









MISSOURI S&T – SAFE RETURN TO CAMPUS

SUPERVISING EMPLOYEES

Missouri S&T is committed to suppressing the spread of COVID-19 and providing a safe workplace for employees. Supervisors should follow these steps as employees return to campus.



EMPLOYEE HEALTH

-  Everyone should take their temperature before coming to work.
-  One touchless thermometer is available **in each building** for employees to check their temperature at work.
-  If an employee is sick or has fever, they should not come to work. Follow your sick leave policies, and direct the employee to contact their health care provider.
-  Be prepared to be flexible with sick time, and consider how you might shift duties if various employees were absent.
-  Any employee who is being tested for COVID-19 or presumed positive but not tested, or is considered a close contact of a person who either tests positive, is being tested, or is presumed positive but not tested, please report this to covid@mst.edu or call the COVID-19 helpline at **573-341-4902**.
-  Know your plan to cover employee duties if an employee is sick or needs to work from home temporarily. For example, develop a plan to cover classes for a teaching assistant asked to stay home for several days after exposure to a coronavirus case.
-  As employees self-identify as high risk for complications related to COVID-19, be sensitive to their needs, arrange work duties appropriately, and refer to human resources if additional accommodations are needed.
-  Employees traveling together for work should use separate vehicles to maintain social distancing. If that is not possible, all people in the vehicle should wear a cloth face covering. No one with symptoms of illness should share the vehicle.



SIGNAGE

The university will assist with signage related to COVID-19. There are several premade signs such as six-foot spacing and door signage available for departments to purchase. Please submit your signage needs to covid@mst.edu.

WORKSPACE SOCIAL DISTANCE

- ❑ Assess your work location. Consider possible adjustments or reconfigurations needed to comply with social distancing. Arrange work areas and common areas to comply with the current physical distancing recommendation of six feet.
- ❑ Develop a system to track everyone who comes into the workspace for contact tracing. The information collected should include date and time, name, phone number, and address or department.
- ❑ In-person meetings are discouraged. If an in-person meeting is necessary, maintain a six-foot separation, and advise attendees to wear cloth face coverings.
- ❑ For spaces where it will not be possible to socially distance, such as small offices, come up with a plan.
 - ▶ Consider if interactions can take place on the phone or a virtual platform.
 - ▶ Consider asking people to wear a cloth mask, if they enter a small office. The person in the office should wear a cloth mask as well.
 - ▶ If you would like someone to review your plan or your space, please fill out the **S&T COVID-19 Request Form**.
 - ▶ If you are concerned about an infection control issue, please email covid@mst.edu.
- ❑ As you determine your needs for your workspace, keep the following information in mind:
 - ▶ The university will provide hand sanitizer stations in general areas, some building signage, one touchless thermometer per building and some workstation cleaning supplies. Supervisors may request these items through the **S&T COVID-19 Request Form**.
 - ▶ Employees are asked to bring their own cloth face coverings to campus and single-unit hand sanitizers for their personal use. Employees are welcome to bring a thermometer for personal use and wipes to clean their workstations.
 - ▶ Break rooms, lunchrooms and gathering areas are closed for social gathering. These areas may be used for food and drink preparation and consumption one person at a time or with six-foot distancing. These areas should be cleaned after each use.

