CHECKLIST FOR SUPERVISOR

PREPARATION FOR RETURN TO ON-SITE WORK

☐ Ensure faculty, staff and students under your supervision have reviewed the COVID-19 website, including community standards, personal safety measures and daily self-screening protocols.

☐ Create an operational plan for your workspace, common spaces, workflow, student/client/visitor workflow, work schedules and work priorities to determine how to ensure adequate physical distancing is consistent with the Return to On-Site Work guidelines.

☐ Post necessary signage and rearrange furniture to ensure physical distancing in your area.

☐ If one or more of your employees voluntarily express concern about returning to on-site work, consult the Remote Work Decision Tree. Continued remote work (past August 3) must be approved through your chain of command. DO NOT attempt to identify and target individuals who may fall into the CDC’s high-risk category.

☐ Communicate the Return to On-Site Work plan to your subordinates and ensure they know their expected return date to on-site work, as well as their workplace arrangements. Phase in the return of faculty, staff and/or students to allow for physical distancing.

☐ Review the USM Physical Plant’s Response & FAQs and Purchasing FAQs for procedures for ordering cleaning supplies and face coverings.

☐ Remind subordinates to return all University technology equipment and materials they may have taken home during remote work.

☐ Consult the Travel Guidelines if you or anyone in your office will be traveling out of the area. Anyone returning from international travel must quarantine for 14 days.