



# EMPLOYEE CHECKLIST

## WHAT I NEED TO DO BEFORE COMING TO CAMPUS

- Complete the mandatory [COVID-19 awareness training](#).
- Visit [MacCheck](#) starting September 7.
- Upload proof of vaccination to our digital tool MacCheck. All faculty and staff must upload proof of vaccination between September 7 to October 18. More details in our [FAQ](#). Information on exemptions can be found [here](#).
- If you are not fully vaccinated, [you must get tested](#) to come to a McMaster location or off-site affiliate location.
- Complete the COVID-19 health screening on MacCheck in the hour prior to leaving for campus.
- Bring with you:
  - A mask or face covering; and
  - Your employee ID card - if you need a new or replacement card, here's instructions [for staff](#).
- Plan for how you'll get to campus, including [applying for or renewing a parking pass](#), [researching public transit schedules](#) or looking into [bike racks and secure bike storage options](#).
- Review the [Principles and Practices for an Inclusive Community](#).
- Review the [Back to Mac website](#) for additional information and safety measures.

## WHAT I NEED TO DO WHILE ON CAMPUS

- [Keep at least 2 meters distance](#) from others except in designated instructional areas such as classrooms, laboratories, libraries.
- Wear your mask covering the nose, mouth and chin.
- Sanitize your hands when entering a building.
- Follow health and safety signs on campus.
- Be respectful of others and [have compassionate conversations](#).
- [Report to the university](#) if you or someone on your team tests positive for COVID-19.