Return to Campus Checklist for Managers

Prior to return

- Complete all-employee mandatory e-learning with return to campus to safety protocols, resources and guidance, and mandatory manager return to campus course.

- Work with your Return to Campus Coordinator to develop a plan and schedule for who returns and when based on the Return to Campus timeline, the return to on-campus dates established by your department, and employees’ ability to return.

- Consider your area’s workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain physical 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 physical distancing. Review your planned approach with your senior leadership team and receive all necessary approvals.

- Work with your Building Manager to assess other common spaces, i.e. conference rooms, break rooms. Document and communicate the procedures for common areas upon returning to the workplace. Identify the need for signage to encourage healthy habits and physical distancing in the workplace. Work with your Return to Campus Coordinator and Building Manager to ensure proper signage is posted in visible areas in the workspace.

- Confirm receipt/delivery of sanitizing and hygiene products with your Return to Campus Coordinator and Building Manager and confirm protocol for distribution and storage within the workspace.

- Set a cleaning schedule for individual offices, in addition to the regularly scheduled office/building cleaning.

- Discuss with each employee their return to campus schedule and timeline.

- Allow employees to use leave or to remain in a leave without pay status for a period of time consistent with policy if they are uncomfortable returning to work on campus but have no work they can complete remotely.
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 pre-existing medical disability.

If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with or caring for someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with your HRP regarding possible employee accommodations, options for telework, or leave support for the employee. Employees requesting or needing a workplace accommodation should be referred to the ADA Coordinator. If an employee voluntarily discloses, this information will be kept confidential in accordance with VCU policy.

Communicate the return to campus plan for your department to your employees and ensure they understand their expected return to campus work date.

Remind employees to pack all IT 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. Return to Campus Coordinators may be contacted for assistance if necessary.

Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Employees with any of the symptoms below should contact their manager via phone or email and should stay home until they have contacted their healthcare provider for further guidance.

- Cough
- Chills
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Headache
- Muscle pain
- Loss of taste or smell
- Sore throat
- Registering a fever
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19
While at work

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

- Ensure availability of tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations, faucets).

- Ensure the workspace adheres to physical distance guidelines and have employees maintain at least 6 feet of separation from other individuals.

- Ensure that employees are wearing face coverings in the workplace and be prepared to enforce this requirement with disciplinary action.

- Encourage the use of virtual meetings as often as possible. If in-person meetings are necessary, keep meetings to 10 people or fewer (depending upon the size of the meeting space)

- If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee’s contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance. The manager should follow up with the employee to see if the employee tested positive for COVID-19 and follow all of VCU’s COVID-19 reporting procedures.

- Report any known or potential employee absence due to COVID-19 immediately to your HRP for determining next steps and appropriate follow up and refer to the COVID-19 reporting information the VCU COVID-19 pages

- 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 At least 14 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.

- Discourage employees from sharing other employees’ desks or equipment and
  encourage them to wipe down desks and equipment between uses.

- Encourage employees to maintain office cleanliness through removal of unnecessary
debris, clean counter spaces, and support of cleaning efforts on common surfaces.

- Employees should sanitize their own work space at the end of each work day and any
  space or equipment they share throughout the day. If additional cleaning is needed,
  please contact your Building Manager.

- Establish an atmosphere of calmness, compassion and concern by conducting 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 with addressing concerns or answering questions. Provide
  information to resources such as the Employee Assistance Program to employees as
  needed.