

LeTourneau University: Welcome Back Initiative

COVID-19 Safety Expectations:

- 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 upon entering the building, and on a frequent basis throughout the day.
- Use appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Limit face-to-face interaction as much as possible.
- 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. This includes on site work areas; as well as, within campus buildings and offices. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Wear a face mask that covers the nose and mouth while working in teams and or around other people. Initial PPE will be issued; the use of personal made face coverings is acceptable.
- Traveling in the same vehicle is not permitted unless the six-foot distancing can be achieved, and the individuals are wearing face coverings (maximum of 2). This mostly applies to the larger capacity custodial vans.
- Frequently disinfect workspaces and university vehicle touch points. This may include door handles, technology, chairs, etc. This is the responsibility of the employee occupying the workspace. *
- Disinfect each shared technological device after each use. This includes but is not limited to copy machines and fax machines. This is the responsibility of the employee that uses the device. *

*Further guidance regarding the cleaning and disinfecting of technology can be found in the [LETU IT Knowledge Base](#).

If employees blatantly disregard the COVID-19 Safety Expectations, disciplinary action up to and including termination may follow.

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