Safety Requirements

- Face Masks Indoors
  - In All Buildings
  - In Personal Office When Not Alone
- Face Masks Outdoors
  - When unable to maintain a distance of six feet from others who are not family members
- Social Distance of Six Feet
- Personal Hygiene & Hand washing
- Keep Areas Sanitized

Health Monitoring Procedures

- Take Personal Temperature Daily
- Complete Wellness App Questions Daily
- Stay Home and Alert Supervisor if Ill
- Contact SSU Health Team
  - Automatic Contact if Used Wellness App
- COVID19@shawnee.edu or 740-351-3276
- Follow Leave Procedures
COVID-19 Reporting Protocols if Exposed

- Do not Report to Work
- Alert Supervisor
- Complete COVID-19 Incident Team
- Contact SSU Health Team
  - Complete Wellness App
  - COVID19@shawnee.edu or 740-351-3276
- Follow Leave Procedures

HR Procedures for Accommodations

- Accommodation Request Online
  - Medical Condition that Exempts Use of Face Mask
  - Medical Condition that Prohibits Return to Campus
- Leave Policies

Work Environment Modifications & Staffing

- Adjust furniture and office layout to ensure social distancing
- Utilize flexible work schedules, if possible
- Limit use of common spaces
- Ensure proper signage in department
- Self-clean work areas with provided sanitizer
Expectations of Employees

☑ Complete COVID-19 Training
☑ Review Safe Return to Campus Plan
☑ Take Employee Pledge
☑ Follow Travel Guidelines
☑ Complete Telework Agreement if working remotely
☑ Lead by Example
☑ Access Resources
  ✔ Human Resources
  ✔ Environmental Safety
  ✔ Facilities
  ✔ IT Services
  ✔ SSU Health Team
  ✔ Department of Public Safety
☑ Report COVID-19 Concerns