

## RETURN TO ON-CAMPUS WORK: CHECKLIST FOR ALL MANAGERS PRIOR TO RETURN

- 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 absolutely 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.
- Survey each employee to determine their ability to return to on-campus work.
- 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 human resources 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 Concordia personnel practices.
- Develop a plan and schedule for who returns and when, the return to on campus using dates established by the university, your department, and employees' ability to return at this time.
- 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 SafeColleges online training provided by Human Resources regarding COVID-19.
- Ensure all employees have access to a mask to use when not able to social distance.
- Employee should self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. PLEASE NOTE: For Michigan Employees screening is mandatory before the start of each day when going to be on worksite location. 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 return to work release.
  - Cough
  - Chills
  - Shortness of breath or Repeated shaking with chills
  - difficulty breathing
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Diarrhea
  - Known close contact with a person who is lab confirmed to have COVID-19