Guidance for Supervisors – Departmental Return to Work Checklist

The Departmental Return to Work Checklist is intended for Department Heads and Supervisors to be used as a guide to office and workspace readiness and employee return tips. Department Heads are primarily responsible for preparing the workspace, coordinating efforts and communicating with supervisors. In general, planning should include:

1. Coordinate with the Safety Department to develop a plan for meeting social distancing and capacity reduction requirements. Ensure return-to-work staff schedules and departmental and individual needs align with these constraints.
2. Prepare the workspace as directed below (rearrange furniture, post signs, etc.)
3. Ensure returning staff and student employees have attested to the NMU COVID-19 Preparedness and Response Plan, are welcomed, informed of new policies and have opportunities for their concerns to be addressed.
4. Add signage to remind employees and visitors of new expectations in the environment.
5. Have ready any necessary materials (face coverings, sanitizer, disinfecting wipes, cleaners, barriers, markers, etc.).
6. Communicate return to campus schedules with your employees, providing flexibility given the rapidly changing conditions.
7. Communicate regularly with those staff who are staying remote, reinforcing expectations including how projects and time will be tracked. Utilize the remote work best practices resource documents for managers and employees found on the COVID-19 Workplace Guidance page. Consult with Human Resources as appropriate.
8. If you have some staff working on campus and some campus working remotely, develop regular means of communicating so that all staff members feel informed and included.
9. Coordinate with Risk Management to ensure that outside vendors coming to campus have been approved for campus visits and are following all local, state and federal guidelines and University policies while on campus.
10. If employees have concerns that safety measures are not being followed, they may express their concerns with you as their supervisor. Employees cannot be retaliated against for raising concerns about COVID-19 related safety and health conditions. Supervisors should validate concerns and address any issues. Contact a Logistics Team/work group contact person when there is a specific safety question or concern. Supervisors do not have to individually research or determine the appropriate action for every circumstance. The work groups have been assigned with the specific purpose of assisting with return-to-work safety issues

The following checklist may be used to assist with on-campus work. You should keep the completed checklist for your own records.

Physical Space Needs

STATUS	CLEANING AND DISINFECTION PLAN
☐	Consider transaction counter barriers/sneeze guards to promote separation.
☐	Install social distancing markers as needed.
☐	Make hand sanitizer available at entrance points and common areas. Make wipes available near high-touch common use equipment and surfaces.
☐	Consider making common entry and exit points one way.
☐	Request supplies through the ordering system at https://myuser.nmu.edu/NMUsso?&sys=sso_ppe_order. Supplies include: • Cleaning supplies • Face masks for visitors who arrive without a mask • Other PPE, such as face shields, gloves, gowns, etc. • Plexiglass desk shields to place a barrier between an employee and a visitor • Shield barriers to limit contact between desks • Stanchions, ropes, or floor paint to indicate appropriate social distance spacing Questions about PPE or supplies can be sent to safety@nmu.edu.

Social Distancing

STATUS	SOCIAL DISTANCING CHECKLIST
☐	Assess in-person work requirements versus work-from-home allowances. In general, work-from-home should be encouraged to the extent it continues to be effective for required operations. Remember to check that employees have updated their phone, email, and other contact availability information. Be sure that the department can be reached, even if the individual employee will not be available during regular business hours.
☐	Develop and enforce a plan and schedule for meeting social distancing requirements: • Limit maximum occupancy to 50% of usual occupancy; implement capacity tracking in high-traffic areas. • Maintain 6-foot distance between individuals. Facilitate six-foot separation by placing visual social distancing markers on floor. • Use partitions where a 6-foot distance cannot be maintained (e.g., reception desk). • Define and post maximum occupancy limits for any shared spaces using the 6-foot distance rule. Create social distancing rules for shared spaces. • Avoid group meetings unless absolutely necessary, then limit meetings and gatherings to the maximum posted occupancy for that location. • Minimize movement within and between floors and buildings.
☐	Rearrange furniture to meet the 6-foot separation requirement.
☐	Minimize use of shared equipment. When necessary, require use of disinfecting wipes.
☐	Provide direction on acceptable locations to store and consume food.

Signage

STATUS	SIGNAGE
☐	Obtain and post clear signage that reinforces new policies from University Marketing and Communications: • Social distancing protocols • Cleaning and disinfection protocols • Face coverings • Handwashing reminders • Employees to stay home if symptomatic or ill • Entrances/Exits • Reporting concerns Information on signage can be found at https://nmu.edu/safe-on-campus/signage.

