**Overview:** This checklist is intended to aid each Manager and Academic Leader who is planning to return to work. Please contact your direct supervisor or department Chair / Dean if you report to with any questions. These protocols and requirements are consistent with the Forward New York Guidelines for responsible reopening and the CDC Guidelines. These protocols and requirements are subject to change based on New York Governor Andrew Cuomo’s orders, the CDC and Fordham University’s business needs. This guidance is provided for the health and safety for the University community, should be viewed as temporary in nature and is subject to change based on appropriate medical advice and the needs of the University.

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### PRIOR TO RETURN

<table>
<thead>
<tr>
<th>Item</th>
<th>Completion Status</th>
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<tbody>
<tr>
<td><strong>Completed</strong></td>
<td><strong>Incomplete</strong></td>
</tr>
<tr>
<td>□ Mandatory Training: Complete the Employee Return to Campus Orientation. Provide additional training resources to employees as necessary (e.g., resources on Mental Health).</td>
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<tr>
<td>□ Review the Return Procedures: Ensure you and your employees have reviewed the comprehensive Return to Work Guide, the Employee or Manager checklist.</td>
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<tr>
<td>□ Workspace: Consider your area’s workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.</td>
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<tr>
<td>□ IT Equipment: Pack all Information Technology (IT) equipment used to telework, including cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. IT resources for reinstalling equipment will be limited. REMIND employees to pack all of their IT equipment.</td>
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<tr>
<td>□ Survey Employees / Team Members: Determine employees’ ability to return to on-campus work according to the established timeline. <strong>DO NOT</strong> attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a pre-existing medical disability.</td>
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<tr>
<td>□ Schedule for Employees: Develop a plan and schedule for who returns and when based on the University COVID Task Force timeline, the return to campus dates established by your department, and employees’ ability to return. Share this with your Area COVID-19 Coordinator.</td>
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<tr>
<td>□ Communicate: Share the return to on-campus work plan for your department with your Employees and ensure they understand their expected return to on-campus work date.</td>
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<tr>
<td>□ Self-Screen Daily: Be sure to screen yourself 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.</td>
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</tbody>
</table>

**Cough**                 **Shortness of Breath**  
**Chills**                  **Repeated Shaking with Chills**  
**Headache**               **Muscle Pain**  
**Sore Throat**            **Loss of Taste or Smell**  
**Diarrhea**               **Feeling Feverish**  
**Known Close Contact with a Person Who is Lab Confirmed to Have Covid-19**  
**Has a Temperature Greater Than or Equal to 100 Degrees Fahrenheit**  

**IMPORTANT NOTE:** If you or your team member(s) experience any symptoms listed above, **DO NOT** come to work. Inform Public Safety and the Office of Human Resources Management that a team member is symptomatic in order to trigger contact tracing and facilities disinfection if needed.
REMINDERS WHILE AT WORK

□ Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation. Encourage Employees to do the same.

□ Wearing a facial covering is a critical component of Fordham’s Return to Work guidelines. All who can safely wear a facial covering are required to do so. Those who have issues such as severe asthma or breathing issues, hearing aids, autism, post-traumatic stress disorder or claustrophobia may not be able to wear facial covering. If you are concerned about wearing a facial covering, please contact occ-health-medicine@fordham.edu.

□ Maintain a distance of at least 6 feet from other individuals. If such social distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is highly recommended for your protection as well as others.

□ 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 and contact your healthcare provider for further guidance. Departments should notify Public Safety and the Office of Human Resources Management if a team member becomes ill at work or calls out sick with COVID-19 like symptoms.

□ Keep meetings to 10 people or less and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.

□ Do not provide or share food or drink in the workspace or at events or meetings.

□ 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 Management.

□ Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
  ● In the case of an Employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
    ▪ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
    ▪ They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
    ▪ At least 7 days have passed since their symptoms first appeared
  ● In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or
  ● If the employee has symptoms that could be COVID-19 and wants to return to work before completing the criteria above, the individual must follow the University’s Return to Work guidelines and obtain a fitness for duty certification from their health care provider.

□ Report any known or potential Employee absence due to COVID-19 immediately to Public Safety and the Office of Human Resource Management for determining next steps and appropriate follow up.

□ Conduct check-ins regularly with Employees to discuss their challenges, concerns or questions. Offer support during this transition and contact the Office of Human Resources Management for any additional assistance needed addressing concerns or answering questions.