

Management Return to Campus Guidance July 28, 2020

On August 3, 2020, all offices on campus will officially reopen. Doors will be open to our students as they prepare for the beginning of fall semester on the 24th.

We are excited to start another academic year, but we recognize that fall 2020 is unlike any other semester in the history of our university. The pandemic creates the need for new rules for travel and new guidelines for employees and leadership. In this email, please review the documents, expectations, and assistance available to you.

Our primary goal is to ensure employee safety and well-being while continuing to offer a high-quality educational experience that promotes student success and transforms lives.

The transition from remote to in-office work will depend on the activities and functions occurring on campus, the duties and tasks performed by each employee, and the need to have a staff presence for student, faculty, staff, and visitor support. As our students return to campus this fall, it is critical that the college and departmental offices that engage with students and visitors are staffed during regular business office hours. The best way to do that is at the respective area's discretion, following the guidelines below.

As employees continue returning to campus, we expect supervisors to complete the Pre-Return Checklist below for employees that do not already have a [Temporary Remote Work Agreement](#) that extends beyond August 3. We have also enclosed a checklist to complete as employees return to campus and a checklist to complete after employees return. For convenience, we make reference to a Staff Planning Tool, which links to an Excel document that corresponds with the checklists.

Pre-Return Checklist

- Using the [Staffing Planning Tool](#), determine the required work responsibilities and tasks in your department, division, college, or area to ensure employee and student success. Determine the number of employees required to be on campus to perform this work. Identify individual employees whose job responsibilities require them to be primarily on campus. Limiting the number of people on campus reduces potential exposure.
- To help ensure flexibility and social distancing, adjust work schedules — including how and when employees report to work. (For example, implement staggered arrival and departure times, create A and B teams so the entire workforce is not in the office on the same days, etc.).
- Continue to encourage and allow remote work as much as possible. Supervisors have the authority to approve remote work or alternative work schedules throughout the end of the calendar year when an employee has completed a [Temporary Remote Work Agreement](#) that extends beyond August 3.
- Make adjustments as appropriate for employees who are members of a high-risk population or live with a high-risk individual. Temporary Remote Work Agreements and Americans with Disabilities Act (ADA) accommodations are available. Do not attempt to identify and target high-risk category employees but communicate adjustment and accommodation options to all employees. Work duties and tasks may be temporarily adjusted if a [Temporary Remote Work Agreement](#) and/or [ADA accommodations](#) are approved.
- Consider your area's workspace, workflow, and work priorities. Determine whether you have adequate spacing to maintain social distancing or if adjustments can be made to allow for social distancing.
- Order appropriate PPE and sanitation supplies (hand sanitizer, disinfectant, face coverings, etc.) through the UVU Warehouse using [Wolverine Marketplace](#).
- Review return-to-campus guidelines on the [Return to Campus](#) website.
- After completing the Staffing Planning Tool for each job position in your department, review your department's return-to-campus plans with the appropriate dean or AVP.

Checklist as Employees Return to Campus

Note: Custodial resources will be allocated to prioritize cleaning classroom environments. **Departments should not contact Facilities to request additional services.** Cleaning schedules for non-classroom environments have already been increased and can be viewed on the [Custodial Services](#) webpage.

- Ensure that you have sufficient signage to direct traffic flow and to communicate that face coverings and social distancing are required. Signage is available on the [Return to Campus](#) website.
- Communicate the return-to-campus plan to your department and employees, giving as much advance notice as possible.
- Remind employees to return all university technology equipment and materials they need to resume work on campus.

Post-Return Checklist

- Emphasize the requirement of [face coverings](#), physical distancing, handwashing, staying home when ill, and other [safety considerations](#).
- Encourage employees to practice hand hygiene, cough etiquette, cleanliness, and rigorous sanitation.
- Minimize in-person meetings — utilize Microsoft Teams for meetings even when employees are working on campus. When needed, keep in-person meetings to no more than 10 people and maintain social distancing.
- Discourage employees from sharing other employees' desks or equipment. When sharing is unavoidable, encourage employees to wipe down desks and equipment between uses. Sanitize shared equipment before and after each use.
- Remind employees to [self-screen daily](#), including taking their temperature before leaving home and staying home if they exhibit any symptoms.
- If an employee shows COVID-19 symptoms, they must leave work immediately and contact their healthcare provider for further guidance. They may need to complete the [COVID-19 Self-Reporting Form for Illness or Exposure](#).
- Refer to the [Employee and Supervisor Guidance](#) documents if an employee shows symptoms or has a confirmed case of COVID-19.
- Refer employees to the Employee Assistance Program if needed. Please see the [Employee Assistance Program \(EAP\) webpage](#) for additional resources available related to COVID-19.
- Be compassionate and flexible. Check in with employees often to discuss their challenges, concerns, and questions. Contact Human Resources at (801) 863-8207 for additional assistance.