

RETURNING TO WORK

Phase Two

Bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on social distancing and hygiene.

Before Returning to Campus

1 Complete:
Online training for Phase 2

2 Review:
Return-to-work guide

Hygiene

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces. Follow any campus signage related to social distancing.
- **Handwashing.** Wash hands often.
- **Face coverings.** Wear a cloth face covering when in public or when social distancing is not possible, including times of brief interaction with co-workers or friends. Work without a face covering only in areas where you are alone in a confined space.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily. Microwaves and refrigerator handles must be wiped down after each use. DO NOT spray directly on electronic devices, spray on towel instead.
- **Common areas.** Common areas where people are likely to congregate and interact have been identified and certain areas have been restricted — please follow signage. Lunchroom seating will be spaced out with markers on the floor. Eating in the lunchroom is discouraged. All coffee pots/Keurig's have been removed.

Monitoring

- **Temperature checks.** Employees will be asked to check before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor DAILY they have not been in close contact with anyone with COVID-19 and they do not have COVID-19 symptoms. You can also access the self screening through the T app.
- **Self-isolation.** Those who are self-isolating will complete the reporting form.
- **Stay Informed.** Check frequently for up-to-date information on COVID-19 campus guidelines.

Note: During phase II the CON building will remain locked. You MUST have an updated VolCard or digital ID to gain access.

Click for digital ID Instructions



Hygiene “kits” will be provided to CON employees returning to work. Kits include a mask, hand sanitizer and clip to keep mask close at hand.