

# SUPERVISORS CHECKLIST



## PRIOR TO RE-ENTRY

- Ensure your building has been prepared for re-entry. Consider your area's workspace, workflow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, decide what changes need to be made, including which jobs can telework, which roles are required in the office, and if flexible hours and staggered schedules may be used for social distancing.
- Assess other shared spaces, i.e., conference rooms, break rooms. Document and communicate what the standard area procedures are upon returning to the workplace.
- Identify and post signage to encourage healthy habits and social distancing in the workplace. For information on approved signage, email the Office of Communications and Marketing at [communications@louisiana.edu](mailto:communications@louisiana.edu).
- Speak with each employee to determine their ability to return to on-campus work according to the established timeline.
- DO NOT** attempt to identify high-risk employees. Employees are not required to disclose whether they are considered high-risk based upon a preexisting medical condition. Instruct your employees to email the Office of Human Resources at [hrconsultancy@louisiana.edu](mailto:hrconsultancy@louisiana.edu) if they have concerns about returning to the workplace.
- Advise employees who voluntarily self-identify as being high-risk, to contact the EEO/ADA Coordinator at [hrcompliance@louisiana.edu](mailto:hrcompliance@louisiana.edu), to inquire about possible employee accommodations. Employees who express child care concerns should contact [hrconsultancy@louisiana.edu](mailto:hrconsultancy@louisiana.edu) to receive leave guidance.
- Create a schedule for employee returns. You may use the departmental staffing plan template to determine who returns and when. Ensure that your employees understand their expected return to on-campus work date. *Staff returns will be based on the University's RCRP Executive committee approvals.*
- Communicate and refer employees to the University's COVID-19 webpage to get the most updated information on the University's re-entry plan and available employee resources.
- Ensure that employees, with a return to-on-campus work date, have completed the "Preventing-COVID-19 training in Cornerstone.
- Remind employees to return all University property used to telework, including cables and accessories.
- Remind employees to complete the [Daily Self-Check Questionnaire](#) before leaving home and reporting to work. Employees with any COVID-19 related symptoms must contact their healthcare provider for further guidance. Visit the [CDC](#) website for the most updated list of symptoms.



## **WHILE AT WORK**

- Continue to require your employees to wear their 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.).
- Provide cleaning and disinfecting products to employees to use on commonly touched surfaces such as light switches, chair arms, printers, and shared workspaces.
- Remind employees not to share desks or equipment. If this is not feasible, employees must wipe down desks and equipment between uses.
- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals.
- Remind employees that if they must meet, to keep meetings to 10 people or less, and encourage the use of Microsoft Teams or Zoom for meetings to maintain social distancing.
- If an employee shows any symptoms related to COVID-19, they must leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The employee will need to contact their healthcare provider for further guidance and provide a fitness for duty upon return to on-campus work.
- Report employee absences due to COVID-19 immediately to [hrcounselancy@louisiana.edu](mailto:hrcounselancy@louisiana.edu) for determining the next steps, and appropriate follow up.
- Remind those employees who report exposure to someone who has tested positive for COVID-19, to contact the Office of Human Resources ([hrcounselancy@louisiana.edu](mailto:hrcounselancy@louisiana.edu)). The employee may not return to work on campus until the end of the 14-day self-quarantine period (as per [CDC guidance](#)) from the last date of exposure. Supervisors should also email the Office of Human Resources ([hrcounselancy@louisiana.edu](mailto:hrcounselancy@louisiana.edu)) to receive further employee leave guidance.
- Remind employees that their adherence to all instituted safety practices and protocols is required to prevent the spread of COVID-19.
- Conduct check-ins regularly with employees to discuss their challenges, concerns, or questions. Offer support during this transition and contact the Office of Human Resources ([hrcounselancy@louisiana.edu](mailto:hrcounselancy@louisiana.edu)) for assistance in properly addressing concerns or answering questions.