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 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 according to the established departmental timeline.

☐ 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 your HR Consultant 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 PVAMU personnel policies.

☐ Develop a plan and schedule for who returns and when based on the University 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 employees and ensure they understand their expected return to on-campus work date.

☐ Remind employees to pack all IT equipment used to telework, including cables and accessories, to bring back to campus.

☐ Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below is a list of currently reported symptoms. 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 fitness for duty release.

- Fever or chills
- M桢algia
- Sore throat
- Cough
- Fatigue
- Nausea
- Diarrhea
- Headache
- Loss of taste or smell