

SPRING 2021 RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

WORKSPACE READINESS

- 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 and staggered schedules 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.

EMPLOYEE READINESS

- [Survey each employee](#) to determine their ability to return to on-campus work according to the established 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 Baylor personnel policies.
- Develop a plan and schedule for who returns and when based on the return to work 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.

EMPLOYEE RETURN

- All employees are required to complete the COVID-19 test for faculty and staff provided by Baylor through MyLabsDirect on campus. Appointments are available starting Friday, January 2. All return to campus tests for employees should be completed by Friday, January 15. If at all possible, employees should continue their current working arrangement until receiving results from the Baylor-provided COVID-19 test. If they have been working on campus, they can continue working on campus. If they have been working from home, they should continue working from home. If they have been working from home and need to start working on campus before receiving test results, please discuss options with your HRC.
- If employees have been teleworking in the Fall and returning to on-campus work for the Spring semester, remind them to pack all Baylor equipment used to telework, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. IT resources for reinstalling equipment will be limited.

This is a living document and will be updated as needed if guidance or University requirements change. Last updated: July 27, 2020.

WHILE AT WORK

SYMPTOMS, EXPOSURE, AND SELF-QUARANTINE

Remind 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 symptoms currently reported. They should check the [CDC website](#) or with their healthcare provider for the most current information. Employees with any of the symptoms below should self-quarantine at home per CDC and Baylor guidelines, and contact their health care provider as appropriate.

- | | |
|---|---|
| <input type="checkbox"/> Fever over 100 degrees Fahrenheit | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Chills | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Shortness of breath / difficulty breathing | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Close contact with a person lab confirmed to have COVID-19, whether the employee has symptoms or not | |

Report any known or potential employee absence due to COVID-19 immediately to your [HR Consultant](#) for determining next steps and appropriate follow up.

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 the following criteria are met and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
 - ◆ They are symptom and fever free without fever reducing medication for at least 24 hours.
 - ◆ At least 10 days have passed since their symptoms first appeared
 - 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; or
 - If the employee has **symptoms that could be COVID-19 and wants to return to work before completing the criteria above**, the individual must follow the University's [Return to Work policy](#) and obtain a fitness for duty certification from their health care provider.

Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the self-quarantine period from the last date of exposure. For employees, self-quarantine can end at the end of 7 days if they test negative for COVID-19 on day 5 or 6 after exposure, or on day 10 if they do not take a test after exposure. They may perform telework during quarantine dependent upon nature of work and manager guidance.

FACE COVERINGS, SOCIAL DISTANCING, AND HYGIENE

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 an employee requires an exception, contact your HRC for guidance.

Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

- Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).
- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.
- In person meetings should not exceed 25% of the room's capacity unless specific guidance is others posted and attendees should spread out as much as possible. Where feasible, meetings should be held remotely instead of in person.
- If food or drink is provided in meetings, provide individually packaged meals and utensils for each employee.
- Employees should not share other employees' desks or equipment. If sharing is necessary, such as with common equipment or reception area desks, the equipment and work area must be wiped down 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 Facilities Management at 710-1361.
- 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.