CHECKLIST FOR ALL SUPERVISORS

The following checklist applies to the university's plan for re-entry to campus. Guidance and requirements – including testing – are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction.

PRIOR TO RE-ENTRY

☐ Ensure that faculty, staff and students under your supervision have completed the following before re-entry to campus.

▶ Applicable **COVID-19 testing**

▶ Required training through Canvas - **COVID-19:Basic Safety and Awareness course**, **Charger Healthcheck course**, quiz and attestation statement.

▶ **Charger Healthcheck**, a tool for employees to report the existence of any current COVID-19-related symptoms, exposure history, and testing history.

The University will provide additional instructions on how to log in to Canvas and complete the required course. Employees with any of the **COVID-19 symptoms** should stay home and contact the **Faculty and Staff Clinic** or the **Student Health Center**.

☐ Create an operational plan for your unit/department, to include the workspace, common spaces, workflow, customer/client/visitor workflow, work schedules, and work priorities to determine how to ensure adequate social distancing consistent with the UAH Return to Campus Health and Safety Protocol for Students, Faculty, and Staff. Operational plans must be approved by your dean or unit vice president before having faculty, staff, and/or students return to campus.

☐ Consider the staffing complement necessary to run efficient operations. Changes in process and resource/equipment utilization may be implemented to the extent to which each department can continue to provide efficient operations and service. Options for staff include: **100% on-site** – work that cannot be performed efficiently within a remote work environment; **100% telework** – work which requires limited/no regular in-person contact and which may be performed efficiently and safely within a remote work environment; **alternate work hours/schedules** – limits the number of persons in the office as well as on-site contact with other employees; **staggered teams** – reorganization of work teams/groups and assigned work days to promote social distancing, while maintaining business operations. Additional guidance is available in the **Return to Campus Guidelines**.

☐ Acquire and distribute the appropriate Personal Protective Equipment (e.g. cloth masks, face shields) and cleaning/sanitization supplies (e.g. hand sanitizers, disinfecting wipes) for employees in your workspace. Contact the **Office of Environmental Health and Safety** for assistance with ordering PPE and cleaning/sanitization supplies.

☐ Use signage and other forms of communication to provide instructions on the proper use of PPE, adherence to social distancing guidelines, CDC guidance, personal hygiene guidelines, etc. Signage should be installed in prominent and visible locations. Use floor markings to indicate proper distancing in locations where occupants gather/wait for ingress/ egress. Arrange for removal or rearrangement of furniture to ensure social distancing. To order signage, contact **wodesk@uah.edu**.
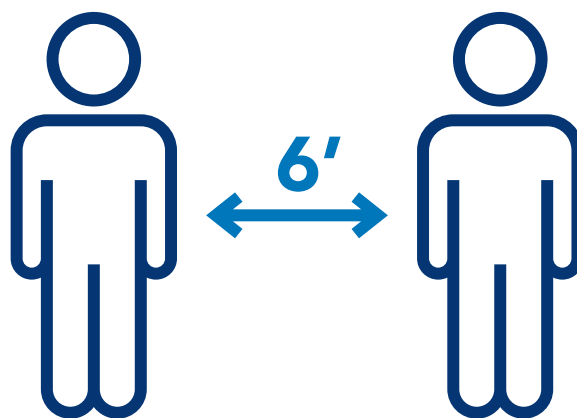
☐ Communicate with your custodial staff about high-use areas in your office and common areas that require heightened cleaning (e.g., doorknobs, elevator buttons, etc.).

☐ Communicate the approved Return to Campus Plan for your unit/department to employees under your supervision and ensure they know their expected return date to campus, requirements for re-entry to campus, any modifications to work arrangements, and ongoing expectations post re-entry.

☐ Encourage university faculty, staff, and students to contact **Human Resources** (faculty and staff) or **Disability Support Services** (students) if they voluntarily express concern about returning to campus because of age or a medical condition. Individuals in a **high-risk** category may be eligible for reasonable accommodation, leave of absence, or other mitigating measures. Please note, however, that a fear of contracting COVID-19 is not recognized generally as a valid reason for an accommodation.

☐ Ensure that you and supervisors/managers in your unit/department are aware of the provisions of the **Families First Coronavirus Response Act**, which expands the use of Family and Medical Leave (EFML) and provides for Emergency Paid Sick Leave (EPSL) in certain situations related to COVID-19, including time-off for COVID-related personal illness, care of an immediate family member, and/or childcare due to school closure or unavailable childcare. Training resources and additional guidance on EFML and EPSL are available on the **Human Resources web page**.

☐ DO NOT attempt to identify and target faculty, staff, and students who may fall into the CDC's **high-risk** category. Contact **Human Resources** with any questions or concerns. Guidance on specific return-to-work situations is provided in the Return to Campus Guidelines.

KEEP A SAFE DISTANCE

CHECKLIST FOR ALL SUPERVISORS

WHILE ON CAMPUS

☐ Encourage faculty, staff, and students under your supervision to participate regularly in **Charger Healthcheck**, a COVID-19 assessment tool.

☐ Continue to model personal hygiene practices and encourage employees to follow personal hygiene practices (cloth masks, social distancing, disinfecting and cleaning, cough and sneeze hygiene).

☐ Provide the appropriate Personal Protective Equipment (cloth masks, face shields) and cleaning/sanitizing supplies (tissues, hand sanitizers, disinfecting wipes).

☐ Ensure that employees as well as customers/clients/visitors maintain proper social distancing. Some activities may require personnel to work within 6 feet of others. Every effort must be explored to find alternatives, and it is critical to keep the length of these interactions to a minimum.

☐ Use technology to hold meetings and maintain social distancing as much as possible. If in-person meetings cannot be avoided, keep meetings to small groups and for the shortest time possible.

☐ Encourage all students, faculty, and staff to stay home if ill or exhibiting any of the **symptoms of COVID-19**. An individual presenting with any of these symptoms should leave the work site immediately and contact the **Faculty**

and Staff Clinic or the **Student Health Center**, or their health provider. Faculty, staff, or students with a possible or confirmed positive COVID-19 diagnosis or who have had close contact with a possible or confirmed positive COVID-19 diagnosis must receive medical clearance from the **Faculty and Staff Clinic** or the **Student Health Center** prior to returning to campus. "Close contact" is defined as a) being within 6 feet of a confirmed COVID-19 case for 15 minutes or longer, or b) having direct contact with infectious secretions of a confirmed COVID-19 case (e.g., being coughed on).

☐ Report any known or potential faculty and staff absences related to COVID-19 to **Human Resources**; report student absences to the **Dean of Students**.

☐ Allow use of personal or sick time (if applicable) to monitor symptoms, self-quarantine, or self-isolate because of exposure to COVID-19 or a possible or confirmed COVID-19 diagnosis.

☐ Encourage employees who are experiencing increased stress, fear, or anxiety to utilize the **Employee Assistance Program** offered through American Behavioral. The EAP is a confidential assessment counseling and referral service provided to employees and their families at no cost. The service is available 24/7, 365 days a year. American Behavioral may be contacted at 1-800-925-5327 or **https://americanbehavioral.com/**.

☐ Discourage employees from sharing desks or equipment, and encourage them to wipe down equipment with disinfecting wipes between uses.

☐ Encourage employees to use disinfecting wipes to clean their workspaces before starting work and before leaving any room where they have been working. Employees should place their trash bins outside of their office at the end of each shift.

Consult the **Return to Campus** website for additional information.