



## 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.

### **Discuss with your supervisor and co-workers your department's return to work plan.**

- ✓ Be sure you and your co-workers have a shared understanding of how your individual work space will be set up and the expectations for common spaces (hallways, restrooms, shared work spaces, conference rooms, break rooms, etc.).
- ✓ Speak with your supervisor if you need further guidance.

### **Review and familiarize yourself with the following workplace expectations.**

#### **UO Face Covering Regulations**

- ✓ ***Face coverings are required in campus buildings except alone in an enclosed room.***
- ✓ Refer to the [face covering regulations](#) for more information.

#### **UO Symptom Self-Health Check Regulations**

Know the [symptoms of COVID-19](#).

- ✓ Every day before coming on-campus, you should assess if you have had any [COVID symptoms](#) that are different from your baseline within the stipulated timeframes.
- ✓ If COVID symptoms are present, stay home or work remotely.  
Stay at home for the time allotted (24-72 hours) after any/all of the symptoms dissipate without the aid of fever-reducing medications, unless symptoms are within your baseline.
- ✓ Leave work and return home if you develop symptoms while on campus.
- ✓ Seek medical care and testing and follow instructions of county public health regarding isolation.

Refer to [UO symptom self-check regulations](#) for guidance and procedures and to the Human Resources website for information about [leave benefits](#) and accessing [medical benefits](#).

#### **Commitment to Prevention**

Help prevent the spread of COVID-19 in the following ways:

- ✓ Maintain physical distance.  
Develop a visual awareness for determining 6 feet of separation. Two arm's length is a good way to think about it. Refer to [physical distancing best practices](#) for more information.
- ✓ Wash your hands frequently.  
Use soap and water and using the "Happy Birthday" song to yourself to get the right length of time.



## Protecting the Pond *Workplace Essentials Checklist*

- ✓ Avoid touching your face.
- ✓ Wear a face covering (mask, cloth mask, face shield) to protect others.  
If you do not have a face covering, visit the [UO Face Covering Regulations webpage](#) for information on how to obtain one.

Refer to the [Oregon Health Authority guidance](#) form more information.

Take action if you are exposed to a positive case.

- ✓ Stay home and follow the advice provided to you in county public health guidelines.
- ✓ Contact Employee and Labor Relations by emailing [uoelr@uoregon.edu](mailto:uoelr@uoregon.edu) if you have tested positive for COVID-19, have been in close contact with someone who has tested positive, or have been directed to self-quarantine by your doctor or public health official.

Refer to the [exposure chart](#) for more guidance.

Follow work-station self-cleaning protocols.

- ✓ Review departmental resumption plan for guidance on how you can contribute to wiping down commonly touched surfaces in your workspace and in shared spaces.
- ✓ Know where to obtain cleaning supplies.

Report a safety concern.

- ✓ Go to your supervisor or unit director as a first point of contact if you have any concerns.
- ✓ Reports can be filed with [Environmental Health & Safety](#) as well.
- ✓ You can also review reporting options through the report a concern website: <https://www.uoregon.edu/reportaconcern>.