

New Hire Employee Checklist

For Use during COVID-19 Pandemic at RIT

The following information pertains specifically to requirements needed to comply with the RIT Safety Plan.

Prior to arriving on campus, please familiarize yourself with the requirements of the RIT Safety Plan <https://www.rit.edu/ready/rit-safety-plan>. Information on your responsibilities as an employee can be found on the RIT Ready website at <https://www.rit.edu/ready/faqs-for-employees> and at <https://www.rit.edu/ready/>.

If you are relocating from outside of NYS please review the <https://coronavirus.health.ny.gov/covid-19-travel-advisory> information prior to your start date.

If You Are Working on Campus on a Regular Basis*

	Obtain a negative COVID-19 test within (x) days prior to reporting to campus. Proof of the test must be provided to your supervisor prior to your start date on campus and then uploaded into Oracle RIT Employee Self Service https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/images/COVID-19_Test_Employee_User_Guide.pdf
	Obtain a influenza vaccination. It is strongly encouraged to obtain the vaccination prior to arriving on campus. All employees working on campus are required to have the influenza vaccination by January 25, 2021
	Complete the online training session <i>COVID-19 RIT Workplace Safety Training</i> through Talent Roadmap within the first 7 days of employment
	Complete the Daily Health Screening https://dailyhealth.rit.edu each day including non-work days once you have activated your RIT Computer Account

* Working more than ½ day per month on campus.

If You Are Working Remotely

If your position has been identified as a fully remote work position

	Complete the Flexible Work Arrangement documentation located in the Flexible Work Arrangements section https://www.rit.edu/fa/humanresources/content/policies-procedures
	Complete the online training session <i>COVID-19 RIT Workplace Safety Training</i> through Talent Roadmap within the first 7 days of employment
	For Adjuncts working 100% remotely or any employee working 100% outside of New York State, complete the remote work attestation in Oracle RIT Employee Self-Service within the first 7 days of employment
	Complete the Daily Health Screening https://dailyhealth.rit.edu each day including non-work days once you have activated your RIT Computer Account

Accommodation Process

For workplace accommodation requests due to COVID-19, please complete the COVID-19 Accommodation Request Form: https://cm.maxient.com/reportingform.php?RochesterInstofTech&layout_id=65. For all other workplace accommodations, please refer to *Accommodation Policies* on the Human Resources website <https://www.rit.edu/fa/humanresources/content/policies-procedures> for information and to request forms.

RIT's guiding principles for responding to the COVID-19 pandemic are rooted in concern for the health and safety of our students, faculty, staff, visitors, and other invited guests. Our plans are aligned and consistent with applicable local, state, and federal laws, as well as the guidelines published for the re-opening phases of New York's Forward: A Guide to Re-opening New York and Building Back Better ("New York Forward") and guidelines issued by the Centers for Disease Control and Prevention ("CDC").