MUSTANGS RETURN
Fall 2020 Return to On-Campus Work/Business Resumption

CHECKLIST FOR MANAGERS/SUPERVISORS

Prior to Returning to Work

☐ Complete the COVID-19 Return to Campus Preparedness Plan training through State of Minnesota Self Service ELM: https://hub.selfservice.systems.state.mn.us/psp/hubss/

☐ Consider your area's workspace, 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 needed in the office, and if flexible hours and staggered schedules 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.

☐ 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. Signage and templates will be available through Communications and Marketing. Please use the templates to ensure continuity of design.

☐ Survey each employee to determine their ability to return to on-campus work according to the established timeline. Employees may return to work on campus as of July 6. Each office/department should have at least one on campus employee by August 1 and all offices should be back to as close as possible regular office hours by August 17.

☐ 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.

☐ 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 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 SMSU personnel policies.

☐ Develop a plan and schedule for who returns and 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 the COVID-19 Return to Campus Preparedness Plan training through State of Minnesota Self Service ELM. https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/

☐ If employees 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 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.

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

While at Work

☐ 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).

☐ Ensure the workspace adheres to physical distance guidelines and have employees maintain at least 6 feet of separation from other individuals. Masks are required on campus, please see the masks requirement information on the Mustangs Return website: www.SMSU.edu/mustangsreturn

☐ Keep meetings to 10 people or less and utilize Microsoft Teams or Zoom for meetings to maintain physical distancing.

☐ If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee's contact with other individuals in the office and 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 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 fitness for duty certification from their health care provider.

☐ 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 tele-work dependent upon nature of work and manager guidance.

☐ 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. If additional cleaning is needed, please contact Facilities at 537-7106.

☐ 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.

For additional information, visit: 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