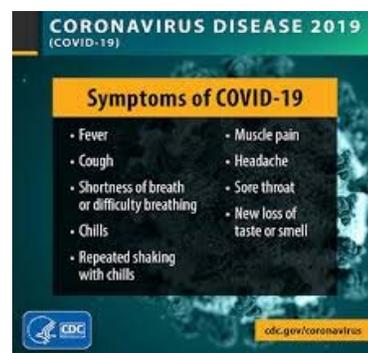


# EMPLOYEES CHECKLIST



## PRIOR TO RE-ENTRY

- Complete the “Preventing COVID-19” Training in Cornerstone. Log on to ULINK to access this training.
- Complete the [Daily Self-Check Questionnaire](#) for the symptoms listed above., before reporting to work. Notify your supervisor and leave work immediately if you begin to show symptoms. Contact your healthcare provider for further guidance.
- Pack up all University property used to telework during remote operations, including cables and accessories, to bring back to campus.
- Add the link for the [Daily Self-Check Questionnaire](#) to the home page of your cell phone. Click [here](#) for instructions on adding the link. Employees will need to complete a Self-Check Questionnaire, daily before returning to the workplace. Check the [CDC](#) website or your healthcare provider for the most updated list of symptoms.
- If you have been exposed to someone who is confirmed to have COVID-19 or if you are experiencing any symptoms listed above, **DO NOT** come to work. Contact your healthcare provider for guidance and notify your supervisor of your need to be absent.



## WHILE AT WORK

- Wear your face masks, or face-covering while working on campus when in the presence of others or in public settings where social distancing is challenging to maintain (e.g., shared workspaces, meeting rooms, classrooms, etc.).
- Always wash your hands with soap and water for at least 20 seconds after you have been in a public place or touched a frequently touched item or surface, or after blowing your nose, coughing, sneezing, or touching your face.
- Utilize Microsoft Teams or Zoom for meetings when needing to maintain social distancing.
- Keep space between you and others as it is one of the best tools we have to avoid being exposed to and slowing the spread of COVID-19.
- Clean and disinfect frequently touched workspace surfaces DAILY. Such as handles & knobs, keyboards/mice, monitors, counters/tables, desktops, remotes, light switches, printers, desk & cell phones, shared workstations, department assigned vehicles, and chair arms.