



TLI COVID-19 Quick Tips Reference Sheet

Before Coming to Campus:

- **Complete the Self-Screening Form**: Please complete the “Daily Health Self-Screening Form” located within the University of Tennessee App. Before submitting the form, make sure that it will be sent to your supervisor and both of TLI’s Administrative Specialists (Jenn AND Wes) for the sake of proactive communication during this unique season of working.
- **Grab a Clean Mask/Face Covering**: Make sure that you have a clean face mask, and any other personal items that you may need for that day, such as hand sanitizer and/or anti-bacterial wipes.
- **Choose the Stairs if Possible**: Once you arrive on campus and begin walking to your office, consider taking the stairs if the elevator seems crowded or full. If you have to take the elevator, make sure that you wear a mask.

While on Campus:

- **Walk Around TLI’s Space**: After you get to your office, consider checking out the larger TLI space in your building. Please walk the hallway and look around for a moment. Do you notice anything unlocked that is usually locked? Do you see anything such as equipment missing, or other items out of place? Is the hand sanitizer getting low next to the copy machine? If you see anything unusual, please send a quick email to either Wes or Jenn, and copy your supervisor, so that the items can be replaced, refilled, or fixed.
- **Supply Check**: As the day goes on, if you need any supplies for any reason please reach out to either Wes and Jenn so that items can be replaced, refilled, or fixed.
- **Additional Help**: If you have a question(s) regarding workplace safety, please refer to the university’s comprehensive “COVID-19 Information and Support” website at <https://www.utk.edu/coronavirus/>.

When Leaving Campus for the Day:

- **When Heading Home**: Before you leave for the day, please check out any community spaces that TLI is responsible for in your building. Please check any public entrances or exists to make sure that everything is closed and secure.

If you begin to feel symptoms of COVID-19 while at work, please do the following:

1. Please send an email to the Administrative Specialist in your building (either Jenn or Wes), along with your direct supervisor, and prepare to leave campus as quickly as possible. Those receiving the email will work together along with Chris L., to report this concern to the campus. Please also contact your local healthcare provider about getting tested for COVID-19 as soon as possible.
2. Per OSHA guidelines, faculty, staff, and student workers that have **tested positive** for COVID-19 **and** feel it was **contracted in the workplace**, should report the positive test to their supervisors

and to CorVel's 24/7 call line at 866-245-8588. For more information about workers' compensation, next steps, and forms, visit the [UT System risk management website](#).