



I. Timing of Phase 3 Return to Campus

- A. From now until June 6, 2021, in addition to minimal on-campus staffing to address operational needs, employees requesting an early return to campus will be considered for return. Managers should utilize the Return to Campus Request process outlined under Phase 2 of the return to campus plan.
- B. We will move into Phase 3 of our Return to Campus plan beginning on June 7, 2021. All departments should strive to provide on-campus services during normal operating hours and return some staff and faculty to on-campus work locations so that this can be accomplished.
- C. By August, 2021 all departments will provide on-campus services during normal operating hours. While all employees are not expected to return to campus on a full-time basis, managers should consider all employees when developing departmental/unit Phase 3 staffing plans.
- D. The goal is that by January 2022, we will enter Phase 4 staffing and begin a new era of in-person operations.

II. Overarching and Fairness Considerations

- A. Despite the current circumstances, the principal place of conducting business remains the campus. Our goal over the next few months is to return to as much on-campus work as can be performed safely, in accordance with CDC guidelines and relevant safety protocols. This phased return is an important step in acclimating employees to returning to campus.
- B. Similar positions within a department should be treated similarly. Similar positions should be given the same opportunity to telework, and share the same expectation of return to campus.
- C. All departments are expected to increase their on-campus work presence. Employee fears of returning should be understood, and regular reminders regarding safety protocols should be used to address the concerns. However, many employees have some level of mixed feelings, but how to best serve the campus community should be the guiding principle when making return-to-campus decisions.
 - 1. Childcare, eldercare, or other personal obligations should be addressed with flexibility and pursuant to campus policies where relevant, and do not preclude on-campus work. The burden/benefit of on-campus work should not be dictated by an employee's familial status or other personal obligations.
 - 2. Managers should work to ensure equity in the workplace. This does not mean that everyone is treated exactly the same, but that everyone is given consideration to be equally successful.
 - 3. Employees who indicate that their disability or medical condition impacts their ability to return to on-campus work, should seek administrative interventions from their manager to mitigate these concerns. When an employee's on-campus presence is needed for successful operations, and the employee indicates that they cannot return because of their disability or medical condition, a referral should be made to explore reasonable accommodations through the Accessibility Resource Center. Managers should not inquire into an employee's specific medical condition or background.
- D. Vaccination records are a form of medical information that is confidential. Managers are prohibited from inquiring as to employees' vaccination status. Vaccination status cannot be used as a basis for assigning a work location (on-campus v. telework), or any other work-related decisions. Only the COVID- Hotline should be inquiring into an employee's vaccination status.

- E. Just as employees cannot be asked whether they are vaccinated, faculty and staff may not ask students whether they have been vaccinated. However, students are expected to comply with all of the return to campus obligations of social distancing and face covering use, as well as not coming to campus if they are exhibiting COVID symptoms. Contact Student Conduct, Rights and Responsibilities if students fail to adhere to those requirements.
- F. Employees should be provided with at least 14 days' notice of the need to return to on-campus work.
- G. Managers, Chairs and Deans should expect to have ongoing conversations to check in with staff and faculty as well as with student employees to address concerns relating to the Phased return to campus.

III. Safety Considerations

- A. During our Phased return to work, managers will be required to actively manage the COVID protective measures detailed in the return to campus plan. ([See, Safety Considerations & Reminders](#)). It is imperative that all items are addressed prior to employees returning to the work area or as soon as they are noticed when employees return.
- B. Self-screening is one of the most effective tools in ensuring employee safety. All employees should conduct symptom monitoring every day before coming to campus. Employees must be free of any symptoms potentially related to COVID-19 before coming to campus.
- C. Employees experiencing symptoms should contact their supervisor and the COVID-19 Hotline at 530-898-2222. Supervisors should also report known information related to COVID concerns or cases to the COVID-19 Hotline.
- D. Managers are encouraged to create work groups, pods or cohorts, when possible, to help reduce exposure to the team in the event a member contracts COVID. Consider the impacts of quarantine requirements on your unit's operations when planning.
- E. Managers should frequently remind employees as to the importance of hand washing and good hand hygiene. Using sanitizer is a helpful tool, but should not be the sole method of sanitizing hands.

IV. Technology Considerations

- A. The majority of employees work most effectively on their desktop computer. Many people have ergonomic keyboards and multiple monitors. However, it is not feasible for employees to transport their desktop computer to and from work if they are working a schedule that involves some days working on campus, and some days working from home. An employee's desktop should be located where they spend the majority of their work time.
- B. Your department should conduct a technology inventory to determine what computer and technology resources are currently available in the office and what is located at employees' homes. The University recognizes the challenges technology needs may present as part of our return to campus planning, and we are currently gathering information and working on scenario planning to address this issue. *We intend to distribute further information/guidance soon.*
- C. Shared desktop workstations may be needed on-campus to allow those that are alternating between being home and on-campus the ability to work efficiently in either location.

V. Special Considerations for Deans and Chairs

- A. Staff and 12 month academic employees will begin the phased return and should follow all of the established guidelines discussed above.
- B. Faculty can use their offices during Phase 2 and Phase 3 of the phased return to campus plan and must be included in a [Return to Campus](#) submission if they wish to use their offices/lab areas.
- C. Departments, in conjunction with their College, should work on Phase 3 return to campus plans to include: department counter staffing, use of conference rooms for meetings, rotating of office areas in departments with door closing capability for computer/work use if staff are alternating working from home/on campus.

- D. While faculty on the AY schedule are off contract during the summer months, staff working in departments and colleges will be returned in advance of the semester start. The summer will provide the opportunity to prepare for in-person instruction and serve in-person student needs.
- E. In August, department meetings and employee orientations (such as for Unit 11 academic employees) should follow the guidelines noted above. If Departments wish, they may consider the use of Zoom for some employees to attend virtually in a synchronous manner. For department retreats that normally occur before the start of the fall semester, departments may have them on campus in person, provided adequate space is available.
- F. Faculty office hours can be provided in a combination of on-line as well as in-person. Consider whether physical distancing can be accommodated in faculty offices. Flexibility by chairs is encouraged.
- G. Consistent with their appointment, faculty are generally expected to be on-campus each academic work week, even if they are teaching all online courses so that they can meet with students during some in-person office hours as well as participate in department committee meetings, department meetings, service and other activities they traditionally perform on campus, provided they can be done within safety protocols.

VI. Logistics for Submission of Plan

- A. For Phase 3 staffing, the names and on-campus work location of employees should be submitted using the new (pending) electronic Part 1 of the Return to Campus Request. Student employees should also be included as part of the submission. Additional information has been added to allow EHS to monitor building employee populations. All units will need to submit Part 1 of the [Return to Campus Request](#) concerning their Phase 3 staffing irrespective of prior submissions.
- B. On-campus operations should not be dependent on student employees working in the office alone, and the practice is discouraged except for limited timeframes (e.g., covering breaks or lunches).
- C. If an approved Part 2/Part 3 has not yet been submitted concerning your work area, you will be required to complete that part of the Return to Campus Request and submit to EHS for record retention. If you have already completed a Part 2/Part 3, only a Part 1 submission is required.
- D. Look here for current and soon to be updated Return to Campus forms.