

Return to On-Campus Work Checklist for Supervisors

Prior to the Return to Campus:

- Develop a plan for employees regarding their return to campus for work. Supervisors should remain flexible to accommodate employees who must balance work and caregiver responsibilities.
- Review the “[Guidelines and Protocols for Returning to Work on Campus](#)” document.
- If employees are working on campus, consider implementing rotational or staggered work schedules.
- Think about your area workplace, daily duties, and work priorities to determine if they will need to be changed to maintain physical distancing. Determine if some employees can continue to work remotely and who needs to return.
- Reflect upon your area’s common spaces (e.g., conference room, lounge area, break room). Make sure you have signage and communication with employees explaining how to promote safety in these areas. Consider changes that will need to be made to these areas to maintain physical distancing.
- Identify where signage to promote healthy work, sanitation habits and physical distancing need to be displayed. Ensure they are posted and visible for all in the workplace.
- Request PPE, hand sanitizer, and disinfectant supplies from [Campus Supply](#).
- Employees who self-identify as being high-risk for COVID-19, and have concerns regarding returning to on-campus work, are not required to disclose if they are in a high-risk category based upon preexisting medical conditions, but may voluntarily discuss that with their supervisor or may pursue reasonable accommodation for [NAU Disability Resources](#). If an employee voluntarily discloses, this information will be kept confidential in accordance with NAU personnel policies.
- Do NOT identify individual high-risk employees but communicate to all employees about the various categories of high-risk individuals, and the support available if someone wishes to voluntarily disclose. In accordance with the Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical condition.
- Ensure all employees have completed the online training “[Return to Campus Safety Training](#).”

While Working on Campus:

- Practice and model good hand hygiene, cough etiquette, workplace cleanliness and sanitation.
- Maintain at least six feet of separation from other individuals as advised for proper physical distancing. If distancing is not possible, employees are required to wear cloth face coverings to protect themselves and others.
- Complete the self- screening assessment daily to determine if it is safe for you to go to work. Ensure your employees do the same.
- If any employee shows COVID-19 symptoms as listed on the “**Daily Self-Screening**” form, they must leave work immediately. Limit the employee’s contact with other colleagues in the office and others on campus until they leave work. The employee should be advised to contact their health care provider and Campus Health Services for further guidance.
- Should an employee report they will be absent due to COVID-19, please contact **Campus Health Services (CHS)** to determine next steps and appropriate guidance.
- Ensure that the employees can utilize their leave time to consult with their health care provider in order to monitor symptoms, self-quarantine, or self-isolate due to a possible or confirmed COVID-19.
- Make sure all employees understand that if they have close contact with a person who has tested positive for COVID-19 that they may not return to work until they complete the 14-day self-quarantine period. These employees should work with you, their supervisor, to determine options for remote work during this period. Please consult HR, if necessary.
- Advise employees to not share each other’s desk items and remind them of the importance of wiping down desks and all equipment between uses. Special attention should be given to sanitation standards in shared areas and with shared equipment (e.g., copiers/printers, breakrooms, coffeemakers, and other high touch areas).
- Maintain a workplace plan to support each other in removing unnecessary debris, keeping counter surfaces cleaned, and ensuring shared common surfaces are maintained. If additional cleaning is needed, please contact your Building Manager for assistance.
- Continue to check in regularly with your employees to discuss any questions, concerns, or challenges. Remind employees of all the support services available.
- If you have an employee who seems to be feeling extreme stress, anxiety, or other strong emotions, please reach out to the **NAU Employee Assistance and Wellness (EAW)** team for assistance at **928-523-1552**.

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change.