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| **√** | **Requirements** | **Resource** |
|  | Complete trainings:1. WSU COVID-19 Safe Return to Work
2. Disinfecting the Workplace for COVID-19
 | Employees take trainings here: <https://hrs.wsu.edu/training/>* As personnel appointments are being set-up, students can access the training offered in Blackboard if they are unable to sign into HRS Employee Training. [COVID-19 trainings via Blackboard](https://apps.aoi.wsu.edu/li/blackboard/student-safety-training.aspx)
 |
|  | Daily Symptom Self-Attestation | <https://attestation.wsu.edu/>Select either Students, Faculty/Staff, or Campus Visitor (includes volunteers, vendors, guests, etc.) * As personnel appointments are being set-up, if someone cannot log into the appropriate category, they can use the visitor attestation and notify their supervisor.
 |
|  | Wear a Face Mask | * You may bring a mask from home or request one from your supervisor.
* [WSU employees must wear cloth facial coverings](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf)
 |
|  | Maintain Good Hygiene | * Wash hands often with soap for a minimum 20 seconds.
* Use hand sanitizer containing at least 60% alcohol if soap and water are unavailable.
* Contact your department administrative manager or designated liaison if you require hand sanitizer or a refill from [University Stores.](https://supplymanagement.wsu.edu/university-stores/)
* Avoid touching your face with unwashed or un-sanitized hands.
* Cover a cough or sneeze with a tissue or crook of elbow. Immediately dispose of tissue and wash your hands.
 |
|  | Maintain Social/Physical Distancing | * Maintain 6 feet distance between people, allow only infrequent intermittent passing within 6 feet.
* Avoid lingering in hallways or other common areas.
 |
|  | Disinfect | * Contact your supervisor or arrange for disinfectant refills from [University Stores.](https://supplymanagement.wsu.edu/university-stores/)
* Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. **before and after use**.
* Disinfect shared electronics and equipment such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution.
* Disinfect vehicle interior before and after use.
 |
|  | Comply With All Posted Signage | Each location may have specific instructions or signage addressing additional safety precautions. |

**CAHNRS COVID-19 Onsite Checklist**

To minimize potential exposure to SARS-CoV2, the virus causing COVID-19, CAHNRS faculty, staff and students will refer to and act in accordance with the following checklist and other relevant resources prior to entering a CAHNRS site.