

University of Houston System **Protocol and Certification for** **Employees Working on Campus**

Purpose

The University of Houston System seeks to ensure the safety and well-being of all students, employees, and visitors on its campuses. In an effort to prevent the spread of the coronavirus disease (COVID-19) and to protect each campus community, the University of Houston System has developed the following protocol for all System institutions consistent with recommendations from the Centers for Disease Control and Prevention and guidance provided by the Governor of Texas.

Re-opening: Before An Employee Returns to Campus

You should not return to campus until:

- Human Resources or your supervisor informs you that you are expected to return to campus for work as part of the university's phased reopening.
- You have completed the *Your Safe Return to Work in the Phased Reopening of Campus* online training.
- You review and acknowledge this Protocol and Certification for Employees to Return to Campus.

You may not return to work on any University of Houston System campus if you:

- Have a diagnosis or suspected case of coronavirus;
- Are currently exhibiting symptoms associated with COVID-19;
- Have had close (less than six feet) contact with anyone that confirmed case of coronavirus in the past 14 days;
- Have returned from travel (within the past 14 days) from an area with a high density of COVID-19 cases.

Continuing Daily Self-Assessments

Your supervisor will determine your work schedule. Some employees may be working remotely on an intermittent or part-time basis. On any day in which you are scheduled to work on campus, you must conduct a self-assessment before coming to work to determine if you are exhibiting any signs or symptoms of, or exposure to, COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If you have any of the above symptoms on any work day, do not come to campus. Contact your immediate supervisor as soon as reasonably possible. Each time you come to campus, your presence on campus signifies that you have conducted a daily self-assessment and that you are not exhibiting any of the above signs or symptoms of, or exposure to, COVID-19.

Verification

I understand, acknowledge and agree that:

- I have read and understood the protocol above.
- I will conduct daily self-assessments for the above signs and symptoms of, and exposure to, COVID-19.
- I will not come to campus if I have exhibited any of the above symptoms or exposure, but will instead notify my supervisor.
- I will follow University of Houston System health and safety protocols on campus, as provided in the *Your Safe Return to Work in the Phased Reopening of Campus* online training.
- I understand that members of my campus community, the University of Houston System, the City of Houston Health Department and other health departments, and the Centers for Disease Control and Prevention are relying on the truth and accuracy of my responses.

This Protocol is effective May 1, 2020.

Notice for supervisors:

If the employee is unable to acknowledge all points, they cannot be allowed to come to campus to work. Depending on the specific circumstances, the employee may be considered eligible for sick leave, emergency leave, vacation, or telecommuting. If you have questions, contact your Human Resources representative.