

COVID Policies and Procedures Checklist



Use this checklist to ensure you understand the policies/procedures and have identified how they will be implemented within your department

COVID Safety

Health and Safety Plan

Some sections may require each department to consider how they will follow the guidance. Examples include:

- Contact tracing—are there ways to enhance effective collection of information in your department?
- Isolation and quarantine—consider how timing could affect in-person vs remote attendance of some students/employees in class/office
- Cleaning guidelines—are there spaces in your department that need special consideration within these guidelines?
- Department sponsored events—how does this information affect your planning?
- Domestic and local travel AND University sponsored international travel—how will you adapt to this guidance, if applicable?

Operational Tiers

Self-disclosure form for positive test

Workplace

Alternative work assignments

Accommodations for remote work

Shift to remote work if sick or under quarantine or isolation

Programming

Campus events guidelines

Guest/visitor procedures

Domestic travel guidance (in Health and Safety Plan)

General

Ensure employees understand policies and how they are implemented in the department

Implementation may vary based on job requirements

Resources and Tips

Supplies

Request personal protective equipment and cleaning supplies for your office/department via SchoolDude or facilities

<https://login.myschoolbuilding.com/msb>

All-Modes Resources

Training offerings, support, and tools available from **DLS**, **ITSS**, and **CTLM** (see Teaching in the Time of COVID factsheet for more info)

Self-disclosure Form

Complete the online **self-disclosure form** if you test positive for COVID outside of Arcadia testing

Symptom Tracker

Use to **track your symptoms** if you are sick and/or test positive for COVID; available in the Health and Safety Plan

Providing Proof of Vaccination

Upload your vaccination card / information to iSolved; two vaccination dates for Pfizer or Moderna, one vaccination date for Johnson & Johnson

Outdoor Seating

You are encouraged to use existing outdoor seating when possible (e.g., dining, conversation, meetings)

Factsheets and Other Tools

Factsheets, checklists, signage, and other tools are available on COVID procedures and information from the University