UTICA COLLEGE

Checklist for Supervisors Returning to Campus

Prior to employees in your department returning to campus:

❑ Consider your areas workspace, workflow, constituent flow, and work priorities to determine if there is adequate space to maintain social distancing. If not, determine what changes need to be made, including which jobs can work remotely (if the need arises), which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.

❑ Asses other common spaces, i.e. conference rooms and break rooms. Communicate any common area procedures upon returning to the workplace.

❑ Communicate with each employee about returning to work.

Do not attempt to identify and target employees who may be in a high risk health category on your own. At the same time, provide support if someone wishes to voluntarily disclose. In accordance with the 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 condition. If an employee voluntarily self-identifies as being high risk for COVID-19, is living with someone who is considered to be high risk based on CDC guidelines, or is following self-quarantine protocol, consult with the Office of Human Resources regarding possible employee accommodations, options for remote work, or leave options for the employee. If an employee voluntarily discloses, this information must be kept confidential.

❑ Develop a plan and schedule for who returns and when based on the UC re-opening plan, the return to on-campus dates established by your department, and employees' ability to return.

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

❑ Inform employees that they are required to self-screen daily, before leaving for work, for any new or worsening symptoms of possible COVID-19 (see list below). Let them know that they will be required to complete a COVID-19 test and provide the results to the Office of Human Resources before their return to campus date.

Employees with any of the symptoms below SHOULD STAY HOME until they have clearance to return to campus.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

- Fever or chills (100.4° F [37.8° C] or greater using an oral thermometer)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

❑ Testing will be available for all faculty and staff at the Utica campus on AUGUST 3, 2020, free of charge. Those who cannot be tested on that day may go to Primary Urgent Care, located at 1904 Genessee St. in Utica, and present their Utica College ID to be tested. **Proof of a negative test result must be submitted to the Office of Human Resources either in person or via scan/email before returning to campus.** Anyone who tests positive will not be allowed on campus and will be contacted for further instruction.

When you are working on campus:

❑ Make sure employees are completing the daily COVID health screening.

❑ Remind employees that they must wear a face covering whenever they are in the presence of others.

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

❑ Ensure the workplace adheres to social distancing guidelines and have employees maintain at least six feet of separation from other individuals.

❑ Encourage strict clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks.

For All Supervisors Returning to Work

❑ In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, providing individuals the ability to maintain social distancing requirements. Where appropriate and feasible, meetings may be held in whole or in part using the extensive range of available virtual tools (e.g. Zoom, Google Hangouts, Microsoft Teams, telephone, et cetera).

❑ If an employee shows any symptoms, they should leave work immediately. Limit the employee's contact with other individuals in the office and on campus.

How to Report.

❑ Report any known or potential employee absence due to COVID-19 immediately to the Office of Human Resources (315-792-3276 or hr@utica.edu) or the Office of Emergency Management (emergmt@utica.edu) to determine next steps and appropriate follow up.

❑ Employees should take the following actions related to COVID-19 symptoms and contact:

  • If an employee has COVID-19 symptoms and either tests positive for COVID-19 or did not receive a test, the individual may only return after completing at least 14 days of self-quarantine.

  • If an employee is critical to the operation or safety of an office, the supervisor may consult with the Office of Emergency management who will refer to the local health department for guidance.

  • If an employee does not have COVID-19 symptoms but tests positive for COVID-19, the individual may only return to work after completing at least 14 days of self-quarantine.

  • If an employee has had close contact with a person with COVID-19 and is symptomatic, the individual should notify the Office of Emergency Management and follow the above protocol for a positive case. Even if symptoms are deemed not related to COVID-19, the individual must complete a 14-day quarantine after the contact.

  • If an employee has had close contact (within 6 feet, for 10 or more minutes) with a person with COVID-19 and is not symptomatic, the individual must complete a 14-day self-quarantine. If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee or visitor must be separated and sent home immediately.

❑ Instruct all colleagues 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. They may perform work remotely dependent upon the nature of their work and manager guidance.

❑ If food or drink is provided to a colleague on campus (i.e. during a meeting or break), provide individually packaged meals and utensils for each employee

❑ Discourage colleagues from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between users.

❑ Conduct check-ins regularly with colleagues to discuss their challenges, concerns or questions. Offer support during this moment and contact Human Resources for any additional assistance needed addressing concerns or asking questions.

Finally, as supervisors, please be mindful that this has been a trying time for everyone and that returning to the workplace will come with both challenges and opportunities. Keep and open and honest dialogue going with your teams and offer them the support they need to deal with changes. For help with navigating these conversations, please contact the Office of Human Resources at (315) 792-3276 or hr@utica.edu.