



# Return-to-Work Manager/Supervisor Checklist

## BEFORE RETURNING TO WORK:

### REVIEW AVAILABLE GUIDANCE AND TRAINING

- Review <https://hub.ncat.edu/administration/human-resources/return/index.php> and communicate that information and relevant HR policies to your employees.
- Complete required COVID-19 EH&S training for employees prior to returning on-site.
- Review the [https://www.ncat.edu/coronavirus/returntowork\\_guidelines\\_final.pdf](https://www.ncat.edu/coronavirus/returntowork_guidelines_final.pdf) this document provides guidance for managing North Carolina A&T's expectations for the safe return of faculty and staff to workspaces and common areas on campus after teleworking, quarantine, illness or special leave, due to the novel coronavirus, COVID-19.
- Review the Departmental Plan–Employees Returning On-site document.

### SELF - MONITORING

- Talk with your employees about their comfort with returning to work and the importance of self-monitoring.
- Self-screening is required daily before coming to work. Instruct employees to use the [Daily Self Monitoring Assessment](#) form.
- If you answer “yes” to any of the questions, please review the [Protocol for Daily Self-Monitoring Questionnaire](#).
- Remind employees that if they have any COVID-19 symptoms or have been exposed to COVID-19, they are required to notify the NCAT Health Department and their Health Provider.

### FACE COVERINGS / PERSONAL HYGIENE

- Face coverings/masks are required while working on-site and is available if needed.
- Everyone is required to wear a cloth face covering that covers their nose and mouth whenever they are indoors(even if not within six feet of another person) unless they are alone in a personal space. Exceptions may be made, when authorized by management, for an employee who is unable to wear a face covering due to medical condition.
- Personal hygiene such as frequent and thorough handwashing is encouraged. Determine the closest location to wash hands. *Hand sanitizer may be used if handwashing access is not available.*
- Encourage and understand NCAT Know Your W's guidance:
  1. Wear a cloth face covering.
  2. Wait 6 feet apart. Avoid close contact.
  3. Wash your hands or use hand sanitizer.

### HELPFUL LINKS

- EAP – [www.guidanceresources.com](http://www.guidanceresources.com) or 1(800)697-0353
- NCAT Counseling Center – (336)334-7727
- HR Email for employees – [PRTW@ncat.edu](mailto:PRTW@ncat.edu)
- COVID-19 Employee Relations concerns should be directed to HR/no discipline or corrective actions should be taken without discussing with HR. Contact Linda Mangum at [lmangum@ncat.edu](mailto:lmangum@ncat.edu).
- Confidential health information should not be addressed or discussed with supervisors or departmental personnel. [hr.benefits@ncat.edu](mailto:hr.benefits@ncat.edu) or 336-334-7682.



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## WHILE AT WORK:

### SOCIAL DISTANCING WORKPLACE REQUIREMENTS

- Maintain social distancing in the workplace, particularly in common areas, breakrooms, shared workrooms, doorways, hallways, stairs, elevators, and restrooms.
- Identify high-touch areas and shared equipment and post requirements on the use of disinfecting wipes and/or sprays.
- Discourage employees from using others' phones, desks, offices, or other work tools and Equipment.
- Encourage virtual meetings and limit face-to-face meetings. When meeting face-to-face, encourage social distancing.
- Workstations and Desks:** Clean and disinfect individual equipment frequently. At a minimum, this should be done at the start of each workday.
- Common Areas:** Use the common area closest to your workstation. Maintain a safe distance, at least six feet away from other individuals.
- Elevators:** Avoid riding elevators with others to the extent practicable. Use the stairs whenever possible, especially when descending.
- Breakrooms/Kitchens:** No communal food items are allowed, including as part of office events (i.e. birthday/retirement/special occasion).  
Follow the instructions for disinfecting wipes and cleaning supplies in areas with shared refrigerators, microwaves, coffee machines, etc.  
Use disinfecting wipes in vending machine areas with instructions to wipe touchpads and change slots after use.
- Shared Equipment:** Use shared equipment closest to workstation and follow the signage for disinfecting.  
Limit the sharing of office supplies; employees should have their own designated pens and pencils.  
Opening or expanding operations incrementally will allow employers to test and adjust plans and procedures.

### REMOTE WORK

- Solicit feedback and evaluate what worked and what did not work during recent closures and periods of teleworking.
- If appropriate, continue telework for certain positions and evaluate whether teleworking is temporary including alternating or staggered teleworking.
- Employees may request to continue teleworking temporarily.

### COMMUNICATIONS, TRAINING AND MONITORING

- Ensure employees have completed required training.
- Communicate the return to work plan for your department/workgroup to all employees and ensure they understand their expected return-to-work date.
- Communicate to all employees equally about the support available if someone wishes to voluntarily disclose their high-risk status. Employees should not disclose if they are in a high-risk category based on a pre-existing medical disability.
- Conduct regular check-ins with employees to discuss challenges, concerns, or questions. Offer support during this transition.