CVI0D-19 Checklist for Faculty

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

Safety Requirements

☑ Face Masks Indoors (all buildings)
☑ Face Masks in Classroom
☑ Face Masks In Personal Office When Not Alone
☑ Face Masks Outdoors When Not Able to Maintain Social Distance
☑ Face Shields Permitted Only When Delivering Lectures in Class
☑ Social Distance of Six Feet
☑ Personal Hygiene & Handwashing
☑ Keep Areas Sanitized

Health Monitoring Procedures

☑ Take Personal Temperature Daily
☑ Complete Wellness App Questions Daily
☑ Alert Chair or Dean if Ill
☑ Contact SSU Health Team (COVID19@shawnee.edu or 740-351-3276)
☑ Follow Leave Procedures
COVID-19 Reporting Protocols if Exposed

- Do not Report to Work and Alert Chair or Dean
- Contact SSU Health Team (COVID19@shawnee.edu or 740-351-3276)
- Complete COVID-19 Incident Form
- Follow Leave Procedures
- Report Student Illness or Exposure through Aviso

HR Procedures for Accommodations

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

Classroom Modifications & Cleaning

- Use of plexiglass barriers, if needed
- Space student stations six-feet apart
- Self-clean with provided sanitizer
- Custodians to sanitize classroom daily

Student Conduct & Responsibilities

- Students must wear face masks in class and out
- Students should clean their desks at start of class
- Students should not come to campus if ill or exposed
- Students are expected to contact SSU Health Team and notify faculty if ill or exposed
- Students are expected to provide faculty documentation from SSU Health Team if ill or quarantined

### Expectations of Faculty Members

- Teach, Mentor, Lead
- Establish strong lines of communication with students
- Report COVID-19 Concerns
- Contact Chair or Dean with Questions
- Take the [SSU Employee Pledge](#)

### Access Resources

- Teaching & Learning Center
- ITS
- Blackboard
- Dean of Students
- [SSU Health Team](#)
- Colleagues
- Department Chair or Dean