

USG Return to Campus Checklist – Program Directors

BEFORE COMING TO CAMPUS

Action	Who to Submit to	Purpose
Submit updated enrollment projections to USG for planning purposes	Mary Lang and Rose Jackson-Speiser	Space planning, capacity analysis, and budgeting
Submit updated student, faculty, and staff information to USG via the daily feeds for ID processing	Data automatically submitted (or manually at UMB) to USG OIT	ID production and accessing rooms on campus
Complete a PCR based COVID-19 test within 14 days of returning to campus and submit proof of your negative test to your designated home campus official	TBD	All USM faculty, staff, and students must complete a COVID-19 test prior to returning to work or learn on campus
Complete the USG Health and Safety presentation	USG Public Health Coordinator	Ensure that all people coming to campus are aware of health and safety guidelines
Sign the USG Community Responsibility pledge	USG Public Health Coordinator	Ensure that all people coming to campus are aware of health and safety guidelines
Self-screen daily before coming to campus using your home institution's app	TBD	Ensure health and safety of campus

WHILE ON CAMPUS

- Practice good hand hygiene, cough etiquette, workplace cleanliness, and sanitation.
- Maintain at least six feet of separation from other individuals as advised for proper physical distancing.
- Face coverings are required in USG buildings, including common spaces such as atriums, hallways, elevators, breakrooms, and restrooms. Face coverings do not have to be worn while working alone inside an individual office.
- Complete daily self-monitoring for symptoms of COVID-19 using your home institution's app. If you begin to show symptoms while on the campus, notify your professor if a student or your supervisor if a faculty member or staff member and leave USG immediately. Limit contact with other individuals on campus, and contact your health care provider for additional guidance.
 - Note: If you answer "Yes" that you have any symptoms, do not go to campus
- Faculty are responsible for taking roll and knowing what students are in the classroom at any given time.
- Utilize digital services (Zoom, Microsoft Teams, Webex, etc.) when meeting with others, even if all parties are on campus.

- While at USG, make sure to wash and disinfect your hands frequently, and after any interactions with other people or items.
- Make sure to maintain office and classroom cleanliness. Wipe down your workspace regularly. Remove items that don't need to sit out, and limit items in common areas.
- Instructors are to carry their own chalk, whiteboard markers, erasers and other teaching aids to class. These items will not be provided in the classrooms.
- Abide by all signs and distancing markers on campus.
- All visits to USG (outside of teaching or classroom preparation) should be less than 15 minutes. All visitors must register at the security desk. Short-term visitors are not required to take a COVID-19 test before coming to campus.