Return to Campus Plan: Checklist

COVID-19 Leaders: Please review this Return to Campus Plan Checklist for each department/division and fill out the Return to Campus Plan Summary Form. The COVID-19 Workgroup will review the plan submitted and must approve before the unit can return to campus.

Return to Campus Planning
- Identify a school/unit-level lead for your return to campus planning.
- The identified lead should attend training on how to prepare a return to campus plan.
- Develop a workplan for your unit’s return to campus.
- Submit the plan to your COVID-19 Lead for approval, who will either return it for additional revisions or submit it to the COVID-19 workgroup for approval. You should not return employees to campus without approval from the COVID-19 Workgroup.

Workplace Strategies
- Identify what work must be physically on campus to support business operations.
- Create an operational plan for your workspace, support spaces, workflow, work schedules, and work priorities to determine how to ensure adequate social distancing consistent with the Return to Campus guidelines.
- Assess implementing workplace strategies such as remote work, alternating work days, and/or staged work hours to achieve density requirements.

Occupancy
- Identify who must be present to perform this work.
- Confirm that COVID-19 training has been completed for all returning faculty and staff.
- Review work plan with staff and reconcile plan with COVID-19 Alternative Work Arrangement Policy.

Symptom Monitoring & Contact Tracing
- All staff reporting to campus each day must complete a symptom monitoring form prior to reporting to campus.
- All staff keep a face covering with them at all times to ensure they can put it on when in common areas and shared areas such as meeting rooms or when someone approaches a desk.
- All staff wash or sanitize their hands frequently. Please reference Good Personal Hygiene Guidelines.
- In the event of a suspected or positive COVID-19 case, staff must report their self-isolation.
Physical Distancing
- Develop a schedule to designate who will be in the office.
  - Chicago: No more than 25% of the desks can be occupied at one time.
  - Evanston: No more than 50% of the desks can be occupied at one time.
- Perform an occupancy assessment of your office to designate which desks may be utilized by staff to ensure at least 6 feet of distance can be maintained; shared desks are not recommended.
- If additional desks are needed, identify alternative spaces (e.g., conference rooms).
- Establish a plan to monitor occupancy.
- Identify and arrange for necessary signage/taping, removal or rearrangement of furniture to ensure social distancing. Information will be forthcoming on the COVID-19 Return to Campus website. Please reference Barrier Removal Guidelines for evaluation as needed.

Meetings
- Meetings continue to be via an online platform to the extent feasible.
- If a meeting must be in-person, 6 feet of distance must be maintained and occupancy posted.
  - Chicago: No more than 25% of the max occupancy with 6 feet physical distancing.
  - Evanston: No more than 50 people in a space with 6 feet physical distancing.

Food/Water
- All staff must bring their own dinnerware, drinkware, and utensils in lieu of using communal ones.
- Order food with contactless delivery and/or meet deliveries outside.
- Establish cleaning protocols and tracking for pantries.
- Drinking fountains will be closed but bottle filling stations remain open; plan accordingly.

Visitors
- External visitors are not approved to come onto campus until further notice. Please visit the COVID-19 Visitor Policy.
- Contractors/visitors in reception areas:
  - Seating that cannot be maintained 6 feet from office staff/other visitors should be closed off.
  - Where there is high transaction of items between the person working at the reception desk and visitors to the office, a barrier may be considered.

Cleaning
- All staff must comply with the Clean Desk Guidelines to ensure custodial staff can deep-clean offices.
- At the end of each business day, trash and recycling should be placed in the hallway for collection by custodial staff unless your school/unit has made alternate arrangements with Facilities.
- Reference Cleaning & Procedures identifying current campus cleaning protocols.
- Source cleaning supplies for your office.
Communication Strategy

- Establish and execute a communication strategy to school/unit. Be sure to include specific references as to how your unit will operate with remote workers and in-person workers.
- Remind employees to pack up any university technology equipment (including cables and accessories) and any other materials you took home that will be needed when you return to on-campus work.

Emergency Procedures

- Establish/update your emergency procedures for your school/unit.

Financial

- Based on guidance from the Office of Budget and Planning and Financial Operations, track COVID-19 expenses charged to non-sponsored funds through your designated COVID-19 chart-string.