



Return to Campus Checklist

Before Returning to Campus

- ☐ Voluntarily submit to COVID-19 testing. See the [COVID-19 Testing webpage](#) for more details on getting tested before returning to campus.
- ☐ Notify your supervisor if you have had contact with a person who is confirmed to have COVID-19 before returning to campus.
- ☐ Self-screen daily before reporting to work to check for the symptoms of possible COVID-19. Refer to the [Faculty & Staff Campus Repopulation Guidance](#) for more details.
 - ☐ Cough
 - ☐ Shortness of breath/difficulty breathing
 - ☐ Sore throat
 - ☐ Muscle pain
 - ☐ Chills
 - ☐ New loss of taste or smell
 - ☐ Feeling feverish or measured temperature greater than or equal to 100.4 degrees Fahrenheit
 - ☐ Diarrhea, nausea, or vomiting
- ☐ If experiencing any of the above, DO NOT report to campus and notify your supervisor. Refer to the [Faculty & Staff Campus Repopulation Guidance](#) for more details.
- ☐ Prepare and package any equipment used to work remotely to return to campus. If assistance is needed, contact your department's IT support.

Every Day On-Campus Responsibilities

- ☐ Continuously self-screen for the symptoms listed above. If you begin to experience any of these symptoms, notify your supervisor and go home immediately.
- ☐ Practice [every day preventative](#) actions such as [hand hygiene](#), proper coughing and sneezing etiquette, as well as cleanliness and sanitation.
- ☐ Maintain [social distancing](#) by staying at least 6 feet from other individuals, when possible.
- ☐ Wear a [cloth face covering](#) in public spaces.
- ☐ Limit in-person meetings to 10 people and maintain social distancing. When possible, use technology to meet.
- ☐ [Clean and disinfect](#) personal spaces and other surfaces frequently.
- ☐ Continue to reference sources such as the Centers for Disease Control and Prevention, the Florida Department of Health, and other federal, state and local entities.
- ☐ Monitor FSU [COVID Updates](#) and all communications regularly.
- ☐ Maintain open communication with your supervisor and department. If issues arise, email HR-COVID19@fsu.edu.