Augusta University Return to Work Checklist

Department/Unit_____ Date_____

Getting Started

☐ Review available government guidance (CDC and Georgia Department of Public health).

Cleaning & Sanitation

☐ Evaluate and communicate heightened cleaning requirements and expectations for employees and vendors with primary sanitation responsibilities.

☐ Ensure workplace common areas and/or customer facing areas receive additional cleaning on a regular basis.

☐ Communicate to employees and third parties who will appreciate reassuring communications regarding heightened sanitation efforts.

☐ Make cleaning/sanitizing supplies available to employees and third parties (visitors, customers etc.) – this will be done through Facilities Services.

☐ Require employees to take personal responsibility for sanitation, even if it is not among their normal duties:

- Communicate protocols for shared areas, tools, and equipment
- Enforce sanitation and cleaning protocols
- Maintain flexibility to adapt to best practices

Signage & Reminders

☐ Create and display signage reminding employees and third parties of the importance of regular and proper handwashing.

☐ Remind/require employees experiencing COVID-19 symptoms (refer to CDC guidance) to leave work, promptly seek testing, and report results (note paid leave requirements for FFCRA covered employers).

☐ Draft and promulgate policies and signage regarding staying home and feeling sick.

☐ Create and post social/physical distancing signage for employees and third parties to emphasize need to maintain social distancing.

☐ Strongly encourage faculty, staff, student and visitors to wear cloth face coverings while on campus, and let them know there could be locations where this will be required, such as when physical distancing of 6 feet cannot be maintained.

☐ Reevaluate social distancing plan on a regular basis as guidance evolves and to maintain consistency with federal and state level guidance.

Work Environment/Physical Space Review
☐ Evaluate employees' unique job duties and the physical positioning of work areas/locations to support social/physical distancing requirements; verify that 6 feet of distance can be maintained or that other barriers are present or can be added to provide the necessary physical distancing or separation.

☐ Evaluate use of common areas, such as conference and break rooms in public spaces; verify that 6 feet of distance can be maintained, or that contact will be limited based on interaction, i.e. individuals passing each other in hallways. Establish occupancy limits as necessary and post signage as needed.

☐ Engage the Facilities Services Design, Construction & Planning team to identify space changes or reconfiguration needs based on the assessments from above.

☐ Consider staggered scheduling or "Soft" openings.

☐ Consider modified employee schedules to reduce the number of employees present in the workplace, for example alternating teams, staggered shifts or start times; continue teleworking where necessary.

☐ Plan ahead of time for the policy on dealing with clients, customers or vendors coming into the workplace who are not wearing PPE and whether to apply different standards to employees versus clients, customers or vendors.

☐ Solicit feedback and evaluate what worked and what did not work during recent closures and periods of teleworking.

☐ If appropriate, continue telework for certain positions and evaluate temporary or longer term teleworking needs or situations, including alternating or staggered teleworking, and compliance with existing policies.

Communications & Resources
☐ Communication and training is key to effective planning and risk mitigation.

☐ Review EEOC guidance.

☐ Internal communications should educate and encourage employees, while external communications reassure customers and other third parties.

☐ Train managers and employees on the new policies, procedures and protocols.

☐ Identify managers responsible for implementing plan and monitoring compliance.

☐ Name a point person for each department to whom employee questions and concerns may be directed; provide department contacts with HR, Facilities and other key contacts to assist them.

☐ Train managers on patience and risk of retaliation issues.

☐ Monitor effectiveness and compliance on an ongoing basis, a plan that is not followed may actually create more risk than no plan at all.

☐ Employers must continue to monitor applicable orders as they evolve or are lifted.

☐ Monitor changing guidance and best practices.

☐ Create plan that could be used if there's a second wave of infections and closures or feature pandemic rather other event.

☐ Create, review, and revise pandemic preparedness plans to prepare for a second wave of COVID-19 related shut downs or other future pandemics.

Resources Listed Below

HR Information
https://www.augusta.edu/hr/hr_covid19.php

Alternate Work Arrangement/Accommodations Information
https://www.augusta.edu/hr/university/university_benefits/alternativeworkarrangement.php

Leave Options
https://www.augusta.edu/hr/university/university_benefits/ffcra.php