

OVERVIEW: This checklist is intended to aid work unit planning to return to on-campus work. This checklist works through the following phases of the Penn State Return to Work process to minimize potential disruptions and to promote the safety of personnel returning to work. Please contact [your unit's Pandemic Safety Officer](#) or [contact EHS](#) with any questions.

- [Step 1. Plan Your Return to On-Site Work](#)
- [Step 2. Prepare for Your Return to On-Site Work](#)
- [Step 3. Return to Work - Approved Employees may Return](#)

INSTRUCTIONS: Work units returning to work on campus must:

- Use this Return to Work Planning Guide and Checklist as a resource to plan and prepare for return to work.
- Review and complete the University's [Return to Workplace](#) authorization process.
- Obtain Pandemic-related Supply orders with General Stores via [Penn State eBuy](#).

STEP 1. PLAN YOUR RETURN TO ON-SITE WORK

Plan for the return of additional employees to on-site work. Identify groups returning to on-site work and develop COVID safe work plans using the following resources.

PLANNING ITEMS

Review and become familiar with the following COVID-19 return to work procedures and resources:

- [Penn State News article](#) providing overview on masking and distancing requirements for Summer prior to and after June 28th.
- [Penn State Coronavirus website](#)
- [Human Resource Return to Work on Campus](#) for resources to help employees transition back to on-campus work
- [EHS COVID-19 Website](#) for safety procedures and listing of available services
- [Employee Guidelines for Working on Campus](#)
- [COVID-19 Supervisor Instructions](#) for assessing the impacts of a suspected COVID-19 case, closing work areas and potential cleaning and disinfecting before re-opening
- [Cloth Mask](#) guidance for universal masking
- [Cleaning Guidelines](#)

Engage [your unit's Pandemic Safety Officer](#) as needed to help with the planning and preparation phases for the work unit's return to on-campus operations.

Off Ramps: The University may need to adjust the return to work process based on factors related to the pandemic. In these situations, a unified process will be established to minimize the density on campus to adjust to changing factors. In these scenarios each unit's RTW taskforce and Pandemic Safety Officers will develop these "off ramps" or alternate plans for the fall semester.

RETURN TO CAMPUS PLANNING GUIDE AND CHECKLIST

PLANNING ITEMS

People Considerations

Identify intended on-campus activities and prepare strategies to promote worker safety (additional planning guidance below).

Staffing characteristics of phased return:

- Group 1: Employees currently approved in the “Return to Work” database.
- Group 2: Employees who have been engaged solely in remote work during the pandemic. Supervisors can begin planning to add these employees to the Return to Work database to transition back in a phased manner leading up to the fall semester. All employees in this category will return to on-site work in the fall prior to August 16, 2021.

Staffing Assignments

- Who is considered Group 2 employees requiring work to support on-campus activities?
- What is the minimum and maximum number of people required to support on-campus operations at any one time? Staff may be required to split time between in-person and working remotely.
- Review employees’ remote work requests.

Physical Distancing Principles:

- Maintain 6 feet of physical distancing.
- How many people should work in an area per shift to maintain 6 feet physical distancing?
- Determine need to stagger work shifts / breaks.

Avoid Working Alone: Consider the following criteria for working alone when assessing staffing levels:

- What work can safely be conducted alone?
- What work supports having a virtual buddy (e.g., routine electronic check-in via text message or Teams chat)?

Provide a brief description of the Work Group and related activities in the [Return to On-Site Work Authorization](#):

- Prepare a list of returning personnel to submit within the authorization process.
- For previously approved Units, add personnel to the prior authorization.

RETURN TO CAMPUS PLANNING GUIDE AND CHECKLIST

PLANNING ITEMS
Facility and Space Considerations <ul style="list-style-type: none">• Consider minor worksite adjustments and furniture that can be easily moved.• <i>Avoid any major investments in temporary worksite reconfigurations.</i>
OPP Project Cleaning <ul style="list-style-type: none">• Standard OPP cleaning services will be resumed automatically in coordination with the spaces identified in the University's Return to Workplace registration process.• In the event additional cleaning is needed prior to arrival, contact your Facility Coordinator to request pre-arrival cleaning at least 2 weeks prior to anticipated staff arrival.
Offices <ul style="list-style-type: none">• Identify strategy to maintain 6 feet of physical distancing.• Consider minor worksite adjustments.• Consider staggering work shifts to align with physical distancing.
Meeting Rooms <ul style="list-style-type: none">• Meetings should be done virtually whenever possible. Refer to in-person meeting guidance.• Identify strategy to maintain 6 feet of physical distancing.• Consider minor worksite adjustments.
Common Areas / Break Rooms <ul style="list-style-type: none">• Encourage staff to find alternative areas for breaks and prevent people from gathering in common areas as much as possible.• Identify strategy to maintain 6 feet of physical distancing.• Consider minor worksite adjustments.• Consider closing common areas / break rooms except for reheating of food.
Shops and Other Work Areas <ul style="list-style-type: none">• Identify strategy to maintain 6 feet of physical distancing.• Consider minor worksite adjustments.• Avoid using both sides of shared benches (e.g., face-to-face)• Consider staggering work shifts to align with physical distancing.
Retail and other Services for the Public <ul style="list-style-type: none">• Groups that provide retail or other services to public have additional requirements mandated by the State of PA.
Provide ON-CAMPUS DETAILS in the Return to On-Site Work Authorization: Identify Buildings and Locations: Expected Days/Hours of Operations:
Describe SAFETY DETAILS in the Return to On-Site Work Authorization including methods and means for maintaining physical distancing.

