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.