

# FACULTY & STAFF COVID-19 CHECK LIST

COE is prioritizing the health and safety of all faculty, staff, and student employees. Prior to returning to campus, here is a checklist of what to do to safely enter Miller Hall.



## PRIOR TO RETURN:



- Complete the [UW Back-to-Workplace COVID-19 Safety Training](#)
- Complete health check via [Workday](#) by 8am daily
- Self-screen daily & follow [CDC](#) guidelines
- If experiencing [symptoms](#), **DO NOT** come to work
- Enroll in [Husky coronavirus testing](#) (Opens 9.24.20 & is voluntary)

## WHILE AT WORK:



- Wear masks or face coverings *at all times* except when alone in a personal workspace with the door closed
- Unable to wear a mask due to a health condition? [Click here](#).
- Maintain *at least* 6 feet separation from other individuals
- Practice hand hygiene, cough etiquette, and cleanliness
- Adhere to social-distancing capacities of each room

## FACULTY RESPONSIBILITIES:



- Maintain reduced capacity; ensure all students are seated accordingly.
- Help students maintain applicable ingress/egress protocols
- Students *must* wear masks, remain seated, and exit building after class
- Clean and disinfect respective classroom
- Email [mlrbldg@uw.edu](mailto:mlrbldg@uw.edu) of any class cancellations *at least* one day in advance.

## BUILDING SAFETY:



- Clean and disinfect shared surfaces, equipment, and office spaces, and restrooms after each use.
- 10am-5pm: building will be unlocked *15 minutes prior* to each class and be locked once class sessions have started.
- After hours classes: open the building *15 minutes prior* to classes and secure the building afterwards.
- [SafeCampus](#) is available 24/7 at 206.685.7233
- Miller Support Team 206.543.4447