

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> daily 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 (either their own doctor or Moffitt Health Center) 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.
- Contact Physical Plant to request a special cleaning of the work area, if applicable.
- Notify your chain of command of a positive test and/or exposure requiring isolation.
- USM has ended remote work due to COVID. However, if there are special circumstances where remote work arrangements are thought to be warranted, requests must be vetted through the proper chain of command and approved by the Dean or AVP with final approval from 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 HR 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.