**Management Return to Campus Guidance**
**7/21/2020**

As we gradually return to work on campus, 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. In preparation for fall semester, many employees will begin to transition back to campus between August 3 and August 10, 2020. This 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/or visitor support. As our students return to campus this fall, it is critical that college and departmental offices that engage students and visitors are staffed during regular business office hours. How best to do this is at the discretion of units, following the guidelines below.

Before requiring an employee to return to campus, a staffing plan must be developed and reviewed by the appropriate dean and/or director.

**Pre-Return Checklist:**

☐ Determine what work responsibilities and tasks will be required in your department/division/college in order to ensure employee and student success using the staffing plan tool. Determine what level of on-campus staffing is required to perform this work. As you identify individual employees who may need to return, ensure that their job role dictates that they must be primarily on campus. Limiting the number of people on campus reduces potential exposure.

☐ Adjust work schedules and reporting requirements regarding how and when employees report to work to help ensure flexibility and physical distancing (implementing staggered arrival/departure times, creating A and B teams so that the entire workforce is not in the office on the same days, etc.).

☐ Continue to encourage and allow remote work as much as possible (e.g., if an employee's job does not require them to provide direct support to students, faculty, staff and/or visitors and they have been completing their tasks effectively from home, they should not return to campus at this time).

☐ Make adjustments as appropriate for employees who are members of a high-risk population or live with a high-risk individual. Temporary Work Adjustments (TWA) and Americans with Disabilities Act (ADA) accommodations are available. Do not attempt to identify and target high-risk category employees but communicate adjustment and/or accommodation options to all employees. Work duties and tasks may be temporarily adjusted if TWA and/or ADA accommodations are approved. Utilize the high-risk decision tree to help review your options.

☐ Consider your area's workspace, workflow and work priorities to determine if there is adequate spacing to maintain physical distancing and/or if adjustments can be made to allow for physical distancing.

☐ Order appropriate PPE and sanitation supplies (hand sanitizer, disinfectant, face coverings, etc.).

☐ Review additional safety considerations.

☐ Submit return to campus plan to appropriate dean/director for approval.

**Checklist Following Approval of Return to Campus Plan:**

☐ Custodial resources will be allocated to prioritize cleaning classroom environments. Cleaning schedules for non-classroom environments will also be increased where possible and, as custodial staffing is available.

☐ Ensure that you have sufficient signage to direct traffic flow in your office and to maintain face coverings and physical distancing.

☐ Communicate the return to campus plan to your department and employees, giving as much advance notice as possible.

☐ Ensure that all employees returning to campus complete the Returning to Campus Safely training and attestation.

☐ Remind employees to return all university technology equipment and materials they need to resume work on campus. If employees continue to partially telework, provide equipment as appropriate.

**Post-Return Checklist:**

☐ Emphasize 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 sanitation rigorously.

☐ Keep in-person meetings to 10 people or fewer and utilize Microsoft Teams, Skype, Zoom or other virtual tools for meetings to maintain physical distancing.

☐ Discourage employees from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses. Sanitize shared equipment before and after each use.

☐ Remind employees to self-screen daily, including taking 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 health care provider for further guidance. They may need to complete the COVID-19 Self Reporting Form.

☐ Refer to the Employee and Supervisor Exposure Guidance document if an employee shows symptoms of COVID-19 or has a confirmed case of COVID-19.

☐ Allow employees to use Administrative leave for COVID-19 testing and exposure if appropriate.

☐ 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 for additional assistance if needed.

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