



System Offices Units
COVID-19
Returning to the Workplace
updated 4/1/2021

Planning Framework

The first and foremost concern in all our planning is the health and safety of employees, students, and broader university communities. Moreover, a plan for returning to the workplace should occur in a way that supports the proven efforts to mitigate the spread of COVID-19. Guidance and best practices are continually changing; there will be a great need for flexibility and adaptation. The return to on-site work will require coordination, implementation and monitoring.

Our system-level staff showed tremendous flexibility and resilience in quickly shifting to remote working in March, which resulted in strong continuity of our services and operations. Our goal going forward is to continue that exceptional performance. Based on feedback from the recent survey we conducted, over 58% of you reported that working remotely has made little/no noticeable difference in your ability to perform your job and 35% said it actually has increased your job productivity. Survey results also indicate that the current remote working environment has not changed how most of you feel about working in your organization—and for almost a third of you, it has improved your feelings! You cited the fact that you are spending less time commuting, that you have fewer interruptions in some cases, and that you have more time to exercise as examples of advantages of the new working environment. All of these factors indicate that we can afford to go slow in bringing people back to offices and we can be creative in imagining new ways of working in the future.

Because one of the primary methods of slowing the spread of COVID-19 is keeping physical distance from others, most System Office employees will continue to work remotely through the summer months with an expected transition back to on-site work beginning in August/September. If remote work is not feasible for specific employees whose primary function is to be point-of-service for students, those employees will be equipped with the knowledge, equipment, and environments needed to minimize risk of exposure to COVID-19.

It is also important to note that employees working in different areas of the state will have different timelines and guidelines for returning to the workplace. In particular, based on Governor Pritzker’s “Restore Illinois” plan, System Offices employees located in Chicago may require a slower “reopening” process than our employees located in Urbana and Springfield. Moreover, each individual workspace may require a different set of guidelines to operate safely.

Finally, any plan for returning to work should be implemented with empathy for employees’ individual circumstances, especially those at a higher risk for infection and those have young children or are responsible for other family members. All System Offices units are encouraged to be flexible and accommodating in response to those needs. If a unit has essential employees who must work on-site, the unit director/department head must do the following:

1. Follow all protocols set forth in the System Offices COVID-19 Returning to the Workplace guidelines;
2. Provide a list to System HR and the respective VP of essential employees working on-site; and
3. Provide regular updates to the respective Vice President or President as requested.

System Offices Guidelines

Recognizing that this is a rapidly evolving situation and there may be unique challenges to be addressed, System Offices units should follow these guidelines when returning employees to on-site working. Changes to these guidelines will be communicated to directors/department heads as the state transitions through the phases based on CDC recommendations and the Governor's orders. System Offices leadership will revise these guidelines based on the needs of the organization in an effort to maintain the health and safety of employees. We recognize that some System Offices employees provide direct services to a particular university's employees and/or students so the phased return timeline may need to be adjusted to meet operational needs.

1. Phased Return Timeline

Restore IL Phase	Objective	Remote work
Phase 2	Work remotely as directed under Governor Pritzker's Restore Illinois Phase 2	All employees work remotely
Phase 3	Minimize risks to employees during Restore Illinois Phase 3	All employees work remotely with exception of very limited essential employees
Phase 4	Continue to minimize risk to employees	Majority of employees continue to work remotely if able, at the discretion of the unit and manager/director
Phase 5	Determine long-term approach for in-office and remote work	Directors/managers implement long-term hybrid remote/in-office working arrangements that meet operational needs while promoting employee productivity and job satisfaction

*Note that this schedule is subject to change based on direction from the State of Illinois and national health authorities, in addition to system administrative decisions. Restore Illinois phases may differ by region, which could impact a unit's long-term planning based on location. Refer to the Returning the Workplace Considerations list in Appendix A4 as you develop your plan.

2. Social Distancing and Personal Protective Equipment (PPE)

Social distancing and the wearing of face coverings will align with Governor Pritzker's Executive Orders and recommendations from the Centers for Disease Control and Prevention. Areas not covered by the Executive Order or CDC will be incorporated into this recommendation.

2.1 Governor's Executive Orders

Governor Pritzker's orders, effective May 30, require Illinois residents to wear face coverings when in a public place where they are unable to maintain a six-foot social distance. Face coverings will be required in public indoor spaces, such as stores. This requirement applies to all individuals over the age of two and those who are able to medically tolerate a face-covering. Gatherings of 10 people or fewer for any reason can resume.

