Supervisor and Department Head Responsibilities

- All employees will need to complete and return their Employee Health Awareness Certification prior to coming back to campus work.
  - All forms will need to be signed by the employee, supervisor and sent to humres@fortlewis.edu for HR approval. Please use Adobe Sign to complete this step.

- As a supervisor, you are responsible for modeling all expectations and reminding other faculty, staff or students that are not following the expectations. Remember, we are in this together.

- As part of the Employee Health Awareness Certification, all employees must daily complete the Faculty and Staff Health Screening prior to coming to campus.

- Employees that have a fever or any combination of symptoms should call their supervisor and stay at home. Contact Erin Beezley if there are questions around leave usage.

- Supervisors and department heads should ensure they communicate and work with employees showing COVID-19 symptoms, who may need to work from home while determining risk to campus. Supervisor should contact Erin Beezley in Human Resources to follow-up with required paperwork.

- Work with your team to identify employees or team members who are in a vulnerable population as defined by CDPHE and have employees reach out to Erin Beezley in HR to discuss options for remote work or reasonable accommodations.
  - Individuals who are 65 years and older; individuals with chronic lung disease or moderate to severe asthma; individuals who have serious heart conditions; individuals who are immunocompromised; pregnant women; and individuals determined to be high risk by a licensed healthcare provider are considered vulnerable under Executive Order D 2020 044. Vulnerable people at high risk of severe illness from COVID-19 should follow Stay-at-Home recommendations, which means only leaving home for medical care and essential activities.

- As stated in the Employee Health Awareness Certification, all employees must wear
face covering in public places, indoors and for all indoor, in-person meetings CDPHE Mask Guidance
- If meeting is taking place outside where physical distancing measures can be followed face coverings are recommended but not required.
- Face coverings will be required in dining locations while getting items, but not while eating.
- Face shields may be worn as an additional layer of protection but are not a replacement for face coverings.

- Ensure 6-foot distance between all physical workspaces as well as between all students, faculty, and staff wherever possible.

- Plexiglass barriers will be provided on departmental reception desks, not individual offices or classrooms.
  - Departments should contact Jeff Miller jkmiller2@fortlewis.edu to install a Plexiglas barrier on departmental reception desks.
  - Individual offices may purchase personal dividers using their departmental accounts.

- Limit, wherever possible, the sharing of equipment and other resources.
  - Set cleaning expectations and follow the current CDC and COVID-19 Working On-Campus Guide for any shared equipment

- Employees will need to minimize group gatherings. This includes formal meetings and informal gatherings, particularly in small spaces such as hallways or common areas. Whenever possible the use of Microsoft Teams and Zoom meetings should be used to the maximum extent practicable. If meeting in person, all individuals must wear a face covering, be able to maintain six-foot social distancing requirements and disinfect meeting rooms before and after each use.

- Ensure your faculty and staff are aware of campus cleaning protocols.
- Ensure you have adequate additional face coverings or disposable masks in the event that students, faculty, and staff forget their own. Order supplies through Central Stores.
- Proper Fort Lewis signage will be released and will need to be posted and updated by each department.
- Ensure that hand washing supplies or hand sanitizer with at least 60% alcohol are made available, and if not request additional supplies through Central Stores.
- Interior doors should be propped open for the maximum time possible to avoid contact as much as possible.
- Supervisors and department heads should develop a visitor tracking system to be used for all visitors to the building. The log should include name, phone number, date and time of visit.
- Supervisors and department heads will act as main point of contact for allowing employees to return to their physical workspace. If a supervisor or department head is in the vulnerable population, they should designate a member of their team to act as point of contact. Supervisors and department heads should do the following:
  - If your space is shared with multiple units, coordinate with
supervisors or department heads to ensure consistency is achieved in the building.

- Be available to employees on their first day of return to go over required protocols and physical workspace.
- Require employees to complete all requirements on the employee HAC checklist and certify compliance by signing before they return to campus. All completed and signed forms should be turned into supervisors and then to HR.
  - Supervisors should collect the signed employee acknowledgement and submit all to HR.

*Failure to comply may result in disciplinary action