THE UNIVERSITY OF SOUTHERN MISSISSIPPI
CHECKLIST FOR SUPERVISOR

Note: These guidelines are subject to change as the situation evolves.
To stay informed, visit the University's **COVID-19 website** *for updates.*

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.