

## KRANNERT CENTER

### Personal Responsibility Pledge

#### PLEDGE

As an employee I agree to abide by the following guidelines:

- I will only enter Krannert Center through specified entry doors.
- I will always have my valid University of Illinois I-Card on a lanyard or badge clip so that it is clear that I am allowed to be in the building.
- I will comply with the University of Illinois building entry requirements
- I will comply with the University of Illinois' COVID-19 testing requirements.
- In line with campus guidelines, I will wear a face covering at all times that covers both my nose and mouth, unless I am alone in a private office or have other difficulties with wearing a face covering and have provided proper documentation to Human Resources.
- I will show respect and patience to others in my building.
- I will do my best to communicate via email or other online mediums instead of stopping by an office to communicate in person.
- I will avoid scheduling in-person meetings unless absolutely necessary.
- I will strive to adhere to a six-foot distance from other people and not congregate in hallways or offices to socialize.
- I will work with my colleagues to coordinate schedules and limit use of shared spaces and resources.
- I agree to wash my hands often and follow other good hygiene practices as outlined by the CDC, including but not limited to avoiding touching my face, nose, and eyes.
- I will try to use a "zero-touch" approach as much as possible to avoid contact with high-touch areas.
- If I have to come into contact with a high-touch surface, I will use hand sanitizer before and after use.
- I agree to remain in my respective work area and limit movement throughout the building as best I can.
- I agree to take the stairs when possible, avoiding touching high-touch surfaces such as handrails as much as possible.
- If I use communal equipment (e.g., staplers, copy machines/printers), I will sanitize the equipment after use.
- I agree to keep a six-foot distance and wear my face coverings (unless eating/drinking) while in communal areas.
- I will follow the Classroom Personal Responsibility protocol and wipe down my area upon entering and exiting the classroom.
- If I start to feel unwell at work, I will leave the building and follow the University guidelines for notification of supervisors.