Cleaning and Disinfection Plan

STATUS	CLEANING AND DISINFECTION PLAN
☐	Building Maintenance Custodial Staff will comply with federal and state safety (sanitization and disinfection) standards. They will clean and sanitize, according to safety standards, common areas, bathrooms, and areas each day or as directed by management; other employees have been informed that unless directed by Building Maintenance management, cleaning and sanitizing individual office spaces are the responsibility of the office staff. Instruct all employees to take responsibility and periodically disinfect their personal work areas, shared equipment and common areas.
☐	Work with employees to develop expectations about shared equipment and tools. Consider copy machines, printers, shop tools, lab equipment, etc.
☐	Refer to "How to Clean and Sanitize or Disinfect" section of the NMU COVID-19 Preparedness and Response Plan.
☐	Encourage employees to wash their hands regularly (counting to at least 20 seconds each time), or use hand sanitizer when soap and water are not available. Refer to "Workplace Hygiene" section of the NMU COVID-19 Preparedness and Response Plan.

Daily Symptom Monitoring / Reporting Protocols

STATUS	DAILY SYMPTOM MONITORING
☐	Instruct all employees, including student employees, to refer to the "Daily Self-Screening Questionnaire" section of the NMU COVID-19 Preparedness and Response Plan. Employees who feel ill or are experiencing COVID-19 related symptoms will stay home, contact the supervisor and seek appropriate medical care. Any employee who develops symptoms during the workday will contact the supervisor and return home. In addition, employees are expected to contact their supervisor, stay home and seek medical guidance if someone they reside with has been told by a provider to monitor symptoms, were exposed to or tested positive for COVID-19.

☐	If an employee is out due to any illness and unable to work for three consecutive days/shifts the supervisor is responsible for completing the Absence Notification Form found through the COVID-19 Reporting Intake Form link on MyNMU under Safety Department Services. "Employee" includes faculty and staff, student employees, and temporary/casual labor. This form must be submitted within 24 hours of being notified of the third day/shift absence regardless of whether the employee has indicated symptoms are COVID-19 related. Supervisors do not need to discuss/confirm symptoms.
☐	If a faculty and staff, or temporary/casual labor employee has been possibly been exposed to COVID-19 the employee needs to fill out the Potential Exposer Notification Form found through the COVID-19 Reporting Intake Form link on MyNMU under Safety Department Services.
☐	Any employee who receives a positive COVID-19 diagnosis is to contact Human Resources directly. If an employee calls and reports the diagnosis to you as the supervisor, record and plan for the absence and direct the employee to contact a member of Human Resources to complete the Intake Form: • Kimberly Hongisto, Human Resources Benefits Assistant, at 227-2470 • Kristen Bjorne, Director of Benefits, 227-1030 • Renee Sheen, Assistant Director of Human Resources, at 227-2331 • Rhea Dever, AVP of Human Resources, at 227-2333 • If calling after normal business hours, contact NMU Police Department Dispatch at 227-2151.
☐	Understand the COVID-19 Reporting Intake Forms. Here are a few pointers: • Do not give out medical advice. The form must be completed and submitted within one hour of notification. NMU is required to complete the reporting process within 24 hours. • The form is a fillable PDF and is submitted online. Do not print out paper forms. • Once submitted do not make additional calls to the Safety Department, Facilities, Human Resources, the Health Center or other departments. There are specific protocols in place that will be triggered once the form is submitted. • Do not share medical information with others, including departmental employees. Communicate that it is a private matter and is being handled appropriately. If an employee has concerns about his/her own medical wellbeing, you may tell the employee to call his/her own medical provider.

Face Coverings

STATUS	FACE COVERINGS
☐	Wear masks when in shared spaces and interacting with others. See the CDC guides on how to wear face coverings and how to wash face coverings.
☐	The university will provide two masks to each employee and make available a disposable mask to campus visitors. Please note that bandanas and gaiters are not acceptable face coverings.
☐	The need for special PPE (beyond face coverings and gloves for cleaning) will be considered when supervisors assess the physical workspaces before employees return to work. All PPE can be requested by supervisors from the Safety Department.
☐	Ensure employee use of face coverings is as required. Address as necessary.