



EMPLOYEE RETURN TO CAMPUS CHECKLIST

Employees and leaders are encouraged to use this checklist to ensure all tasks are complete to prepare for employees returning to campus.

Task/Consideration	Complete
Review the COVID-19 health and safety moment .	
Complete the mandatory one-time employee activity form .	
Complete the COVID-19 awareness training session .	
Review the Employee Return to Campus information and FAQ and the Living with COVID document.	
Use the density calculator to ensure density requirements in your space are met and workspaces comply with physical distancing requirements.	
Ensure posters, signage and markers that promote physical distancing and hygiene are in place in high-use areas such as kitchens, boardrooms, hallways, washrooms, etc.	
Ensure visitor and contractor oversight is in place to manage access and contact tracing, such as sign-in procedures.	
Ensure alcohol-based disinfectants containing at least 60% ethanol or 70% isopropyl alcohol are available, especially for high-use areas and workspaces.	
Ensure adequate cleaning products are available to clean work surfaces.	
Complete the daily self-assessment (also available in the MUN Safe app) prior to coming to campus.	
Download the COVID Alert app.	
Refer to the COVID-19 Guide to Campus Recovery document for information on preparation for the fall 2021 semester.	