

Welcome Back Initiative - COVID-19 Summer Safety Expectations (Updated May 10, 2021):

- ☐ A self-evaluation screening should be taken before coming to work (if symptoms are suspected, stay home and call your supervisor).
- ☐ If you feel sick while at work, inform your supervisor and go home immediately.
- ☐ Wash or sanitize hands on a frequent basis throughout the day.
- ☐ Use appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- ☐ Schedule appointments with others across campus, do not just show up at other offices or workspaces.
- ☐ Maintain at least six-foot separation from other individuals when possible and appropriate. This includes on site work areas; as well as, within campus buildings and offices.
- ☐ Face coverings are not required in buildings or outside. However, some individuals may choose to wear face coverings based on their personal situations. Please consider physically distancing and wearing a face covering when interacting with them. PPE will be issued and distributed upon request; the use of personal made face coverings is acceptable.
- ☐ When meeting in offices please follow the guidance of the office occupant. If the occupant requests that face coverings be worn, please respect that request and wear a face covering. Official office signage will be provided for those that wish to maintain face coverings and physical distancing in their office spaces.

If employees blatantly disregard the COVID-19 Safety Expectations, they may be subject to progressive disciplinary measures, including the possibility of: verbal warning, written warning, unpaid suspension, and/or final termination. Progressive discipline is coordinated through the employee's supervisor and with the Office of Human Resources.

Supervisors may send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills, or Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with a person who was tested and confirmed to have COVID-19