

# MUSTANGS RETURN

## Fall 2020 Return to On-Campus Work/Business Resumption

### CHECKLIST FOR ALL EMPLOYEES

#### Prior to Returning to Work

- Complete the COVID-19 Return to Campus Preparedness Plan training through the State of Minnesota Self Service ELM: <https://hub.selfservice.systems.state.mn.us/psp/hubss/>
- If you needed to take University issued desktop computer and any peripherals from their office to use for tele-work, please contact the Technology Resource Center (TRC) at 507-537-6111 or [TRChelpdesk@smsu.edu](mailto:TRChelpdesk@smsu.edu) to inform them of planned return dates. TRC staff will contact you to set up any necessary appointment to ensure proper re-installation\*. If you have been issued University-owned equipment (e.g. laptop, desktop, 2nd monitor, docking station, etc.) for your COVID-19 tele-work needs, we request that you leave that equipment installed at your home for the time being. TRC staff will be in contact to schedule equipment returns later.  
\*Information Technology Services/TRC requires all employees and students for which our staff visit in the locations for assistance to wear masks.
- 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 reported. Check the [CDC website](https://www.cdc.gov/) or your healthcare provider for the most current information.
  - 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
  - Headache
  - Loss of taste or smell
  - Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
- If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

#### While at Work

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is highly recommended for your protection as well as theirs.
- Continuously self screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Keep meetings to 10 people or less and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.

For additional information, visit: [www.SMSU.edu/campuslife/healthservices/healthalerts/coronavirus.html](http://www.SMSU.edu/campuslife/healthservices/healthalerts/coronavirus.html)

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change. Version 07/01/20

[www.SMSU.edu/mustangsreturn](http://www.SMSU.edu/mustangsreturn)



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