



EMPLOYEES

Action Steps to Take before Coming to Campus: COVID-19 Health and Safety Preparedness

- **Watch the “Return to Work” training video previously emailed by the Office of Human Resources and Compliance:**
 - [Return to Work video for all employees](#)
 - [Return to Work video for supervisors](#)
- Supervisors, please confirm that your direct reports have watched the video prior to the start of the fall semester.
- **All employees are expected to follow COVID 19 health and safety best practices in anticipation to the start of the semester.** This includes:
 - Wash your hands often and practice good hygiene.
 - If you must leave your home for any reason, wear a mask and practice social distancing.
 - Avoid areas where there are large public gatherings, as defined by the current recommendations of the state of Pennsylvania.
 - Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
 - Do not use public transportation, ride-sharing, or taxis.
 - Follow the institutional personal travel policy that discourages travel. As part of the daily COVID-19 health check in, out of state travel will be flagged for follow up. Employees who travel to and from a [warned state](#) should anticipate a likely 14-day self-quarantine, per the recommendation from the state of Pennsylvania.
- **Familiarize yourself the Falcon COVID-19 Program from Messiah’s FalconLink portal** (messiah.edu/falconlink); you will use this to enter your daily health check-in to come to campus.
- **If you have vulnerable risk factors to COVID-19, and would like to request an accommodation for your work responsibilities,** please contact [Su Deitch](#) in the Office of Human Resources and Compliance.
- **Continue to watch your Messiah email in the weeks ahead** for updates and reminders about the start of the fall 2020 semester.