

What Employees Need to Do for the Back-to-Work New Normal

- 1. CHECK YOUR SYMPTOMS** with the Symptom Tracker every day before you head into work.
- 2. STAY HOME** if you don't feel well.
- 3. FOLLOW ALL BUILDING-SPECIFIC SIGNAGE**, including elevator limits, one-way hallways and stairwells, and restroom limits.
- 4. PACK YOUR LUNCH IF YOU CAN**, but if that's not possible, use the reservation system in the dining areas.
- 5. WEAR FACE COVERINGS AS REQUIRED** at all times while on campus, especially when physical distancing of 6 feet is not possible or when you are in a shared or close space (e.g., conference rooms, common areas, kitchenettes, hallways, stairwells, elevators, restrooms, control rooms, and WPI-owned vehicles). You are not required to wear a cloth face covering if you are sitting alone in a private office or residence or if you have a disability accommodation from WPI because of a medical condition or another reason that would make wearing one unsafe. Vented face masks, bandanas, and gaiters are not allowed as face coverings on campus.
- 6. SOCIAL DISTANCING IS ESSENTIAL** so keep 6 feet apart as much as possible.
- 7. PRACTICE HEALTHY BEHAVIORS:** Wash your hands, follow cleaning protocols, engage in smaller social circles.
- 8. CLEAN YOUR SPACES** before and after every use including a desk, podium, or dining table. Think of other high-touch areas (light switches, doorknobs) in your immediate area and consider creating a personal check list of all items that you want to sanitize daily to ensure you don't overlook anything.
- 9.** Set up and keep all your appointments for **ROUTINE TESTING**. Testing begins with an initial COVID-19 test and is followed by regular routine testing once or twice a week.
 - Employees who plan to be on campus, even if it's a couple of weeks from now, must begin the testing process.
 - Any employees with a rotating schedule will need to be tested weekly for the first month; then that schedule will be reassessed.
 - Entirely remote employees do not need to be tested until they are notified their department is ready to return.
 - Employees who may come to campus once or twice a term will be treated as a visitor and will conform to the [Visitor and Vendor Policy](#) protocols.
 - Supervisors will inform employees if they need to be tested once or twice a week.
 - Any employees who are unsure of their proper testing schedule should check with their supervisor.



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