

APPENDIX D

Supervisor and Employee Checklist

Pivot to Fall after Healthy-At-Home
CHECKLIST FOR ALL SUPERVISORS

Phase 1: PRIOR TO REOPENING OFFICE AND STUDENT SERVICE SPACES

- Evaluate office's workspace, workflow, constituent flow, and work priorities to determine if there is adequate space to maintain six-foot physical distancing. (This is the same as two yardsticks between each person in all directions.)
- When six-foot physical distancing is not possible, determine what changes need to be made, including which jobs can be successfully performed remotely, which roles are absolutely needed in the office, and if flexible hours/split or staggered shifts may be used for physical distancing.
- Assess common areas, i.e., conference rooms, break rooms, copy rooms. Document and communicate what the common area procedures are upon returning to the workplace. Offices must, to the greatest extent practicable, restrict public areas such as lobbies, waiting rooms, break rooms, cafeterias, and concession areas to maximize physical distancing and reduce congregating.
 - Close those areas where six-foot physical distancing cannot be maintained or achieved.
- Work with your Building Emergency Coordinator to identify locations for placing signage encouraging healthy habits and physical distancing in the workplace. Ensure these signs are posted in visible areas in the workspace. Use other identifiers, such as tape or stanchion posts to assist with traffic flow.
- If you wish to designate in/out doors will need to coordinate with UofL Police (ULPD) to verify it would not cause any safety issues (See Appendix F, Pivot to Fall, **Guidance for Operations/Buildings/Offices**, for further information.).
- Contact each employee who will be required to work on-site to determine their ability to return to on-campus work according to the established departmental timeline.
- DO NOT** attempt to identify or target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose.

Use the steps below to address requests for modifications to the Fall work schedule:

1. Require staff member to state, with specificity, the modification they are seeking and the reason why.
2. Can the department/college/school accommodate the requested modification?
 - a. If yes, grant the modification and document in detail. Be sure expectations are clearly documented and signed off by the staff member and the supervisor/VP or Dean.
 - b. If no, go to step 3.
3. Discuss other possible modifications that could be viable for the department/college/school and the staff member. Can the parties agree on an alternative modification?
 - a. If yes, grant the modification and document in detail. Be sure expectations are clearly documented and signed off by the staff member and the supervisor/VP/Dean.
 - b. If no, go to step 4.
4. Is an underlying health concern the reason for the requested modification?
 - a. If yes, Dean/Chair consults with HR (with input from ADA Coordinator and/or legal) to ensure appropriate analysis/consideration.

- b. If no, go to step 6.
 - 5. After consultation, are additional steps required from FML or ADA standpoint?
 - a. If yes, ADA Coordinator/HR/Legal will advise as to appropriate next steps
 - b. If no, go to step 6.
 - 6. Offer the staff member a non-paid leave of absence without pay.
- Develop a plan and schedule for who returns and when based on the University COVID Task Force timeline, the return to on-campus dates established by your department, physical distancing, capacity guidelines, and employees' ability to return. Departments are encouraged to implement a phased return to work. [There should be no more than 50% employees](#) at any one time in the office.
 - Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date and other health related requirements.
 - Ensure all employees have completed e-learning provided by Campus Health regarding Returning to On-Campus Work. [\(Safe Campus training need link\)](#).
 - Remind employees to pack all IT equipment used to remote work, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. IT resources for reinstalling equipment will be limited to departmental Tier I assistance.
 - Remind employees they are required to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Employees with any of the symptoms below **SHOULD STAY HOME** until they have contacted Campus Health for further guidance and will be required to return with a fitness for duty release.
 - Fever of 100.4 or higher
 - Cough
 - Shortness of Breath
 - Sore Throat
 - Muscle Aches
 - Chills
 - Gastrointestinal symptoms (i.e. nausea, diarrhea, vomiting, etc., unrelated to an underlying medical condition or pregnancy)
 - Known close contact with a person who is lab confirmed to have COVID-19

Phase 2: SUPERVISORS: WHILE AT WORK

- Require those returning to work are always required to wear a mask or face covering unless they are in their office, alone, with door shut. Face coverings not provided by UofL shall be based on [CDC guidelines](#).
- Encourage employees to rigorously practice [hand hygiene](#), [respiratory etiquette](#), [cleanliness](#), and [sanitation](#). Reinforce with signs placed in strategic locations.
- Provide tissues, hand sanitizer, disinfectant spray, and disposable wipes for commonly touched surfaces (copiers, printers, workstations).

- Ensure the workspace adheres to physical distance guidelines and have employees maintain at least six-feet of separation from other individuals. If such distancing is not feasible, use Plexiglas barriers, provide face coverings, and consider split shifts for flex scheduling.
- Keep in-person meetings to ten people or less and consider length of time together. Continue to utilize Microsoft Teams for meetings as a first priority and when needed to maintain physical distancing.
- If food or drink is provided to employees, provide individually packaged meals and disposable utensils for each employee.
- Discourage employees from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact [Physical Plant Workflow](#).
- Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and share information about EAP and other university resources for any additional assistance needed addressing concerns or answering questions.
- If an employee shows any symptoms as listed above, they should immediately leave work and contact Campus Health. Limit the employee's contact with other individuals in the office and on campus. Report any known or potential employee absence due to COVID-19 immediately to [Campus Health](#) for determining next steps and appropriate follow up.
- Allow employees to utilize leave time to consult with Campus Health, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.

Advise employees with new or worsening symptoms of illness or those diagnosed with COVID-19 listed above that they must contact Campus Health and are not permitted to return to work until cleared by Campus Health to do so.

- Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they must contact Campus Health and may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure with clearance from Campus Health (with an exception granted for healthcare workers and critical infrastructure workers). They may telecommute dependent upon nature of work and supervisor guidance.

**Pivot to Fall after Healthy-at-Home
CHECKLIST FOR ALL EMPLOYEES
Phase 1: PRIOR TO RETURN**

- Complete e-learning provided by Campus Health regarding Returning to On-Campus Work **(PROVIDE LINK HERE)**.
- Pack all Information Technology equipment used to work remotely, including cables and accessories, to bring back 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 to departmental Tier I support.
- Perform daily temperature checks before arriving at work and monitor for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.
 - Fever of 100.4 or higher
 - Cough
 - Shortness of Breath
 - Sore Throat
 - Muscle Aches
 - Chills
 - Gastrointestinal symptoms (i.e. nausea, diarrhea, vomiting, etc., unrelated to an underlying medical condition or pregnancy)
 - Known close contact with a person who is lab confirmed to have COVID-19
- If experiencing any symptoms listed above, **DO NOT** come to work. Contact your immediate supervisor and then Campus Health for guidance and notify your supervisor of the needed absence.
 - During this time, you may: work from home (if approved by supervisor and you are not sick); use emergency sick leave pay (if eligible), use annual leave; or take an unpaid leave (if all other leave is exhausted.) If you are absent for more than seven days and qualify for FMLA, you may apply for shared leave after all leave balances are exhausted.
 - In order to return to work you must provide your supervisor with documentation from Campus Health, which releases you to return to work. This documentation should not contain a diagnosis or private healthcare information.

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Phase 2: AT WORK

- You are always [required to wear](#) a university provided mask, cloth mask or other face covering when in areas outside your office. Require those returning to work are always required to wear a mask or face covering unless they are in their office, alone, with door shut. Face coverings not provided by UofL shall be based on [CDC guidelines](#).
- Rigorously practice [hand hygiene](#), respiratory [etiquette](#), [cleanliness](#), and sanitation.
- Maintain at least six-feet separation from other individuals. If such distancing is not feasible, other measures such as Plexiglas dividers or flexi/split scheduling will be in place.
- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor, and leave work immediately. Limit contact with other individuals on campus and contact Campus Health for further guidance.
- When you cannot conduct meetings virtually, keep meetings to university standards, consider number of people, length of time together, and spread out to maintain six-foot physical distance. When meetings are virtual, utilize Microsoft Teams.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace. Do not share your desk, computer keyboard/mouse, telephone with others.
- 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 work with your supervisor to contact Physical Plant workflow.
- If you need accommodations for any of the University's requirements, please speak directly to your supervisor.