Supervisor Checklist: COVID-19 Considerations  
Fall 2020

Preparing for Fall:

Each department must have developed a reopening plan that has been reviewed by the appropriate Dean and/or Director and shared with their corresponding vice president, Human Resources, and Public Safety prior to returning to campus in the yellow stage.

Determine what work responsibilities and tasks will be required in your department/division/college in order to ensure student success. Determine what level of on-campus staffing is required to perform this work. Limiting the number of people on campus reduces potential exposure.

Consider adjusting work schedules and hours regarding how and when employees report to work to help ensure flexibility and social distancing. (Implementing staggered arrival/departure times, staggering individuals in the office (e.g., MWF and TTH teams) so that the entire team is not in the office on the same days.

Make adjustments as appropriate for employees who are higher risk, live with a higher risk individual, are exposed to COVID-19 or have symptoms, or need accommodations for childcare. Self-certification for Higher Risk individuals, Families First Coronavirus Response Act (FFCRA) and Americans with Disabilities Act (ADA) accommodations are available. Do not attempt to identify and target high risk category employees but communicate adjustment and/or accommodation options to all employees. Individuals needing these accommodations should meet with Angela England, Leave Coordinator, in Human Resources.

Consider your area's workspace, workflow and work priorities to determine if there is adequate spacing to maintain social distancing and/or if adjustments can be made to allow for social distancing. Consider moving or marking off furniture, installing plexiglass, and installing signage for queuing. Contact Purchasing at purchasing@weber.edu for assistance with plexiglass.

Order appropriate supplies (hand sanitizer, disinfectant, face coverings, etc.) for your office. It will be helpful to have face coverings on hand for visitors to your office in case they forgot to bring one.

Facilities Management has purchased supplies for classroom spaces and academic buildings’ entrances. Supplies include hand sanitizer, signage, disinfectant, plexiglass for teaching stations, and a limited supply of disposable face coverings for students that do not bring their own.

Review additional mitigation protocols here: weber.edu/coronavirus#safety

Returning to the Office Checklist

Determine if the current cleaning procedure in your office is sufficient and make plans to regularly clean spaces not cleaned by Facilities Management including personal office spaces, office sinks, door handles throughout the day, etc. Facilities Management (FM) will be implementing its normal cleaning protocols in the fall while putting more emphasis on common touch points (e.g., door handles, light switches, elevator buttons, hand railing, drinking fountains). FM will continue to clean and disinfect faculty/staff common spaces, meeting rooms, bathrooms and break rooms on a daily basis.

Ensure that you have sufficient signage to direct traffic flow in your office and to share social distancing and face covering expectations.

Communicate department plans including cleaning procedures and staffing plans with your department.

Remind employees to return all university technology equipment and materials they need to resume work on campus. Make adjustments as needed for individuals rotating between home and the office.
Post-Return Checklist:

Emphasize requirement of face coverings, handwashing and staying home when sick. Consider attending a training and Q&A session related to having and de-escalating situations regarding boundaries and the enforcement of mitigation protocols, including the wearing of face coverings. Sign up for course 102-10 in Training Tracker.

Keep meetings limited in size. No meetings should exceed COVID-19 space requirements for a room; in all spaces, there should be enough space to allow for six foot distancing between all individuals. A good rule of thumb is to reduce the capacity of any given conference room by 70%. Utilize Google Meet, Zoom, or other virtual tools for meetings. If you are having in-person meetings, schedule them with both in-person and virtual options.

Discourage employees from sharing other employees’ desks or equipment and encourage them to wipe down desks and equipment between uses.

Remind employees to prescreen daily before coming to work including taking temperature before leaving home and staying home if they exhibit any symptoms.

- If an employee shows COVID-19 symptoms, they should leave work immediately and contact their health care provider for further guidance.
- Refer to the guidance and flow chart regarding reporting and processes related to individuals with COVID symptoms, exposure, and/or positive tests.

Remind employees of the Employee Assistance Program and encourage them to take care of themselves including taking advantage of wellness resources.

Be compassionate and flexible. Communicate with employees often to discuss their challenges, concerns and questions, and contact Human Resources for any questions you may have.

Websites of Interest:

- General Coronavirus Website: https://www.weber.edu/coronavirus
- Faculty Preparing to Teach Website: https://weber.edu/academicaffairs/Preparing_to_Teach_fall2020.html
- Student Resources: https://www.weber.edu/StudentAffairs/services.html
- Human Resources Coronavirus Website: https://weber.edu/HumanResources/covid19.html
- Fall Course Delivery Method Descriptions: https://www.weber.edu/Registration/Fall2020.html
- Designing Your Course in Canvas: https://www.weber.edu/online/summerTraining.html