

Checklist for Staff Returning to Campus

Before you arrive on campus:

- Complete the daily COVID health screening at the following link, and take a screen shot of the result. This screen will be sent via text and/or email each day. <https://www.utica.edu/forms/covid-19-screening>
- Work with chairs/program directors to complete instructional strategy and communicate this to students who are enrolled in your class.
- Work with your chairs/program directors to determine when you are able to come onto campus so that you are able to prepare for classroom instruction.
- Testing will be available for all faculty and staff at the Utica campus on AUGUST 3, 2020, free of charge. Those who cannot be tested on that day may go to Primary Urgent Care, located at 1904 Genessee St. in Utica, and present their Utica College ID to be tested. **Proof of a negative test result must be submitted to the Office of Human Resources either in person or via scan/email before returning to campus.** Anyone who tests positive will not be allowed on campus and will be contacted for further instruction.
- Complete the mandatory training module at the following link: <https://www.utica.edu/forms/covid-19-training>
- Complete the daily COVID health screening at the following link, and take a screen shot of the result. This screen will be sent via text and/or email each day. You will be asked to present the form submission screen at the checkpoint when you arrive on campus. <https://www.utica.edu/forms/covid-19-screening>
- Monitor how you are feeling. If you are exhibiting any of the symptoms of COVID-19 (see list) do not report to work. Notify your supervisor of your needed absence and report your case through the daily COVID survey. According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:
 - Fever or chills (100.4° F [37.8° C] or greater using an oral thermometer)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting

- Diarrhea

When you arrive on campus:

- Follow our social distancing guidelines that emphasize keeping six feet apart.
- Wear your face covering whenever you are in the presence of others.
- Practice rigorous personal hygiene by washing your hands, using sanitizer when you cannot wash hands, and covering your mouth and nose when you cough or sneeze. Avoid touching your face.
- Please assist in the effort to keep surfaces clean and sanitary. Cleaning supplies will be readily available.
- A valid College-ID will be required for entry into all campus buildings.
- In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, providing individuals the ability to maintain social distancing requirements. Additionally, regardless of social distancing, masks/face coverings MUST be worn. Where appropriate and feasible, meetings may be held in whole or in part using the extensive range of available virtual tools (e.g. Zoom, Google Hangouts, Microsoft Teams, telephone, et cetera).
- Continuously self-screen for symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Please do your part to encourage students wear proper face coverings and stay safe.