**Steps to Prepare for Returning to the Workplace During COVID-19**

As the university prepares for the safe return of employees to the workplace, the Office of Human Resources wants to ensure departments and units have the appropriate resources as the fall semester approaches.

**Required Training**

Before returning to work, employees must watch the following videos and read how to wear and take off face coverings, and guidelines for returning to the workplace.

1. [**Hand Washing**](https://www.cdc.gov/video/covid19/downloadable-videos/306898_WYKTK_Handwashing.mp4) **(CDC, 2 min.)**
2. [**Stop the Spread of Germs**](https://www.cdc.gov/video/covid19/downloadable-videos/COVID-19-Stop-the-Spread-of-Germs.mp4) **(CDC, 29 sec.)**
3. [**Face Coverings**](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf) **(CDC, PDF)**

**Restrictions to on-campus group meetings**

Lincoln’s goal is to reduce the risk of potential virus transmissions and protect vulnerable populations from exposure. All members of the Lincoln community are asked to help in this effort.

Lincoln’s COVID-19 Incident Taskforce offers the following guidance if when planning an event or staff meeting at Lincoln. Remember this is an evolving situation. For meetings that have been announced already, inform participants of updates to the meeting details such as cancellation or virtual meeting alternatives.

* **Indoor gatherings of more than 25 people are prohibited**. Outdoor gatherings of more than 250 are prohibited. This social distancing measure will limit the spread of illness. Organizers should postpone the meeting or event, or employ remote technology if possible (Zoom, Microsoft Teams, WebEx, Skype, etc.) to help avoid the spread of coronavirus. This meeting size is consistent with the guidance of local and state health care experts and professionals and with the policies of many peer institutions.
* **Meetings or events of any size are discouraged**. Employees are encouraged to use remote technology to collaborate via teleconferencing instead of meeting in person.
* **Encourage protective measures**. For gatherings or interactions of any size, remind attendees of simple measures to lower the risk of spreading viruses (not shaking hands, practicing social distancing, etc.). Ensure easy access to handwashing facilities, and make sure alcohol-based sanitizers (60% or more alcohol) are readily available to all participants.
* **Off-campus speakers**: Events with speakers invited from off-campus — whether the speakers are international or domestic — should be canceled, postponed, or conducted remotely. The purpose of this guidance is to reduce the chance of transmitting illness into or out of the Lincoln community.
* **Job searches**: With prior search approval, job interviews for open positions should be conducted remotely via video- or teleconferencing tools, like Zoom, or by telephone. Whatever approach you take, use it consistently with all applicants to the same job, so none are disadvantaged. Using fair hiring practices remains important.