



### **Checklist for Employees Working During the COVID-19 Pandemic**

This checklist is designed to help faculty and staff prepare for work in the fall under the Titans Return plan.

#### **Before you return to work on campus:**

- Review the Titans Return [website](#), Titans Return [Recovery Plan](#) and [Return to Work Guide](#) for information about changes that will impact the way you work and interact with others on campus.
- Complete the COVID-related safety training and “Titan Safety Promise”. This will be required of all employees no later than September 4, 2020. *(this material is still being developed with an anticipated release date in August)*
- Ensure you have a face covering to wear. Employees returning over the summer will need to provide their own from home. Closer to the start of the academic year, employees will also have the option to get cloth face coverings on their campus.
- Talk to your supervisor or department chair about what modifications will be made to comply with the new guidelines. (i.e. will your work location be moved, will you alternate working on-campus and telecommuting, etc)

#### **Your first week back on campus:**

- Review your work area for compliance with the COVID-related health and safety guidelines and discuss any concerns with your supervisor or department chair.
- Get in the habit of taking your temperature and taking a self-assessment on the app every day before you come into work. Do not come to campus if your temperate exceeds 100.4 or if you have symptoms of illness.
- Talk to your supervisor or department chair about what will happen if you cannot report to work.
  - ✓ If you are ill, be informed on your leave options and talk about how your critical work can be done in your absence. This may include cross-training, documenting procedures, etc.
  - ✓ If you are self-isolating or quarantining but still able to work, you should be prepared to telecommute on short notice. If you cannot telecommute, you should be informed on your leave options.

#### **If you will be telecommuting:**

- Review the telecommuting policy and make sure you have a completed the [emergency telecommuting agreement](#) form on file. If you completed this form earlier, you do not need to complete a new one.
- Review the telecommuting best practices resources.
- If you telecommuted over the summer, discuss what worked well and what could be improved for the fall with your supervisor or department chair.

#### **Human Resources**

800 Algoma Blvd. | Oshkosh, WI 54901

PHONE (920) 424-1166 | FAX (920) 424-2021 | WEB [uwosh.edu/hr](http://uwosh.edu/hr)