



RETURN TO ON-CAMPUS WORK

CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN

- Ensure you review the **Salve Guide for Returning to Work On-Campus** and the **COVID19 Workplace Safety Training** video provided by Human Resources and acknowledge completion prior to returning to work.
- Once you will no longer be telecommuting on a full or part-time basis, pack all IT equipment used to telework, including cables and accessories, to bring back to campus and return to the Office of Information Technology.
- 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. If you experience any of the symptoms below you **SHOULD STAY HOME** until you have contacted your healthcare provider and the Office of Human Resources for further guidance.
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - New loss of taste or smell
 - Sore throat
 - Diarrhea
 - Runny nose or new sinus congestion
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - New GI Symptoms
 - Fatigue
- If experiencing any symptom listed above, **DO NOT** come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence. Follow [CDC guidance](#) on the criteria needed in order to return to work. **Prior** to returning to work, you **must** speak with HR to review your symptoms and to obtain approval to return.

WHILE AT WORK

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least a 6 foot social distance from other individuals at all times.
- A face covering (over the nose and mouth) is mandatory in all entry, exit and common areas for your protection as well as others.
- The University will provide washable face masks to employees upon request and can be obtained at the Office of Human Resources or the Office of Safety and Security. For questions related to face coverings please contact the Office of Human Resources at 401-341-2137 or email at humanresources@salve.edu. To ensure face masks are readily available for all employees at Salve, employees must wash their Salve-provided masks after each use and reuse them until replacement face masks are necessary.

- Continuously self-screen daily for symptoms. The process for required self-screening may evolve and employees will be expected to follow current University guidance. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance. Follow [CDC guidance](#) on the criteria needed in order to return to work. **Prior** to returning to work, you **must** speak with HR to review your symptoms and to obtain approval to return.
- Ensure meetings are compliant with current gathering requirements and do not exceed the maximum occupancy as determined by the Rhode Island Department of Health. Utilize video conferencing when needed to maintain social distancing.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents or items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces.