

## RETURN TO ON-SITE WORK CHECKLIST FOR ALL MANAGERS AND SUPERVISORS

In the event of a medical emergency, call 911.

### PRIOR TO RETURN

#### *Workspace, Workflow, Customer flow*

- Adequate physical distancing based on public health protocols must be maintained. Consider what jobs can continue to work remotely, which positions must be done in the workplace, and if flexible hours and staggered schedules can be used to support proper physical distancing. Know your unit's plans for workplace modifications. Consult the Facilities Planning & Management (FP&M) Summary Guide for Workplace Modification at [go.wisc.edu/q939y9](http://go.wisc.edu/q939y9). Consult with your manager or local HR contact if you have questions. To find your local HR contact, visit [hr.wisc.edu/contact/](http://hr.wisc.edu/contact/).
- Know who in your unit is responsible for common spaces. Ensure you know the common spaces, for example, entry and exit doors, printers, copiers, conference rooms, and break rooms. Communicate what the common area procedures will be to your employees upon returning to work on-site.
- Signage encourages healthy habits such as hand washing, wearing face coverings, and maintaining physical distancing in the workplace. Know who in your unit is responsible for signage, and request signs in appropriate languages from them. Also, ensure signs are posted in visible employee areas that you work in or are responsible for. Request signage from your building manager by visiting [facilities.fpm.wisc.edu/building-contacts/](http://facilities.fpm.wisc.edu/building-contacts/), or from the Smart Restart Toolkit by visiting [smartrestart.wisc.edu/toolkit/](http://smartrestart.wisc.edu/toolkit/).

#### *Individual Employee Communication*

- Read the [Accommodations and Workplace Flexibilities Overview for Supervisors and Managers](#). This information will help you to assist employees if they express concerns about returning to work on-site. Communicate this information to the employees.
- Follow the process in the [Employee Hesitancy to Return to the Workplace Guidance for Supervisors, Managers and Local HR Representatives](#). Communicate this information to the employee.
- Speak with each employee to determine their ability to return to work on-site. Listen to any concerns they may have. Ask about transportation, parking, and childcare needs.

- DO NOT** attempt to identify and target employees who you believe may be in a high-risk category based on the Center for Disease Control and Prevention (CDC) guidelines. In accordance with Americans with Disabilities Act (ADA) protections, employees are not required to disclose if they have an underlying medical condition.
  
- Develop a return to work on-site plan and schedule for each employee who is required to return to the workplace based on the dates set by your department, and the employees' ability to return.
  
- Communicate the return to work on-site plan to the employee and ensure they understand their return to on-campus work date and the relevant workplace expectations found in the COVID-19 Workplace Safety Policy. To view the policy visit at <https://kb.wisc.edu/ohr/policies/page.php?id=104238>.
  
- Provide clear expectations regarding workplace entry/exit, break/lunch, scheduling, face coverings, physical distancing, and other revised workplace expectations related to COVID-19 and their return to on-site work. Ask if the employee needs assistance to get a face covering.
  
- Create a communication plan to remind employees of the expectations and to convey any updates or changes.
  
- Ensure the employee has successfully completed the online COVID-19 Return to On-Site Work training before allowing them to return to the workplace. To take the training visit <hr.wisc.edu/covid19/workplace-training/>.
  
- Self-screen or check yourself daily for symptoms before going to work on-site. Check for any of the following new or worsening possible COVID-19 symptoms. Below is a list of symptoms currently reported. Check with the CDC website at [cdc.gov](https://www.cdc.gov) or 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

- Request each employee prepares to safely return all equipment to campus that was taken from the office and used while working remotely including: laptop computer, docking stations, cables, accessories, etc.
- Each employee should be prepared to reinstall computer equipment themselves or schedule time for [DoIT](#) or [AIMS](#) support. IT resources for reinstalling equipment may be limited.

## WHILE IN THE WORKPLACE

- Ensure all employees understand that they must wear face coverings when inside all university buildings and while in outside public areas where physical distancing may be difficult.
- Encourage employees to practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Discourage employees from sharing other employees' desks or equipment. Encourage employees to wipe down desks and equipment between uses.
- Conduct check-ins regularly with employees to discuss their challenges, concerns, or questions. Offer support during this transition and contact your divisional HR office for any additional assistance needed addressing concerns or answering questions.
- Implement a communication plan to remind employees of the expectations and to convey any updates or changes.

## *Cleaning Processes and Supplies*

- Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces such as door handles, elevator buttons, copiers, printers, and workstations.
- Encourage employees to maintain office cleanliness by maintaining a clean work area, clean counter spaces, and by cleaning common surfaces. Consult the campus cleaning protocols provided by FP&M. If additional cleaning is needed, please contact the building manager. Visit [facilities.fpm.wisc.edu/returning-to-campus-safely/](https://facilities.fpm.wisc.edu/returning-to-campus-safely/) for more information.
- Develop a communication plan as well as a plan of [cleaning measures](#) that will be implemented if a staff member becomes ill with symptoms or is diagnosed with COVID-19.

### ***Employee Shows Symptoms at Workplace***

- If an employee shows any symptoms as listed above while at their workplace, they should leave the workplace immediately. The employee should contact their healthcare provider for further guidance.
- Report any known or potential employee absence due to COVID-19 immediately to your [DDR](#) for determining next steps and appropriate follow up.
- 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. Information is available at [hr.wisc.edu/covid19/emergency-leave/](https://hr.wisc.edu/covid19/emergency-leave/).
- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work on-site. If an employee has **tested positive for COVID-19 or if they are experiencing symptoms commonly associated with COVID-19**, the employee may return to on-site work when they meet current campus guidelines for returning to the workplace. Additional information is available at: <https://hr.wisc.edu/smart-restart/>
- Instruct all employees with known close contact to a person who tested positive for COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure. They may perform telework dependent upon the nature of their work and manager guidance.
- Develop a plan of how to address scheduling and communication if a staff member becomes ill with symptoms or tests positive for COVID-19.