

MISSOURI S&T – SAFE RETURN TO CAMPUS

CHECKLIST FOR ALL EMPLOYEES

BEFORE COMING TO CAMPUS

- Everyone should take their temperature daily before coming to work.
- Self-screen daily using the **Campus Screen app** before going into work for any of the following symptoms associated with COVID-19. Check the CDC website or contact your health care provider for the most current information.

Most Common Symptoms

- Fever
- Cough
- Shortness of breath

Less Common Symptoms

- Sore throat
- Congestion
- Headache
- Chills
- Muscle and joint pain
- Nausea or vomiting
- Loss of sense of smell
- Diarrhea

- If experiencing any symptoms listed above, **DO NOT** come to work. Notify your supervisor of the needed absence and contact your health care provider.
- If you are tested for COVID-19 or presumed positive and not tested, or you are a close contact to a positive case or a person being tested or a person with COVID-19 symptoms, please email covid@mst.edu or call 573-341-4902.

WHILE AT WORK

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least six-feet of separation from other individuals. If such distancing is not feasible, wear a cloth face covering (over the nose and mouth) for your protection as well as theirs.
- Continuously self-screen for the symptoms listed (see left). Each building is equipped with a touchless thermometer to check your temperature. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals. Contact your health care provider for further guidance first, and email the COVID-19 helpline covid@mst.edu for additional information and when you can return to work.
- Keep meetings to 10 people or fewer and maintain six-foot social distancing. As much as possible, use Zoom or teleconferences for meetings to maintain social distancing.
- Regularly wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact custodial services.