

OSU Employee Return to On-Campus Work Checklist

PRIOR TO RETURNING

- Ensure all Information Technology equipment used to telework is packed and ready to return to campus. If assistance is needed with setup, contact your department's technical support unit.
- Perform self-screenings **daily** before reporting to work to check for the following new or worsening symptoms of possible COVID-19. Below is a list of currently reported symptoms. Refer to the [CDC website](#) or your healthcare provider for the most current information.
 - Cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Muscle pain
 - Chills
 - New loss of taste or smell
 - Feeling feverish or measured temperature greater than or equal to 100.4 degree Fahrenheit
 - Known close contact with a person who is confirmed to have COVID-19
 - Diarrhea, nausea, or vomiting
- If experiencing any of the above, **DO NOT** report to work. Contact your healthcare provider for guidance and notify your supervisor of your need to be absent.

WHILE AT WORK

- Rigorously practice hand hygiene, as well as cleanliness and sanitation.
- Practice proper coughing and sneezing etiquette.
- Maintain at least 6 feet from other individuals, when possible. Wear facial coverings in public spaces even when practicing social distancing. You may wear your own clean, well-maintained, and professional face covering or OSU will provide one for you.
- Keep meetings to 10 people or fewer and ensure as much distance as possible. When possible, use technology such as Microsoft Teams to maintain social distancing measures.
- Continuously self-screen for the symptoms listed above. If you begin to feel unwell or show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals and contact your healthcare provider for further guidance.
- Maintain a clean and tidy office space through removal of unnecessary personal items and debris in order for counter spaces and other surfaces to be cleaned frequently.

OTHER EMPLOYEE RESPONSIBILITIES

- Monitor and follow guidance from sources such as Centers for Disease Control and Prevention, Occupational Safety and Health Administration, Oklahoma State Department of Health and other federal, state and local entities.
- Review [campus COVID Updates](#) and other central communications regularly.
- Communicate with your supervisor regularly and ask questions if clarity is needed. If you are uncomfortable with an action, discuss with your supervisor or [HR Consultant](#).