



RETURN TO ON-CAMPUS WORK

CHECKLIST FOR ALL SUPERVISORS

PRIOR TO RETURN

- If you haven't done so already, consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, contact Facilities to discuss potential workspace modifications. Determine which jobs can telework, which roles are absolutely needed in the office, and if flexible hours may be used for social distancing.
- Assess in office common spaces, i.e. conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to your office workplace.
- Display posters provided by the University to encourage healthy habits and social distancing in the workplace. Ensure they are posted in visible areas in the workspace.
- Survey each employee to determine their ability to return to on-campus work according to the established departmental timeline using the Work Ability Survey provided by Human Resources
- 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, the employee should consult with their supervisor on alternative arrangements or Human Resources regarding possible employee accommodations or leave support. If an employee voluntarily discloses, this information will be kept confidential in accordance with Salve personnel policies.
- Develop a plan and schedule for who returns and when, based on the State of Rhode Island's phased reopening timeline, the return to on-campus dates established by the University, and employees' ability to return. Supervisors should consider the following options to maintain required social distancing and reduce population density within work spaces: consider allowing employees to continue to work remotely, alternate days/hours in the office, and/or stagger shifts.
- 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 reviewed and signed the **Employee Return to Work On-Campus Checklist** and have reviewed the **Salve Guide for Returning to Work On-Campus**. Additionally, all employees must review **Salve's Workplace Safety** training and acknowledge completion prior to returning to work.

- Once employees will no longer be telecommuting on a full or part-time basis, request that they pack all IT equipment used to telework, including cables and accessories, to bring back to campus and return to the Office of Information Technology.
- Remind employees that they must self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. The process for required self-screening may evolve and employees will be expected to follow current University guidance. 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 and the Office of Human Resources for further guidance.

<input type="checkbox"/> Cough	<input type="checkbox"/> Chills
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Repeated shaking with chills
<input type="checkbox"/> Fever	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Headache
<input type="checkbox"/> Sore throat	<input type="checkbox"/> New GI Symptoms
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Runny nose or new sinus congestion	

WHILE AT WORK

- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Provide tissues, hand sanitizer and cleaning supplies for commonly touched surfaces (copiers, printers, water coolers, workstations).
- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.
- Ensure that employees are wearing face masks or face coverings while working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.) Salve’s Office of Human Resources and the Office of Safety and Security will provide washable face masks to employees upon request. Please contact the Office of Human Resource for guidance at 401-341-2137 or email at humanresources@salve.edu. To ensure face masks are readily available for all employees at Salve, please request that employees wash their Salve-provided masks after each use and reuse them until a replacement face mask is necessary.
- Ensure meetings are compliant with current gathering requirements and do not exceed the maximum occupancy as determined by the Rhode Island Department of Health. Individuals should be interacting with the same people every day to minimize the risk of spread. Continue to utilize Microsoft Teams and/or WebEx for meetings when needed to maintain social 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. Supervisors should inform the Office of Human Resources, who will then notify additional University officials.

- ❑ Additionally, if an employee develops symptoms of COVID-19, instruct them to contact Claudia Cavallaro, Associate Director for Human Resources and Benefits, at 401-341-2332 or cavallac@salve.edu to determine next steps and appropriate follow up once the employee is ready to return to work. **Prior** to returning to work, employees **must** speak with HR to review their symptoms and obtain approval to return.
- ❑ 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 of the following criteria are met:
 - There have been no symptoms at all, including no fever, for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
 - At least 10 days have passed since their symptoms first appeared
 - They have been in contact with HR and obtained approval to return to work
 - 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.
- ❑ Instruct all employees with known close contact to a person who has been diagnosed with 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. It is recommended that employees with once removed close contact (i.e. an immediate household member has had close contact with an infected person) should stay out of work for 5 days and self-monitor for symptoms. They may perform telework dependent upon nature of work and supervisor 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 Sodexo housekeeping.
- ❑ 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.