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 medical condition or there are other reasons wearing one is unsafe.

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**.