

JANUARY 2021

Prior to colleagues in your department returning to campus:

- ☐ 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 and break rooms. Communicate to staff what the common area procedures are upon returning to the workplace.
- ☐ Identify the need for any additional signage in your particular area to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workspace. See our guide to signage at <http://update.gannon.edu/Documents/GannonUniversity-SafeDistancingGuidelines.pdf>
- ☐ Communicate with each colleague to determine their ability to return to on-campus work.

DO NOT attempt to identify and target high-risk category colleagues 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 pre-existing medical condition.

If a colleague 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 for the employee. If a colleague voluntarily discloses, this information will be kept confidential.

- ☐ Develop a plan and schedule for who returns and when based on the university's COVID 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 colleagues and ensure they understand their expected return to on-campus work date.
- ☐ Inform colleagues they are required to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19 (see list) and that they will be required to have their temperature taken upon arrival to campus.

Employees with any of the symptoms below **SHOULD STAY HOME** until they have contacted the Campus Health Center for clearance to return to work.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

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

(continued)

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When you are working on campus:

- ☐ Make sure colleagues are completing the [daily COVID-19 survey on the LiveSafe app](#) before their arrival on campus.
- ☐ Temperature check colleagues on arrival. Send home anyone with a fever of 99.4 degrees or higher.
- ☐ Remind colleagues they must wear a face mask while on campus, except for when they are working alone, physically distanced from others.
- ☐ Encourage colleagues to rigorously practice hand hygiene, cough etiquette, cleanliness and sanitation.
- ☐ From the cleaning kit your office has been given, provide hand sanitizer and cleaning solution for commonly touched surfaces (copiers, printers, workstations).
- ☐ Ensure the workspace adheres to social distance guidelines and have colleagues maintain at least six feet of separation from other individuals.
- ☐ Keep meetings to fewer than 10 people and spread out as much as possible. Better yet, continue to use Zoom for most meetings.
- ☐ If a colleague 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 colleague should contact the Campus Health Center for further guidance.
- ☐ Report any known or potential employee absence due to COVID-19 immediately to Human Resources and Campus Health Services to determine next steps and appropriate follow up.
- ☐ Advise colleagues 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 health care provider:

1. At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. They have improvement in respiratory symptoms (e.g., cough, shortness of breath);
3. At least 10 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 colleagues 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 self-quarantine period from the last date of exposure. They may perform telework dependent upon nature of work and manager guidance.
- ☐ If food or drink is provided to a colleague on campus (i.e. during a meeting or a break), provide individually packaged meals and utensils for each employee.
- ☐ Discourage colleagues from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- ☐ Conduct check-ins regularly with colleagues to discuss their challenges, concerns or questions. Offer support during this moment and contact Human Resources for any additional assistance needed addressing concerns or answering questions.