

Supervisor Responsibilities for Department Re-Opening on Campus

Checklist

Staff Information/Overview

- To ensure the safety of our work environment, we are asking anyone expected to work onsite to review the workplace policies, expectations and guidelines found on these websites:
 - [Faculty & Staff — Dartmouth Together](#)
 - [Employee COVID Testing FAQ \(dartmouth.edu\)](#)
- Review staffing plan/schedule; estimate size of employee presence.
- Clarify any new processes and service levels
- Has the office website information been updated to reflect new hours, processes and expectations and review COVID-19 website for any stale information about your office?
- Communicate return to work plan to staff, including earliest return date and transition materials (transition materials still being developed)

Other Considerations:

- For information regarding managing your technology needs for the return to campus, please review [Returning to Campus? Here's what you need to know](#)
- To schedule a block of time for on-site support with ITC for returning staff/faculty, please fill out a [Return to Campus Technology Support Appointment request](#).
- Visit and review departmental spaces (fridges, kitchen, supplies, etc)
 - Please note: Refrigerators are the responsibility of departments to empty and clean.
 - If there are questions, please contact FO&M's Work Control at work.control.office@dartmouth.edu
- Have coffee makers, water, etc. serviced
 - Coffee makers/water dispenser: Depending upon your coffee maker/water dispenser it may require service after sitting idle for a long period of time, please read your instruction manual and/or contact the vendor that supplied the machine for cleaning and start up information.
 - If your coffee maker and/or water dispenser is connected to a water supply, please run the water in accordance with the mfr. instructions to flush the line.
 - If there are questions, please contact FO&M's Work Control at work.control.office@dartmouth.edu
- Building Hours: Contact FO&M's Work Control at work.control.office@dartmouth.edu if building hours or access need to be different from the pre-pandemic norm
- For spaces that have historically had window air conditions installed contact work.control.office@dartmouth.edu. Installing window/floor mounted air conditioners in some cases are a departmental charge. Depending upon, when you are returning to campus, you may not want them installed. For those spaces on central systems, they will have already been activated, so please report any too hot/too cold calls to Work Control.
- Self Service Areas: For disinfection of equipment and space locations as needed such as personal desks/workstations, public computers, coffee machines, refrigerator handles, microwaves, tables, conference rooms in between use, there should be access to cleaning supplies with an understanding how to order them going forward.
- Delivery of mail and packages: Do you make any special arrangements that need to be updated?
- Do you have/need a supply of face coverings? Order them through [Central Stores](#).