

For Employees:

A Checklist for Before Going Back to Work



- 1. GET YOUR NEEDED SUPPLIES READY:** a thermometer, at least five face coverings, hand sanitizer.
- 2. COMPLETE THE MANDATORY TRAINING** (WPI login and VPN required) and submit an acknowledgment that you've read and understand the Return to Campus Guidance.
- 3. SIGN THE #WPITOGETHER PLEDGE** in the mandatory training.
- 4. SIGN THE NECESSARY WAIVERS** for the Broad Institute and WPI, which are in the Learning Academy with required training (WPI login and VPN required).
- Start using **WPI'S SYMPTOM TRACKER** daily and familiarize yourself with concerning symptoms. The WPI mobile app will automatically update the Symptom Tracker feature.
- 6. GET YOUR INITIAL ONBOARDING COVID-19 TEST SCHEDULED** and completed. You cannot return to work or continue to work on campus until you have completed this initial test and have received a negative result.
- Work with your supervisor on your **RETURN-TO-WORK SCHEDULE**.
- Continue to **PRACTICE CAREFUL SOCIAL BEHAVIORS** such as thorough cleaning, hand washing, social distancing, and wearing cloth face coverings.
- Use WPI's free and confidential Employee Assistance Program (EAP) for **COUNSELING SUPPORT**.

