**Management Return to Campus Checklist**
**5/03/21**

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 starting July 1, 2021. 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 employees return to campus, a telecommuting staffing plan must be developed and reviewed by the appropriate dean and/or director no later than June 4, 2021.

**Telecommuting Staffing Plan Checklist:**
The Telecommuting Staffing Plan is a tool to both assist departments in organizing their return to work/telecommuting plans, as well for the University to compile important information required by recent governmental executive orders and legislation.  There are two versions of The Telecommuting Staff Plan:  An Excel spreadsheet  and the web form.  Both versions contain the same fields of information.  The spreadsheet version of this plan is for optional use and is simply a resource meant to aid departments as they organize their plans and evaluate options.  The web form plan is the version that must be entered by each department/division by June 4, 2021 for compliance purposes.  The web form plan may be completed by a supervisor or payroll reporter for their assigned employee/ORG ID.  To record information for employees not already listed, scroll to the bottom of the form, type in the employee's name or UID and click the "Add" button on the right side of the screen.

☐ Determine what work responsibilities and tasks will be required in your department/division/college in order to ensure employee and student success using the telecommuting staffing plan.  This plan will also be part of the University's reporting to the Governor's Office regarding recent Executive Order 3, Executive Order 4, and Senate Bill 15 regarding telecommuting, so allow for sufficient time to develop the required information. The online staffing plan can be filled out by direct supervisors or payroll reporters.

☐ Determine what level of on-campus staffing is required to meet departmental goals and standards. Consider what performance measures have been established and if performance goals are being met.  Refer to the University's Telecommuting Guidelines, Ongoing Telecommuting Guiding Philosophies, and Types of Telecommuting document for additional information.

☐ Work with employees to determine what their schedule will look like.  Where appropriate, 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.).  Stagger employee schedules in order to optimize office space

and parking utilization.  Consider approving remote work as business needs allow.

☐ Consider whether or not the position is eligible for "surge telework" (an employee who temporarily telecommutes on a mandatory action day or a special circumstance day such as bad air quality days, snow days, or other situations that pose a risk to employee health or safety).

☐ For employees who have medical concerns about returning to campus Fall Semester 2021, the following options are available:

  ☐ If the employee has a medical condition that prevents them from receiving the COVID-19 vaccination or reduces the effectiveness of the COVID-19 vaccination, please refer the employee to University Human Resource Management.

  ☐ If the employee is concerned about returning to onsite work because they live with a high-risk individual who: 1) does not have access to the COVID-19 vaccination; 2) has a medical condition that prevents them from receiving the COVID-19 vaccination; or 3) are still at high-risk even after receiving the vaccination, please refer the employee to the Temporary Work Adjustment (TWA) Form.

 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.

☐ 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.

☐ Review additional safety considerations.

**Checklist Following Approval and Submission of Telecommuting Staffing Plan:**

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

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

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

☐ Provide employees with the Employee Return to Campus Checklist.

☐ Ensure that all employees who will be telecommuting have completed a Telecommuting Agreement Form.  Completed forms can be sent to askhr@utah.edu.

☐ 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 the requirement to follow university guidance regarding the use of face coverings.

☐ Pursuant to CDC guidance, encourage employees to maintain appropriate social/physical distance from other individuals when on campus or in the work environment.

☐ Encourage employees to practice hand hygiene, cough etiquette, cleanliness and sanitation rigorously.

☐ Keep in-person meetings limited per University guidance and utilize Microsoft Teams, Zoom or other virtual tools for meetings to maintain physical distancing.

☐ Encourage employees to wipe down desks and equipment between uses. Sanitize shared equipment before and after each use.

☐ Remind employees to self-screen daily. If employee exhibits COVID-19 symptoms, remind the employee to stay home and complete the university's Self-Reporting Form.

☐ Be compassionate and flexible. Check in with employees often to discuss their challenges, concerns and questions. Contact Human Resources for additional assistance if needed.