Return to Campus Checklist for Employees

Prior to return

- Complete mandatory return to campus training covering safety protocols, resources and guidance.
- Discuss a return to campus or continued remote working plan with your manager. If an accommodation is needed, contact the ADA/504 Coordinator as soon as possible.
- Pack all Information Technology equipment used to telework, including 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 (including temperature check) before going into work for any of the following new or worsening symptoms of possible COVID-19. Returning employees will receive a daily symptom screening email. Below is a list of some of the symptoms currently reported. Check the CDC website or your healthcare provider for the most current information.
  - Cough
  - Chills
  - Shortness of breath or difficulty breathing
  - Repeated shaking with chills
  - Headache
  - Muscle pain
  - Loss of taste or smell
  - Sore throat
  - Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Diarrhea
  - Known close contact with a person who is lab confirmed to have COVID-19
- If experiencing COVID-19 symptoms, DO NOT come to work. Contact your manager via phone or email about your absence. Contact your healthcare provider for guidance and follow VCU protocols for those showing COVID-19 symptoms. Find information at together.vcu.edu.
While at work

- Practice good hygiene, cough/sneeze etiquette, cleanliness, and sanitation. Wash or disinfect hands while at work often and after any interaction with other employees, other constituents, or items in the workplace.

- Wear a face covering over nose and mouth (i.e. cloth face mask) when in public spaces, including building entry areas, conference rooms, hallways, elevators, restrooms, parking lots, and other outside areas of campus. (Employees do not have to wear a face mask if in a private office with the door closed).

- Maintain at least 6 feet separation from other individuals.

- Follow each building’s rules for all shared spaces, common areas, break rooms.

- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor via phone or email and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance. Follow VCU protocols for those showing COVID-19 symptoms. Find information at together.vcu.edu.

- Use virtual meetings as often as possible. If an in-person meeting is necessary; keep meetings to 10 people or fewer (unless the space permits additional attendance and then keep a six foot distance from others at all times). Provide a virtual option for meeting attendance if at all possible.

- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces.

- Sanitize your workstation daily. Sanitize any shared work space, equipment or appliances after use. If additional cleaning is needed, please advise your manager.

- Do not share your own or use other employees’ equipment, tools or resources. This includes computers, telephones, pens, etc.

University resources:

- Employee Assistance Program (EAP) https://www.anthem.com/employer/eap/employee/
- VCU’s ADA/504 Coordinator https://equity.vcu.edu/
- Your HR Professional https://hr.vcu.edu/contact/hr-contacts-for-schools-and-units/
● VCU HR https://hr.vcu.edu/ Office of Employee Relations emprel@vcu.edu
● VCU Office of the Provost, Faculty Affairs https://provost.vcu.edu/
● University Ombudsperson: https://ombudsperson.vcu.edu/
● VCU Office of Institutional Equity, Effectiveness and Success: Division for Inclusive Excellence 2019 — Virginia Commonwealth University