

# CHECKLIST FOR SUPERVISOR

*Note: These guidelines are subject to change as the situation evolves. To stay informed, visit the University's COVID-19 website <https://www.usm.edu/covid-19/index.php> regularly for updates.*

## WHILE WORKING ON-SITE

- Any employee who tests positive for COVID-19 or is experiencing possible COVID-19 symptoms should be sent home and referred to their healthcare provider or Moffitt Health Center. Advise them to review the [Employment FAQs](#) on the COVID-19 website.
- Contact your [HR Partner](#) who will help you manage the situation and answer questions.
- The employee's healthcare provider should direct decisions about whether to test and/or self-isolate and for how long. If the employee does not wish to seek care from a healthcare provider, refer to the [USM health protocols](#). Moffitt Health Center may also be consulted as needed.
- Ensure you are communicating with HR throughout to ensure policies are being followed and we are handling issues consistently across the University.
- The names of employees who test positive or have been exposed should not be shared with other employees, just that a potential exposure exists.
- Notify your chain of command and your [HR Partner](#) of a positive test and/or exposure requiring isolation.
- USM has ended remote work due to COVID. However, for short-term quarantine for COVID illness or exposure, remote work may be approved by the Department Head. Longer-term requests or non-quarantine related requests should be approved by the division VP. Work with your [HR Partner](#) on requests for a [reasonable accommodation](#) when involving an employee's own health condition.
- Workplace considerations to continue maintaining a safe work environment:
  - Maintain or create barriers with partitions or plexiglass for workstations.
  - Relocate or reconfigure workstations for more distance and/or isolation.
  - Redistribute or reassign job duties to reduce interactions.
  - Continue to practice and encourage good hygiene and workplace cleanliness.
  - Limit travel when not necessary or when online options are available.
  - Hold meetings and events outdoors or virtually.
- If someone in your area has been exposed to or tested positive for COVID, don't panic and send everyone home or instruct them to get tested. Immediately reach out to your [HR Partner](#) and/or the Moffitt Health Center for assistance.
- Do not ask if employees have been vaccinated, require them to be, or otherwise intimidate them for not receiving the vaccine.