



Protecting the Pond

Workplace Essentials Checklist

Together, by employing the measures outlined in this guide, we can keep ourselves and the community safe as we continue responding to the effects of COVID-19. We each have an individual responsibility to familiarize ourselves and follow the policies, regulations, guidelines, and plans outlined in this guide.

The material in this guide has been assembled by the Incident Management Team in collaboration with the Employee Safe Reopening Committee. The contents are consistent with OHA, Lane County Public Health, and CDC guidance.

COVID-19: Employee guide to preventing the spread in the workplace.

Review your department's overall return-to-work plan.

Do I and my coworkers have a shared understanding of how my individual work space will be set up and the expectations for common spaces (hallways, restrooms, shared work spaces, conference rooms, break rooms, etc.)?

Talk with your supervisor or unit director.

Ensure your understanding of expectations for maintaining physical distance.

Am I familiar with how to visually determine 6 feet of separation?

Think two arm lengths.
Refer to [physical distancing best practices](#) for more information.

Ensure you have what you need for keeping COVID at bay through hand hygiene.

Do I know the best practices for hand washing?
What can I do to make sure I wash my hands frequently and avoid touching my face?

Use soap and water, sing "Happy Birthday" to yourself; hand sanitizer is a supplement, not a substitute.
Refer to the [Center for Disease Control's website](#) for more information.

Make sure you have your required face covering and know the rules on when to wear it.

Do I understand that UO has a regulation that we are all to wear a face covering when indoors unless in an enclosed room alone?
Do I have a face covering?

Refer to the [face covering regulations](#) for more information including how to obtain a face covering.

Know your options for when/if you're sick or have symptoms.

Do I understand the symptom self-check requirement?
Am I prepared to report off work/depart work or work remotely when possible if I have symptoms of COVID-19?
Am I prepared to seek medical care?
Do I understand my leave benefits?
Do I understand my medical benefits?

Talk with your supervisor or unit director.
Refer to the [symptom self-check regulations](#).
More information about leave and medical benefits is available on the [HR website](#).

Start using the symptom self-check process.

Do you know how to meet the UO symptom self-check regulations?

Refer to the [UO website](#) for more guidance and procedures.

Know what to do if you are exposed to a positive case of COVID-19.

Am I prepared to stay home and work remotely when possible?
Do I know where to obtain county public health guidance?

Public health guidance is available through:

- [Lane County Health Department](#)
- [Oregon Health Authority](#)
- [Centers for Disease Control](#)

Ensure you regularly clean your work station.

Do I know where to obtain cleaning supplies?

Check with your supervisor or unit director.

Learn how to report a safety concern.

Do I know how to report a safety concern?

Report concerns to:

- Supervisor
- [Environmental Health & Safety](#)
- [Report a Concern website](#)