



## Employee Checklist

Use this checklist to prepare and inform yourself on proper workplace protocols and practices while working on campus to help prevent and [reduce the transmission of COVID-19](#). If you have questions, contact your supervisor for guidance.

- Do not come to work [if you are feeling sick](#). Stay home, inform your supervisor, and contact your healthcare provider, if necessary.
- Follow the current [Campus Re-Entry Process](#) before coming to campus. When you arrive on campus, head directly to a Health Screening Kiosk before entering any buildings. If you need access inside campus buildings on a weekend, holiday, or outside of normal business hours, please complete the [Off Hours Campus Visits](#) online form.

- Wear a face covering while on campus. If you do not own your own face covering or forget to bring one when you arrive on campus, ask your supervisor how to obtain one. Ensure that face coverings fit well; click [here](#) for instructions. If you are unvaccinated, double masking (wearing a cloth face mask over a surgical mask) is strongly recommended.

During break times or when you are actively eating or drinking, removal of face coverings is allowed. It is advised that removal of face coverings be done outdoors whenever possible or when alone in a separate room or office.

- Wash your hands often with soap and water for at least 20 seconds, or use hand sanitizer if a sink is not available. For more information on proper handwashing techniques, click [here](#). If soap dispensers are running low or need to be refilled, submit a Facilities work order at via [MyECC](#).
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue or the inside of your elbow if you cough or sneeze. Immediately throw tissue in trash, then wash your hands. For more information on proper cough and sneezing etiquette, click [here](#).
- Avoid using other employees' phones, tablets, desks, offices, or other work tools and equipment. Clean and disinfect if sharing occurs. If disinfectant wipes are not readily available, ask your supervisor for a supply.
- Clean and disinfect frequently touched objects and surfaces that you utilize while at work as routinely as possible or as discussed with your supervisor in your Pre-Return Zoom Meeting (e.g., counter tops, door handles, steering wheels, tools, copy machines, phones, shared office supplies.)
- [Refrain from congregating](#) in confined spaces, such as enclosed break rooms or narrow hallways for a cumulative total of 15 minutes or greater in any 24-hour period.
- Report to supervisor encounters with individuals on campus who refuse to comply with campus COVID-19 mandates. Also report to supervisor interactions with individuals on campus who appear sick and may be expelling infectious droplets via excessive coughing or sneezing.
- Consider utilizing the [EASE Program](#) whenever you or family members in your household are feeling overwhelmed with worry, anxiety, or stress. EASE is available to employees and their family members and is a free, District-supported benefit that provides professional, confidential mental health assistance. (800) 882-1341.