



DEPARTMENTAL PLAN FOR EMPLOYEES RETURNING ON-SITE

West Virginia State is committed to providing a safe and healthy workplace for all members of our community. This information provides guidance for planning the safe return of employees to workspaces on campus after teleworking, quarantine, illness or special leave, due to the novel coronavirus, COVID-19.

Manage Specific Work Environment

- Identify remote work vs. essential functions on-site
- Employees with high risk and/or the risk of immediate family members:
- Manage workspace with social distancing
- Contact employees three to four weeks before they return to work

Adjust Work Schedules

- Flexible work schedules
- Divide/Split employee's work schedule: One week on-site/one week off-site
- Stagger/Alternate work shifts or start times
- Limit the number of institutional visitors
- Teleworking
- Reassign duties of employees performing the same or similar tasks (on-site and remote)

Manage through Change

- Communicate, show compassion and be flexible
- Managing Stress and Anxiety During COVID-19 or access the google classroom resource at: <https://classroom.google.com/u/0/c/OTQ3ODAyMTU3OTZa> and use the course code: **6mh7oxh**

Receive Mandatory Training before Returning to Work On-site

- Guidelines for Returning to the Workplace
- Environmental Health and Safety (EH&S) Safety Training
- Masks/Face Coverings
- Social Distancing

Daily Self-Monitoring:

- Before leaving home for work, all employees must check for symptoms using the Self-Monitoring Questionnaire

