

RETURNING TO ON-CAMPUS WORK CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN

- If you have concerns about returning to campus at your scheduled time because of self-quarantining, you or someone you live with is in a high risk category, or school closings / delayed openings have created child care issues, please discuss with your manager or Human Resources Consultant (HRC).
- Complete the COVID-19 test provided by Baylor. Continue your current working arrangement until receiving results. If you have been working on campus, continue working on campus. If you have been working from home, continue working from home. If you have been working from home and need to start working on campus before receiving test results, please discuss options with your manager.
- Complete [e-learning provided by Human Resources regarding Returning to On-Campus Work](#).
- Pack all Baylor equipment used to telework, including technology, cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. IT resources for reinstalling equipment will be limited.
- [Self-screen daily](#) before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.
 - Fever over 100 degrees Fahrenheit
 - Chills
 - Cough
 - Shortness of breath / difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Close contact with a person lab confirmed to have COVID-19, whether you have symptoms or not
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If experiencing any symptoms listed above, **DO NOT** come to work. Notify your supervisor of needed absence, self-quarantine per CDC guidelines, and contact your health care provider as appropriate.

WHILE AT WORK

- Face coverings are required in Baylor buildings, including common spaces such as atriums, hallways, elevators, breakrooms, and restrooms. Face coverings do not have to be worn while working alone inside an individual office or when actively eating or drinking in an area appropriate designated for eating or drinking purposes. Some exceptions to this requirement may apply based on CDC guidance. If you require an exception, discuss this with your manager and HR.
- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals.
- Continuously self-screen for the symptoms listed above. 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 guidance.
- In person meetings should not exceed 25% of the room's capacity unless specific guidance is otherwise posted and attendees should spread out as much as possible. Where feasible, meetings should be held remotely instead of in person.
- Wash or disinfect hands while at work and after any interaction with other people or with 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. If additional cleaning is needed, please contact Facilities Management.

www.baylor.edu/coronavirus