

Return to On-Campus Work Checklist for Employees

Prior to the Return to Campus:

- Complete the **“Return to Campus Safety Training.”**
- Gather all computer and office equipment (e.g. chairs, mouse, keyboards, etc.) used while working remotely (Ensure you have packed all cords, cables, and other accessories to return to campus).
- Review the **“Employee Daily Self-Screening”** form. You must answer these questions each day before going to work on campus.
- If the answer to one or more question of the self-screening form is “yes,” you should notify your supervisor and **not** come to campus or any NAU facility.

While Working on Campus:

- Practice good hand hygiene, cough etiquette, workplace cleanliness and sanitation.
- Maintain at least six feet of separation from other individuals as advised for proper physical distancing. If distancing is not possible, employees are required to wear cloth face coverings to protect yourself and others.
- Complete the self-screening assessment daily to determine if it is safe for you to go to work. If you begin to show symptoms while on the job, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your health care provider and Campus Health Services for additional guidance. If you are diagnosed with COVID-19, please follow the protocols listed on the self-screening form.
- Utilize available **collaboration tools** (e.g. Zoom, Microsoft Teams, Skype for Business, telephone, etc.) for meetings with others, even if they are on campus. If an in-person meeting is necessary, keep the attendance to 10 or fewer people and ensure that proper physical distancing can occur, and wear a cloth face covering as appropriate.
- While at work, make sure to wash and disinfect your hands frequently with a hand sanitizer that contains 60% - 80% alcohol and always after any interactions with other employees, visitors, or items in the workplace.
- Make sure to maintain office cleanliness. Wipe down your workplace regularly. Remove unnecessary items, and limit items in common areas. If additional cleaning is necessary, contact your Building Manager.
- If feeling extreme stress, anxiety, or other strong emotions please reach out to **NAU Employee Assistance and Wellness (EAW)** team for assistance to ask-eaw@nau.edu or 928-523-1552.

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change.