RETURN TO ON-CAMPUS WORK

CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

- Consider your area's workspace, workflow, constitute 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.

- Asses other common spaces, i.e. conference, copy and break rooms. Document and communicate what procedures are for these areas upon returning to the workplace.

- Identify the need for signage to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workplace.

- 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 Disabilities 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 UHCL HR 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 of Houston-Clear Lake personnel policies.

- Develop a plan and schedule for who returns when based on the University COVID-19 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 TAP e-learning course SH2005 COVID-19 Return to Work and SH006 Coronavirus 19 Protocol Certificate.

- Remind employees to pack all university technology equipment used to telework, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. UCT resources for reinstalling equipment will be limited.

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- 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 currently reported symptoms. 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.

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

WHILE AT WORK

- Encourage employees to rigorously practice hand hygiene, cough and sneeze etiquette, cleanliness, and sanitation.

- Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).

- Ensure the workspace adheres to social distancing guidelines and have employees maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, UHCL EHS may provide face coverings. Please contact UHS for guidance.

- Keep meetings to 10 persons or less and continue to utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.

- If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee's contact with other individuals 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 HR 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 CVID-19 diagnoses.

- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work on-campus until:

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- 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 return to duty release certificate from their healthcare provider:
    1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications).
    2. They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
    3. 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 medical professional or tested for COVID-19, The individual is assumed to have COVID-19, and the individual may not return to work on-campus until they have 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 follow the University's Return to work policy and obtain a fitness for duty certification from their healthcare provider.

- Instruct all employees with known close contact to a person who is lab-confirmed positive for 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 exception granted for healthcare workers and critical infrastructure workers). They may perform telework dependent upon nature of work and manager guidance.

- Encourage employees to maintain their office cleanliness through removal of unnecessary debris, clean counter spaces, and support cleaning efforts on common surfaces. If additional cleaning is needed, please contact FMC.

- 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.