

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](mailto: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](mailto:eap@deeroaks.com) or online at [www.deeroakseap.com](http://www.deeroakseap.com) (username/password: stmn1).

*Count on me*

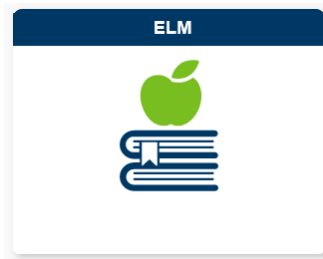
**Warriors together. Protecting our campus & our community.**

# 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.



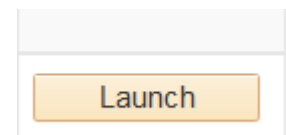
3. In the Learning Home, Quick Links section, select My Learning.



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

My Learning	
Title	Type
WSU - All Employees training program FY21	Certification

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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