



## Employee Return to Campus Guidance 05/24/2021

As we gradually return to work on campus, our primary goal is to ensure employee safety and well-being while continuing to offer a high-quality educational experience that promotes student success and transforms lives. In preparation for Fall Semester, many employees will begin a gradual transition back to campus starting July 1, 2021. The transition will depend on the activities and functions occurring on-campus, the duties and tasks performed by each employee and the need to have a staff presence for student, faculty, staff and/or visitor support. As our students return to campus this fall, it is critical that college and departmental offices that engage with students and visitors are staffed during regular business office hours. How best to do this is at the discretion of units, following the guidelines below.

Employees must follow the guidelines below.

### Employee Return to Campus Checklist:

- If you will be telecommuting, complete a Telecommuting Agreement Form [HYPERLINK]. Send your completed form to askhr@utah.edu.
- When you return to campus, all IT equipment used to telework, including cables and accessories, must be brought back to campus. If you are approved for continued hybrid telecommuting, work with your supervisor to determine what equipment should be brought back to campus.
- Self-screen daily before leaving home for any symptoms of possible COVID-19. Check the CDC website or with your healthcare provider for the most current information. If you are exhibiting COVID-19 symptoms you should stay home and complete the university's [Self-Reporting Form](#).
- Practice good hand hygiene, cough and sneeze etiquette, cleanliness, and sanitation.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- Sanitize shared equipment before and after use.
- It is recommended that you receive a COVID-19 vaccination.
- If you are not fully vaccinated, CDC recommends that you continue wearing a face mask that covers your nose and mouth to help protect yourself and others.
  - In general, people are considered fully vaccinated:
    - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
    - 2 weeks after a single-dose vaccine, such as Johnson & Johnson Janssen vaccine

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