RETURN TO CAMPUS PLANNING GUIDE AND CHECKLIST

PLANNING ITEMS
Equipment and Operational Considerations
Equipment <ul style="list-style-type: none">• Discourage sharing of tools and equipment as much as possible.• Stagger shifts if possible for high use shared equipment. Establish disinfection protocols between uses.
Vehicles <ul style="list-style-type: none">• Limit vehicle occupancy to one person per vehicle as much as possible.• If multiple occupants required, establish small groups to minimize impact should COVID exposure occur and contact tracing require quarantine and isolation for team members.
Work Unit Cleaning Plan: OPP or campus maintenance is cleaning public and common areas. <ul style="list-style-type: none">• Develop cleaning protocol and schedule to clean high touch surfaces and shared equipment.• Determine cleaning supplies needed by staff and order with Penn State General Stores via eBuy.
Describe SAFETY DETAILS in the Return to On-Site Work Authorization including methods and means for maintaining physical distancing, masking and cleaning procedures.

RETURN TO CAMPUS PLANNING GUIDE AND CHECKLIST

STEP 2. PREPARE FOR YOUR RETURN TO WORK

Prepare the work space and make space adjustments (if required) before the larger workforce returns to the campus.

- Submit the [Return to On-Site Work Authorization](#).**
- OPP Project Cleaning:** Standard OPP cleaning services will be resumed automatically with University's Return to Workplace registration process. In the event additional cleaning is needed, contact your [Facility Coordinator](#) to request pre-arrival cleaning at least 2 weeks prior to anticipated staff return.
- Order Pandemic Supplies:** Determine quantities of [pandemic supplies](#) needed by staff and order with Penn State General Stores via [eBuy](#).
 - i. **Cleaning Products / Disinfectants:** Work units need to provide cleaning and disinfecting products for shared work spaces/areas.
 - ii. **Hand sanitizer:** Provide hand sanitizer if work areas do not have access to restrooms for regular hand washing.
- Supervisor Training** – Hold virtual meetings with supervisors coming on duty with focus on the following:
 - i. Review work unit's COVID safety plan including cleaning plan.
 - ii. Enforcing physical distancing and masking requirements.
 - iii. Cleaning shared common areas and equipment
 - iv. Identify and prepare to review normal safety protocols (non-COVID) for hazardous work activities that employees may not have been completed while working remotely.
- Employee Training** – Hold virtual meetings with employees to review the Work Unit's COVID-19 safety plan.
 - i. Review work unit's COVID safety plan including cleaning plan.
 - ii. Review expectations for physical distancing and masking requirements including staggered shifts and/or working alone protocols if applicable.
 - iii. Review cleaning shared common areas and equipment.
 - iv. Review normal safety protocols (non-COVID) for hazardous work activities that may not have been completed while working remotely.
- Offices and work area adjustments:** Implement previously identified strategy to adjust offices and work areas.
 - i. Stagger work shifts as needed to align with physical distancing principles.
 - ii. Declutter and discard unwanted material to facilitate the ease of cleaning and disinfection of the work space by employees.

STEP 3. RETURN TO WORK - APPROVED EMPLOYEES MAY RETURN

Once "PREPARE" phase activities have been completed, approved employees may return to work on-campus.

- Confirm APPROVAL from the [Return to On-Site Work Authorization](#) process has been received.**
- Confirm OPP Project Cleaning (if requested) has been completed.
- Schedule employees for return to on-site work.
- Provide on-campus orientation to COVID-19 Safety Plan requirements including potential adjustments to offices, meeting rooms, break areas and/or other work areas.
- Provide on-campus orientation of COVID-19 Safety Plan work unit cleaning program and potential high touch surfaces in work spaces.