EMPLOYEE RETURN-TO-CAMPUS CHECKLIST

☑️ ONE AND DONE

Familiarize yourself with the Uncommon Return plan located on the Portal/employee tab.

Complete the COVID-19 module via SafeColleges. If you didn’t receive the email or are having trouble accessing this training, contact Cheryl Weber (Training and Development Specialist, HR Department) at extension 4521 or email: Cheryl.Weber@cuw.edu.

Connect with Campus Safety to either:

a) obtain a cloth, non-medical grade facial covering; or if you have and prefer your own cloth facial-covering

a) sign-off that you do not want CUWAA to supply you with a facial-covering

☑️ DAILY

Self-screen for COVID-19 symptoms.

Prior to coming to campus, ensure that you are not experiencing any of the following COVID-19 symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In short any new or unusual symptom for you (that is not related to a known or chronic medical condition) is reason for concern.

Self-screen for potential COVID-19 exposure.

Prior to coming to campus, ensure that you have not

a) Been in close contact in the last 14 days with an individual diagnosed with COVID-19;

b) Traveled internationally

If any answer is YES, notify your supervisor or HR before coming to campus.
Complete the Daily Health Screening Questionnaire

Access the daily health check [here](#).

In the coming weeks, we will be implementing an app-based daily screening. We will communicate with you about this tool as it comes online for the University.

**Adhere to important COVID-19 mitigation practices.**

1. Maintain 6 feet of social distance from other people at all times.
   - To enter and exit the building where your office is located, you will need to use the same entrance point as your exit point each time you come to campus.
   - When entering buildings, you will use the right-hand door.
   - When walking in hallways, you will keep to the far right at all times.

2. Wear facial-covering (over nose and mouth):
   - In shared spaces (including shared/open offices even when you can maintain 6 feet of separation from the other person)
   - During in-person meetings (Zoom should be used for all meetings)
   - Restrooms
   - Hallways
   - Chapel
   - All enclosed public spaces
   - All outdoor public spaces when 6-feet of physical distance cannot be guaranteed
   - Any other circumstance when you cannot consistently maintain six feet of separation from other individuals

3. Clean/Disinfect
   - Clean and disinfect frequently touched objects and surfaces daily.
   - Wipe down your work station at least twice daily.

4. Role-model

Your consistent practice and adherence to our COVID-19 mitigation strategy will encourage others, including students and visitors, to practice the same preventative measures.

**AS YOU NEED**

Remind other employees, students, and visitors of the need to collectively practice and adhere to Concordia University’s COVID-19 mitigation policies and procedures. If gentle reminders don’t work, carry your concern to your immediate supervisor, HR, or Campus Safety per the instructions (above).