

## EMPLOYEES

# RETURNING TO CAMPUS CHECKLIST



### PRIOR TO RETURN TO CAMPUS

If you have concerns about returning to campus because of self-quarantining, you or someone you live with is in a high risk category, or school closings / delayed openings have created child care issues, please discuss with your supervisor or Human Resources.

Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](#) or your healthcare provider for the most current information.

- Fever over 100 degrees Fahrenheit
- Chills
- Cough
- Shortness of breath / difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Close contact with a person lab confirmed to have COVID-19, whether you have symptoms or not

If experiencing any symptoms listed above, DO NOT come to campus. Notify your supervisor of needed absence, self- quarantine per CDC guidelines, contact your health care provider as appropriate, and complete the [COVID-19 Self-Reporting Form](#).

### WHILE AT WORK

Until further notice, MANHATTAN **TECH** requires face coverings for all students and employees while on-campus

Required in the following areas:

- Indoor public areas on campus. This includes all non-private office or residential spaces, such as common areas, restrooms, classrooms, conference rooms, and break rooms
- Outdoor spaces where six feet or more of physical distancing is difficult to reliably maintain.

Not required in the following limited circumstances:

- When working alone in a single office or cubicle space
- When engaging in physical activity outside
- When doing so poses a greater mental or physical health, safety or security risk
- While operating outdoor equipment if not appropriate from a safety standpoint
- When consuming food or drink

*If you require an exception, discuss this with your supervisor and HR.*

Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

Maintain at least 6 feet separation from other individuals.

Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus, complete the [COVID-19 Self-Reporting Form](#), and contact your healthcare provider for guidance.

In person meetings should not exceed 25% of the room's capacity unless specific guidance is otherwise posted and attendees should spread out as much as possible. Where feasible, meetings should be held remotely instead of in person.

Wash or disinfect hands while at work and after any interaction with other people or with items in the workplace.

Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities.

**Questions:** Human Resources  
[humanresources@manhattantech.edu](mailto:humanresources@manhattantech.edu)

[www.manhattantech.edu/covid19](http://www.manhattantech.edu/covid19)



**COVID-19  
Reporting Form**