needed, to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.
- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to 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 and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
    - At least 3 days (72 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 7 days have passed since their symptoms first appeared
  - 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 notice from their healthcare provider stipulated they are well enough to return to work.
- 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 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.
- Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact HR for any additional assistance needed addressing concerns or answering questions.
- Ensure all employees have completed the mandatory Coronavirus online training.