

## HSC Campus Reopening Plan: SUPERVISOR CHECKLIST

[unthsc.edu/worksafe](https://unthsc.edu/worksafe)

- ☐ Complete required online “Campus Re-entry Education” training module before returning to campus.
- ☐ Consider your area’s workspace, workflow and priorities to determine which jobs can work remotely or in the office, and if flexible hours can help maintain social distancing. Assess common spaces and communicate rules and procedures.
- ☐ Survey your employees for their ability to return to on-campus work and ensure they complete the required “Campus Re-entry Education” training module via [LearnHSC](#).
- ☐ Develop a plan and schedule for who returns and when based on the HSC Campus Reopening Plan.
- ☐ Communicate your department’s return to on-campus work plan so your employees understand their expected return to on-campus work date. If employees are working from home, the supervisor is responsible for developing a work plan for each employee.
- ☐ **DO NOT** attempt to identify and target high-risk category employees, but communicate support available to all employees. Under Americans with Disability Act (ADA) protections, employees are not required to disclose this. If an employee voluntarily self-identifies as being high-risk for **COVID-19**, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with HSC Campus Human Resources.
- ☐ Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations). If additional items are needed, contact [facilities@unthsc.edu](mailto:facilities@unthsc.edu) or [x2181](#).
- ☐ Additional cleaning stations will be available near elevators on each floor of every building with instructions for sanitizing work spaces. These communal supplies will be available to everyone so please be mindful of returning the supplies when finished, and contact [facilities@unthsc.edu](mailto:facilities@unthsc.edu) or [x2181](#) if supplies are running low.
- ☐ Ensure the workspace adheres to social distance guidelines and request that employees maintain at least 6 feet of separation from other individuals. Keep in-person meetings to 10 people or less and continue to utilize Microsoft Teams or Zoom.
- ☐ An employee reporting or showing any **COVID-19** symptoms 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 or the HSC Priority Care Clinic for further guidance.
- ☐ Report any known or potential employee absence due to **COVID-19** immediately to your supervisor and [HSCCOVID@unthsc.edu](mailto:HSCCOVID@unthsc.edu) for determining next steps and appropriate follow up. Avoid sharing information with others regarding another employee’s health situation. 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.
- ☐ Discourage employees from sharing desks or equipment and encourage them to wipe down desks and equipment between uses. If additional cleaning is needed, please contact Facilities Management at [x2181](#) or [facilities@unthsc.edu](mailto:facilities@unthsc.edu).
- ☐ Conduct check-ins regularly with employees to address concerns or questions. Show empathy.

## HSC Campus Reopening Plan: EMPLOYEE CHECKLIST

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- ☐ Complete the required Campus Re-entry Education via LearnHSC provided by the Office of Compliance.
- ☐ Disinfect and pack all IT equipment used to work remotely, including cables and accessories, prior to returning 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 before going to campus for any of the following new or worsening symptoms of possible **COVID-19**.
  - Cough
  - Chills
  - Shortness of breath
  - Repeated shaking with chills, difficulty breathing
  - Headache
  - Muscle pain
  - Loss of taste or smell
  - Sore throat
  - Fever over 100.3
  - Diarrhea
  - Known close contact with a person who is lab confirmed to have COVID-19
- ☐ Rigorously practice hand hygiene, cough and sneeze etiquette, cleanliness and sanitation. Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is highly recommended.
- ☐ Additional cleaning stations will be available near elevators on each floor of every building with instructions for sanitizing work spaces. These communal supplies will be available to everyone, so please be mindful of returning the supplies when finished, and contact [facilities@unthsc.edu](mailto:facilities@unthsc.edu) or **x2181** if supplies are running low.
- ☐ Keep in-person meetings to 10 people or less (until further notice) and spread out as much as possible to meet social distancing requirements, or utilize Microsoft Teams or Zoom for meetings.
- ☐ If you show any symptoms listed above, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider or the **HSC Priority Care Clinic** for further guidance.
- ☐ Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management at **x2181** or [facilities@unthsc.edu](mailto:facilities@unthsc.edu).
- ☐ If you become aware of any unsafe work conditions, contact your supervisor.