Return to Work on Campus
Employee Responsibilities Checklist

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change. Last updated: September 10, 2020.

☐ Talk to your supervisor to understand how your department is phasing team members back in and discuss when it is appropriate for you to return. To discuss a necessary accommodation as indicated by a medical expert please contact Jessica Wenzel in the Human Resources department.

☐ Review the WSU Back to Campus Preparedness Plan. You are expected to follow the WSU Back to Campus Preparedness Plan and monitor the document for changes. If you would like a paper copy, please request one from your supervisor. Included in the plan is detailed information on:
  ▪ Screening for employees and students
  ▪ Masks/face coverings
  ▪ Handwashing and respiratory etiquette
  ▪ Social distancing
  ▪ Housekeeping
  ▪ In the workplace
  ▪ Communications and training

☐ Complete the required Return to Campus training course within the ELM module in the State Employee Self Service site.
  ▪ Those employed on September 11, 2020 were part of a mass enrollment and the course will appear on the “My Learning” list when logged into ELM. See page 2.
  ▪ Those hired or rehired (including adjuncts) after September 11, 2020 will be granted access to the State Employee Self Service site based on their WSU assignment start date. Access is granted on a bi-weekly basis by MMB. Once access is granted you may select the training from the “My Learning” list or self-enroll in the course using the “Find Learning” option in ELM.
  ▪ If you have questions, contact Human Resources at humanresources@winona.edu.

☐ Forward the course completion email to your immediate supervisor.

EACH DAY YOU REPORT TO CAMPUS

☐ Take the electronic Daily Self-Assessment. If experiencing any symptoms outlined in the assessment DO NOT come to campus. Follow the instructions provided in the assessment and determine if you should complete a COVID-19 Self Report.

☐ Continuously Monitor Your Health and be alert for symptoms: fever, cough, shortness of breath, or other symptoms of COVID-19. Take your temperature if symptoms develop and follow MDH guidance.

☐ Follow the Guidelines for mask/face coverings, Handwashing and respiratory etiquette, Social distancing and Housekeeping as detailed in the WSU Back to Campus Preparedness Plan.

Remember that you continue to have access to the Employee Assistance Program (EAP) Work/Life Benefits which include confidential consultation for concerns including both work and non-work-related issues. You may contact them by phone at 800-657-3719 or 651-259-3840, by email at eap@deeroaks.com or online at www.deeroakseap.com (username/password: stmn1).

Count on me
Warriors together. Protecting our campus & our community.
Accessing the Return to Campus training course in ELM

If you are already enrolled:

1. Sign into the State Employee Self Service site using your SEMA4 Id and password.

2. Select ELM.

3. In the Learning Home, Quick Links section, select My Learning.

4. Find the program titled “WSU - All Employees training program FY21” and click on the title.

5. Find the “Minnesota State COVID-19 Return to Campus/Work Preparedness Plan Training course” and click on the launch button.

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