

Stage 4 Checklist

This checklist is intended for supervisors to use in implementing requirements identified in the ISU Stage 4 COVID return-to-work employee guidance.

STAGE 4	ACTION ITEMS	COMPLETE?	NOTES
Section A: General Information			
1.	<p>Have all of your employees received ISU's Stage 4 guidance for returning to work?</p> <p>Action: Please discuss the details with all of your employees, and talk with them individually about their concerns or specific circumstances.</p>		
2.	<p>Have you encouraged your employees to contact you if they have specific concerns or questions about returning to work on-site?</p>		
3.	<p>Have you developed a rebound plan in coordination with your leadership that addresses revised staffing/rotations, physical distancing, infection prevention protocols, face coverings, etc., and considers positions that can successfully continue remote work?</p> <p>Reminder: Stage 4 defines our "new normal" operations. Please be aware that this will still feel very different from normal operations we were used to pre-pandemic. Continuation of remote work where possible is strongly encouraged. Modified staffing arrangements should consider both service needs and employee safety utilizing these guidelines indefinitely.</p>		
4.	<p>Do you have positions/employees who will be continuing to work from home?</p> <p>Action: If so, please complete the Application for Telecommuting in accordance with ISUPP 3120 Telecommuting Policy. NOTE: Telecommuting Agreements do not need to be completed for employees who will be working remotely part-time due to staffing rotations as part of a department's Roaring Back Rebound Plan.</p>		
5.	<p>Have any employees that have expressed concern that they are part of vulnerable populations, or caregivers of people in vulnerable populations?</p>		

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	Action: If YES, please see “Section B: Vulnerable Populations” in this checklist for more information.		
6.	<p>Do you understand the procedures for dealing with an employee who is reporting symptoms, whether at work or while at home?</p> <p>Action: If NO, please review supervisor recommendations in the Stage 4 Roaring Back Rebound Plan - Employees “When You Are Going to Be Working On-Site” section. Please remember that supervisors must also protect employees’ confidential health information.</p>		
Section B: Vulnerable Populations			
<p>As we continue in our “new normal” operations in Stage 4, encourage vulnerable populations to continue working remotely where possible. As a reminder, vulnerable populations include individuals and their caregivers/household family members of individuals who meet any of the following criteria:</p> <ul style="list-style-type: none"> ● Older than 65 years ● People with the following conditions: <ul style="list-style-type: none"> ○ Existing heart disease (previous heart attack, angina, congenital heart disease, etc.) ○ Lung disease (asthma, obstructive pulmonary disease, etc.) ○ Current smoker ○ Compromised immune status (medications, cancer, organ transplantation, etc.) ○ Diabetes ○ Chronic kidney disease undergoing dialysis ○ Liver disease <p>Note: Protect High Risk Employees: According to the CDC, older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. However, departments should NOT identify individuals based on if they are in a vulnerable population and treat them differently than the rest of the workforce. Instead, departments should consider accommodations as requested by employees. Contact HR and Disability Services to discuss appropriate accommodations as necessary.</p>			
7.	<p>Have any of your employees self-identified as being at higher risk for serious infection or caregivers for vulnerable populations?</p> <p>Action: If YES, continue reviewing this section and use the guidelines to help you navigate work situations with vulnerable employee populations. Reminder: Do not treat employees differently or suggest they should be accommodated based on your perceptions of health circumstances. All employees should be encouraged to contact their supervisor if they wish to request accommodations and/or ongoing telework.</p>		

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a.	<p>Is ongoing telework/remote work possible for employees who are requesting accommodations?</p> <p>Action: If YES, please complete the Application for Telecommuting in accordance with ISUPP 3120 Telecommuting Policy. If NO, please consult with HR and/or Disability Services to discuss possible adjustments and accommodations.</p>		
b.	<p>Have you put measures in place to ensure you or members of your team do not share details of an employee being part of a vulnerable population with the work team?</p> <p>Action: Do not share details of an employee being part of a vulnerable population with the work team. If you need to explain that an employee (any employee) has a modified work arrangement, it is ok to state the situation and how other members of the team can continue to work with their colleague(s).</p> <p><i>For example: "Benny is going to continue working remotely. If you need to connect with him, phone or email is the best way..."</i></p>		
8.	<p>Ongoing remote work can feel very isolating, particularly if others are in the workplace. If you have employees who continue to be isolated, we recommend you review Remote Work Resources/Tools for Managers/Supervisors and Employees.</p>		
Section C: General Safety Practices			
9.	<p>Do all of your employees have face coverings available, and do employees understand where, how, and when to use them?</p> <p>Action: ISU will be providing all employees with 2 cloth face coverings per person by the beginning of fall semester. No action is needed now. Until they arrive, please continue to have employees use personal face coverings as much as possible. If you have employees working on-site who do NOT currently have access to cloth face coverings and need one for immediate use, please submit the Face Covering Request Form and they will be provided from our current (limited) inventory.</p>		
10.	<p>Are you and your employees wearing face coverings consistent with the requirements outlined in the Stage 4 guidelines, and supporting appropriate accommodations?</p>		

