



## 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](mailto: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).