

**UTEP Office of the President
Checklist
Limited Campus Operations**

Before Leaving Home

Do you or a household member have:

- Fever/Temperature above 100.4°F/38°C ----- Stay Home
- Chills ----- Stay Home
- Cough ----- Stay Home
- Muscle pain ----- Stay Home
- Shortness of breath or difficulty breathing ----- Stay Home
- Sore throat ----- Stay Home
- Loss of taste or smell ----- Stay Home
- Nausea ----- Stay Home
- Vomiting ----- Stay Home
- Diarrhea ----- Stay Home
- Informed to self-isolate or self-monitor by public health ----- Stay Home
- Diagnosed with COVID-19 and not cleared to return ----- Stay Home

- Clean face covering ----- Packed

- Wash hands

Work Arrival

- Wash hands
- Sign in at front desk clipboard
- Wipe down personal desk, chair, phone, keyboard, doorknobs, light switches
- Exec Assistant -- Wipe copy machine and printer buttons
- Exec Assistant -- Check visitor signs up
- Exec Assistant -- Check conference room for social distanced set up
- Exec Assistant -- Check break room signs, wipe surfaces
- Exec Assistant -- Check cleaning supplies and order if needed
- All internal doors open
- Wash hands
- Set phone – 2 hours

Conference Room Meeting

- Wipe table
- Hand sanitize before meeting
- Hand sanitize after meeting

Departing Office Area

- Hand sanitize or wash hands
- Sign out at front desk clipboard
- Hand sanitize

Returning to Office Area

- Hand sanitize or wash hands
- Sign in at front desk clipboard
- Hand sanitize

Visitors

- Front desk employee notes name of visitor and time on tracking clipboard
- Front desk employee offers hand sanitizer
- Visitors remain in conference room and waiting area

End of Day

- Wipe down desk, chair, keyboard, phone, doorknobs, light switches
- Last out -- Wipe down front door key pad and door knob
- Last out – Wipe down front desk clipboard and prepare sheet for next day
- Sign out
- Wash hands
- Depart