



PROTOCOL/CHECKLIST

New Employees – Non-MS Residents

Introductory Statement

The President and leadership team of Alcorn State University are committed to ensuring the health and safety of our students, faculty, and staff. In accordance to CDC guidelines, we will follow all recommendations for safety. This protocol/checklist will facilitate this process relative to new employees, previously living outside the state of Mississippi. The fillable Protocol/Checklist will be initiated by HRM and routed by the hiring manager. Representatives of listed units will verify completion of assigned tasks. Applicable Vice Presidents/Deans are to sign the form when all listed tasks are done, with the final copy retained in the Office of Human Resources Management.

***** Parties attest via electronic signature to the completion of assigned tasks.**

Measures to be undertaken by University

- Hiring Manager** determines new hire housing plans (14-day quarantine period):
 - Determine if an off-campus residence in MS or stand along residential location on Alcorn's campus will be utilized during the 14-day quarantine period at least five (5) days prior to start of employment

- Hiring Manager** provides notice to (In case of on-campus quarantine requests):
 - Vice President/Dean
 - President's Office
 - Facilities Management
 - Human Resources Management
 - Health & Disability Services
 - CITS
 - Sodexo (to request meal delivery for on-campus quarantines)

- Hiring Manager** forwards completed copies of Alternate Work Location (AWL) documents to HRM, to be routed to President's Office
 - Request for Alternate Work Location (AWL) Arrangement
 - Alternate Work Location (AWL) Agreement
 - Completed telework schedule (approved by supervisor)

Hiring Manager Signature _____ Date _____



- Health and Disability Services** maintains guidelines and monitors COVID-19 CDC exposures, consults and advises on latest updates, and provides continuing education
 - CDC Guidelines provided to entering employees prior to quarantine
 - Reviews COVID-19 Self Reports submitted and follows up appropriately
 - Provides general healthcare services to entering employees

Health & Disability Services Signature _____ Date _____



- Facilities Management** prepares/verifies housing readiness. Specifically:
 - House has been identified
 - House has been cleaned and sanitized
 - Appliances are present and in good working order
 - Toiletries, cleaning supplies, etc. are placed in house prior to employee's arrival

Facilities Management Signature _____ Date _____



- Human Resources Management** facilitates completion of the hiring process:
 - Facilitates hire, Executes Offer Letter
 - Completes Application Process, on-line
 - Completes Employee Orientation, on-line
 - Processes AWL documents

Human Resources Signature _____ Date _____



- CITS** ensures telework capabilities are in place prior to employee start date:
 - Sets up computer and printer
 - Verifies that required technology, including teleconferencing capabilities are in place

CITS Signature _____ Date _____



I. Measures to be taken by Employee

- Provides verification that he/she has not been diagnosed with COVID-19 and is not experiencing any associated symptoms
- Notifies supervisor whether an off-campus residence in MS or stand alone residential location on Alcorn’s campus will be utilized during the 14-day quarantine period at least five (5) days prior to start of employment
- Self-quarantines for 14-days
- Self-monitors for symptoms during quarantine period, logging any potential COVID-19 symptoms experienced:
 - Fever
 - Cough
 - Shortness of Breath
 - Chills
 - Repeated Shaking with Chills
 - Muscle Pain
 - Headache
 - Sore Throat
 - New loss of taste and/or smell
- Submits (1) Request for Alternate Work Location (AWL) Arrangement Form, (2) Alternate Work Location Agreement, and (3) Fourteen-day work plan to supervisor for approval and processing
- Wear a face mask or cloth covering while in public, per CDC guidelines
- Notifies Health and Disability Services immediately if any COVID-19 Symptoms develop at 601-877-6460
- Does not go to any campus building during the 14-day quarantine period
- Picks up groceries and other essentials locally
- Ensures social distancing by maintaining a distance of at least 6 feet between self and all Others
- Washes hands per CDC guidelines
- Cleans and disinfects living area frequently

Employee Signature _____ **Date**_____

