Return to On-Campus Work Checklist for Supervisors

PRIOR TO EMPLOYEES RETURNING

- ☐ Establish social distancing expectations maintaining a distance of six feet from others at all times. Determine what changes need to be made, including positions that can continue to telework, which roles are mission critical on-site, and if flexible hours can support further social distancing.
- ☐ 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.
- ☐ DO NOT attempt to identify high-risk category employees yourself. 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, are following self-quarantine protocol, or is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, contact your HR Consultant.
- ☐ Encourage employees to self-screen daily before reporting to work to check for the following new or worsening symptoms of possible COVID-19. Refer to the CDC website for the latest list of symptoms and most current information.
- ☐ Assess other common spaces, i.e. conference rooms, and break rooms. Document and communicate what the common area procedures are upon returning to the workplace.
- ☐ Limit or eliminate in-person meetings and group activities. Use videoconferencing as an alternative if possible.
- ☐ Increase space between desks and workstations or install barriers between desks.
- ☐ Increase frequency and thoroughness of cleanings, such as:
  - Make disinfectant wipes available in common spaces such as break rooms, conference rooms, outside elevators, stairwells and lobbies.
  - Thoroughly clean office spaces once per day including disinfecting surfaces, chairs, keyboards and light switches.
  - Disinfect door handles, switches, buttons and other high-touch surfaces on a regular schedule throughout the day.
  - Disinfect fax machines, copiers and printers in common areas before and after each use.
- ☐ Plan for access to visitors after July 7 by establishing guidelines for customers and visitors, which may include:
  - Limit the number of customers or visitors allowed at one time.
  - Interface with customers using phone, web conference, or other contactless methods.
- ☐ Install Plexiglas barriers at customer interface portals to protect against airborne pathogens.

WHILE AT WORK

- ☐ Require use of facial coverings when employees are in public areas
- ☐ Encourage employees to rigorously practice hand hygiene, as well as cleanliness and

sanitation.

- ☐ Ensure employees are maintaining at least 6 feet from other individuals, when possible. If such distancing is not possible, utilize other measures such as face coverings for employee's protection.
- ☐ Encourage employees to maintain office cleanliness through removal of unnecessary personal items and debris in order for counter spaces and other surfaces to be cleaned frequently.
- ☐ Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces identified above.
- ☐ Keep meetings to 10 people or fewer and continue to utilize videoconferencing when needed to maintain social distancing.
- ☐ If an employee shows signs of COVID related symptoms, contact Pamela Stokes, UHS Associate Director of Clinical Operations at 405-744-7287.
- ☐ Report any known or potential employee absence due to COVID-19 immediately to your HR Consultant for the next steps and appropriate follow up.
- ☐ Conduct regular check-ins with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for additional assistance if needed.