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	<p>Reminder: As a leader, you are a role model and set the standard for your team. The majority use of cloth face coverings is helping our campus resume and continue operations. That said, it's important to emphasize a culture of respect for each other regarding this issue. Work with your employees to empower them to have respectful conversations with one another regarding the use of face coverings. If there is a situation where employees must interact and have different needs related to face coverings, encourage them to think creatively - use technology (email, phone, chat, etc.) for needed communication.</p> <p>If you wish to talk through any particular situation, please contact HR; hr@isu.edu, 208-282-2517.</p>		
11.	<p>Do you have employees who have shared that they are medically unable to wear face coverings?</p> <p>Action: If YES, please contact HR and Disability Services to discuss appropriate accommodations.</p> <p>Reminder: Due to medical circumstances, there are reasons why certain individuals might not be able to wear cloth face coverings. While face coverings are required and expected, we need to make sure we show equal respect for individuals who are unable to wear face coverings, while also maintaining their confidential medical situation.</p>		
12.	<p>Have you posted signage to support the use of face coverings in your area, and made individuals aware that they can hang signage for their workspaces/offices to communicate their preferences related to face coverings?</p> <p>Action: Use ready-to-print flyers related to proper use and care of face coverings, and to clarify expectations regarding face coverings in office suites and for individual offices/workspaces.</p>		
13.	<p>Is personal protective equipment (PPE) in stock and available for employees who need it for their work tasks?</p>		
14.	<p>Do you have disposable face coverings available for visitors?</p> <p>Action: Visitors are encouraged to utilize their own face coverings when on campus. However, the university will make disposable face coverings available for visitors if needed in support of these COVID-19 rebound guidelines. These are currently being centrally ordered. To request these face coverings for your visitors, please submit the Bengal Depot Order</p>		

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	<p>Form. If you have any questions, contact the Bengal Depot at (208) 282-3515</p>		
15.	<p>Are hand sanitizer and sanitizing/cleaning supplies available at key locations like restrooms, high-traffic entrances, break rooms, and common areas?</p> <p>Action: The university is providing all departments with disinfecting and sanitizing products for workplace use in support of these COVID rebound guidelines. These are currently being centrally ordered. To request supplies, please submit the Bengal Depot Order Form. If you have any questions, contact the Bengal Depot at (208) 282-3515.</p>		
16.	<p>Have you identified and posted signage in lobbies, waiting areas, break/lunch rooms and meeting spaces with safety instructions?</p> <p>Action: A customizable and printable ISU signage template is available. Additionally, consider using ISU ready-to-print flyers related to use of face coverings, and other general COVID-related information. Additionally, consider ordering vinyl directional arrows, Bengal paw decals and furniture stickers to indicate physical distancing for waiting areas. These can be ordered by submitting a Bengal Depot Order Form.</p>		
17.	<p>Have you discussed with your employees alternate break areas/times to minimize the number of people accessing communal spaces all at once?</p>		
18.	<p>Have conference rooms, workspaces, lunch/break, and waiting area seating been adjusted to support physical distancing?</p> <p>Action: Remove or relocate chairs and furniture if possible. If you are unable to move furniture, use signage and painters tape to block seating or submit a Facilities Service Request for assistance. As a more branded option, consider the use of vinyl decals/stickers that can be ordered through a Bengal Depot Order Form.</p>		
19.	<p>Have you increased ventilation by opening windows and doors?</p> <p>Action: Please, contact Facilities to ensure building ventilation, heating, and cooling are not negatively impacted. Please discourage the use of personal fans for cooling.</p>		
20.	<p>Have you assessed open work environments and meeting rooms then instituted measures to physically separate and increase the distance between employees and students/visitors?</p>		

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	Action: Follow guidance in the “Working in an Office Setting” section of the <i>Stage 4 Roaring Back Rebound Plan for Employees</i> . Consider furniture rearrangement, staffing rotations, etc. to maintain physical distance.		
21.	<p>Have you encouraged the continuation of remote web/phone based meetings in your unit whenever possible? If an in-person meeting must occur, have you put in place employee safety measures?</p> <p>Action: Follow guidance in the “Working in an Office Setting” section of the <i>Stage 4 Roaring Back Rebound Plan for Employees</i>.</p>		
22.	<p>Have you installed protection devices like plexiglass shielding in areas with high employee/visitor interface?</p> <p>Action: You can request this by submitting a Facilities Service Request. However, please be aware that plexiglass inventory is currently low, and there may be a delay in Facilities’ ability to meet your request.</p>		
23.	<p>Have you completed a Health Exception Request Form for approval to return to your research (classroom, lab or in the field).</p> <p>Action: Follow guidance in the “Researchers and Lab Assistants” section of the Stage 4 Roaring Back Rebound Plan - Employees.</p>		
24.	Have you reviewed your employees’ travel requirements, identified the risks and worked with them to mitigate exposure?		

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