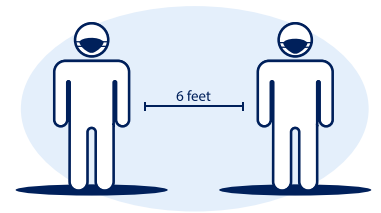
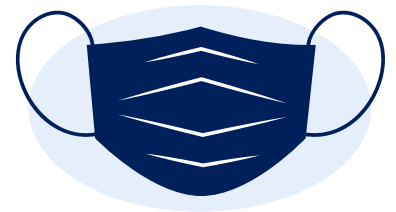


WHAT I NEED TO KNOW TO CREATE A SAFE & HEALTHY CAMPUS COMMUNITY

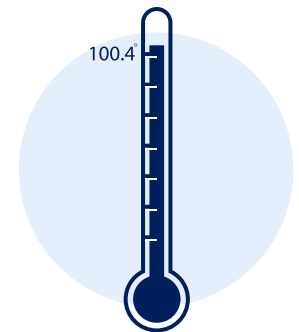
Safety Requirements

- 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](#)

