## Stage 2 Checklist

This checklist summarizes the suggestions and requirements identified in the ISU Stage 2 & 3 COVID return-to-work employee guidance.

<table>
<thead>
<tr>
<th>STAGE 2/3</th>
<th>ACTION ITEMS</th>
<th>INITIAL WHEN COMPLETE</th>
<th>DATE SCHEDULED FOR COMPLETION/DATE COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Have all employees received ISU’s Stage 2/3 instructions for returning to work?</td>
<td></td>
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<tr>
<td>1.1.2</td>
<td>Have all employees been given the option to continue to work remotely during stage 2 and 3 where possible?</td>
<td></td>
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</tr>
<tr>
<td>1.1.3</td>
<td>Have you discussed with employees the possibility of continuing remote work beyond stage 3? (Note: telework documentation will be requested to support this in later stages).</td>
<td></td>
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</tr>
<tr>
<td>1.1.4</td>
<td>Have employees that have expressed concern that they are part of vulnerable populations, or caregivers of people in vulnerable populations been allowed to work remotely where possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.5</td>
<td>Do all employees working on site during stages 2 and 3 have face coverings available, and do employees understand where, how, and when to use them?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.6</td>
<td>Have you completed and submitted FACE COVERING REQUEST FORM for any employees who are working on-site during stages 2 and 3 that DO NOT currently have a personal face covering for use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.7</td>
<td>Are hand sanitizer and sanitizing wipes available at key locations like restrooms, high-traffic entrances, break rooms, and common areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.8</td>
<td>Have you identified and posted signage in common areas with safety instructions? Customizable and printable ISU signage templates can be found here HERE.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This guidance will continue to evolve as our understanding of COVID-19 changes.*

_Last updated: May 21, 2020_
## ROARing Back Rebound Plan: Employees

### Stages 2 and 3

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</thead>
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<tr>
<td>1.1.9</td>
<td>Do breakrooms/lunchrooms have supplies for disinfection and sanitizing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.10</td>
<td>Have conference rooms, workspaces, lunch/break, and waiting rooms seating been adjusted to support physical distancing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.11</td>
<td>Is Personal Protective Equipment (PPE) available for those employees who require it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.12</td>
<td>Have high-touch items in lobbies and waiting been removed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.13</td>
<td>Can additional protective measures (ex: plexiglass) be installed to limit exposure to employees working in high-traffic areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.14</td>
<td>Has the organization’s plan been reviewed by the appropriate Vice President?</td>
<td></td>
<td></td>
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</table>

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Last updated: May 21, 2020