WHAT YOU NEED TO KNOW ABOUT COMING TO CAMPUS

Perform a daily personal wellness check before coming to campus and do not come to campus if you feel ill.

Practice social distancing while on campus.

Wear a face covering at all times except when you are alone in your office or alone walking outside.

Wear additional personal protective equipment required by your department.

Wash your hands when arriving and leaving campus, and upon returning to your workspace.

Disinfect your personal workspace and common/high traffic work areas you are accountable for in your department.
MORE INFORMATION ABOUT COMING TO CAMPUS

All individuals (students, employees, visitors) on-site at Wichita State University will be asked to comply with the following health and safety measures:

- Do not come onto campus if you exhibit any symptoms associated with COVID-19 within the 72 hours prior to your arrival
- Do not come onto campus if you have been exposed to COVID-19 unless you have complied with any recommended quarantine period
- Limit interaction with others as much as possible
- Limit your interactions to designated areas, as necessary
- Wear a facemask and appropriate PPE at all times, unless walking alone outdoors or working alone in a personal office space
- Keep at least 6 feet of distance between yourself and others
- In the event it is necessary to be in proximity to another person such that it is impossible to remain 6 feet apart, keep such interaction to less than 10 minutes
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth
- Cover your cough or sneeze with a tissue and then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces

For WSU employees that are hosting visitors to campus, we ask that, in addition to the above, you remember the following:

- **Plan ahead.** Limit staff that will be on site and in the vicinity while the visitor is on premises and think of ways to limit any unnecessary interaction between the visitor(s) and WSU staff or students.
- **Notify staff.** Inform any staff that will be physically present in advance of the visitor(s)’ arrival and make sure they know to avoid any unnecessary interaction and to skip over normal pleasantries (i.e., shaking hands, etc.).
- **Limit the visitor(s) to areas where they truly need to be.** Provide a facemask, soap, alcohol-based hand sanitizer, tissues, and wipes or spray.

**COVID-19 Safety Starter Kit**

Upon receipt of a work order request, Facilities Services will deliver a COVID-19 Safety Starter Kit. These starter kits are intended to help staff returning to campus on May 26 get through the first week or two. **At a minimum, starter kits will include the following:** cloth face coverings/disposable surgical masks, hand sanitizer and surface disinfectant in spray bottles, paper towels, blue painter’s tape (for floor markings and to hang signs with) and a limited number of non-latex gloves. Cloth face coverings are limited to one per WSU employee. Ask your supervisor about receiving your own face covering.

Any office needing supplies can submit a [work order](#) request. Please limit additional orders to quantities that correlate with the number of staff actually working on campus.