![Office of Human Resources — University of Wisconsin–Madison]

RETURN TO ON-SITE WORK
CHECKLIST FOR <u>ALL EMPLOYEES</u>

BEFORE RETURNING TO ON-SITE WORK

☐ Speak with your supervisor regarding your ability to return to work on-site. Consider communicating your transportation, childcare, and scheduling needs.

☐ Ask your supervisor for your department's return to the workplace plan, your return to on-campus work date, and relevant workplace expectations found in the COVID-19 Workplace Safety Policy. To view the policy visit at kb.wisc.edu/ohr/policies/page.php?id=104238.

☐ Speak to your supervisor regarding entry/exit, break/lunch, scheduling, and other revised workplace expectations related to COVID-19 and the return to on-site work.

☐ Complete the required COVID-19 Training for On-site Employees. This training has the most up-to-date information on health and safety measures and workplace expectations. It should be completed by all employees even if you completed a previous COVID-19 training module. To take the training visit hr.wisc.edu/covid19/workplace-training/.

☐ Read the Accommodations and Workplace Flexibilities Employee Guidance on the Human Resources website at hr.wisc.edu/docs/covid19/accommodations-and-workplace-flexibilities-employee-guidance.pdf. This information provides an overview of what to do if you have concerns about returning to work on-site because of COVID-19.

Equipment Return (if applicable)

☐ Prepare to safely return all equipment you used while working remotely including computer, cables, and accessories.

☐ 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 may be limited. Contact DoIT or AIMS support for assistance if necessary.

WHILE IN THE WORKPLACE

☐ Wear a face covering when inside university buildings and while outside in public areas where physical distancing may be difficult.

☐ Practice hand hygiene, cough etiquette, cleanliness, and sanitation.

☐ Always maintain at least 6 feet separation from other individuals.

☐ Use Microsoft Teams, WebEx, Blackboard Collaborative, or Zoom for meetings rather than meeting in groups.

☐ Self-screen or check yourself daily for symptoms before going to work. Check for any of the following new or unexplained symptoms commonly associated with COVID-19. Below is a list of symptoms currently reported. Check with the CDC website at cdc.gov or check with your healthcare provider for the most current information.

- Cough (new onset or worsening of chronic cough)
- Muscle or body aches
- Sore throat
- Runny nose
- Fatigue
- Congestion
- Nausea or vomiting
- Diarrhea
- Chills

- Repeated shaking with chills
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Feeling feverish or measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who tested positive for COVID-19

Cleaning Processes and Supplies

☐ Wash or disinfect hands while at work and after any interaction with other employees, customers, visitors, or items in the workplace. This includes after touching door handles, elevator buttons, copiers and printers, or other shared items.

☐ Maintain the cleanliness of office and common spaces. If additional cleaning is needed, please notify your building manager or Facilities, Planning and Management immediately. To find your building manager visit facilities.fpm.wisc.edu/building-contacts/.

☐ Use provided tissues, hand sanitizer, and disposable wipes for commonly touched surfaces such as door handles, elevator buttons, copiers, printers, and workstations.

Symptoms after Returning to Work On-Site

☐ **If you have tested positive for COVID-19, or are experiencing new or unexplained symptoms, you cannot return to work on-site**. You may return to on-site work when you meet current campus guidelines for returning to the workplace. Additional information is available at in the COVID-19 Workplace Safety Policy, available at kb.wisc.edu/ohr/policies/page.php?id=104238.