2.2 Centers for Disease Control and Prevention

The Centers for Disease Control and Prevention (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Each system office employee will be issued five (5) cloth, reusable face coverings prior to August. Personal face coverings are allowed as long they meet CDC guidelines.

2.3 Slowing/Preventing the Spread

- Employees who can work from home should continue to do so
- Maintain a distance of at least six feet away from others at all times
 - Signage that indicates a six-foot distance that can be displayed in offices or on office floors to remind everyone about the distance to maintain from others
- Employees should wear face coverings over their nose and mouth when maintaining six-foot social distancing at all times is impractical, such as when in settings that may lead people to be within 6 to 10 feet of others or when in public areas inside buildings
 - A cloth face covering is preferred
 - Close your office door if you are within 10 feet of other employees and it is feasible to do so
 - For employees who work in cubicles, consider reconfiguring cubicles so that employees are as far away from each other as possible, with a minimum distance of six feet between employees (contact the facilities and services operation on the campus you are located to discuss options and costs)
 - Consider modified schedules and/or stagger remote work schedules to reduce the number of employee work hours that overlap when social distancing is difficult to maintain between employee workspaces
 - System Offices will provide five (5) reusable, washable cloth face coverings for each employee at no cost to the employee and will provide a limited quantity of disposable face coverings for visitors (should they not have their own) for units that meet with the public or students in person
- Avoid in-person meetings, particularly for topics that can be discussed via phone or videoconference, and any other gatherings of employees
 - Utilize Zoom, Skype, and Phone Conference Meetings as much as possible until further notice
 - If you absolutely must meet in person, hold meetings in open, well-ventilated spaces, maintain social distancing, prohibit eating any food, limit the number of people attending as much as possible, and require face coverings if people cannot maintain six-foot social distancing during the meeting
- Signage will be placed in common areas such as lobbies and unit break/kitchen areas regarding social distancing for university owned buildings; if you are in a privately rented space, contact university relations about signage options
- Use only your own phone, computer, and office equipment and do not share office equipment with other employees

- When using common office areas (kitchen, printer, break room, etc.), be sure to wipe down any surfaces after you are finished, and wash your hands before and after handling common surfaces or equipment (faucets, countertops, etc.); disinfectant wipes will be provided to each unit prior to August
- Frequently wipe down or sanitize commonly touched surfaces, such as door knobs, counters, etc.
- For employees who greet guests who visit offices in person, units should mark the floor where visitors should stand to remain at least six feet away from employees
 - If feasible, consider restricting in person interactions to appointment only (we recognize this may not be possible for all customer-facing offices) to limit the number of people waiting or congregating
- Only one to two people should occupy an elevator at a time, and employees should wear face coverings while riding in the elevator
- Wear face coverings when going into common areas such as hallways between offices, break areas, copier areas, restrooms, lobbies, conference rooms, and mail rooms
- Consider suspending use of furniture in common areas such as lobbies and break rooms
- Be sure to wash your hands frequently, and particularly after using the restroom, coughing, or sneezing
- Hand sanitizer will be provided for all units (at no cost to the unit) to place in areas where the public or visitors interact with employees; hand sanitizers in personal offices and conference rooms is also a good practice and encouraged. Remind employees that hand sanitizer is flammable and should be used with care to avoid spills.
- Gloves will be provided to each unit to use when removing trash from offices, cleaning surfaces, etc.
- Any employee who is not feeling well or who is exhibiting symptoms should stay home
 - If an employee starts to feel unwell or exhibit symptoms at work, send them home
 - If an employee becomes unwell or exhibits symptoms, wait 24 hours before cleaning their workstation to reduce the risk of infection; a deep cleaning should be completed by the unit's facilities service
 - If an employee tests positive for COVID 19, contact System HR immediately so contact tracing protocols may be initiated; employee may be required to provide a release from their health care provider to return to on-site work
 - Staff on the UIC campus should contact Health Services for additional follow-up
 - Provide employee with possible COVID 19 leave options under FFCRA
https://www.hr.uillinois.edu/leave/coronavirus_response_act
- If an employee's family or household member exhibits symptoms of COVID-19 or feels unwell:
 - The employee should stay home and work remotely, if feasible, while the household member is unwell.
 - The employee may return to work if they are asymptomatic and after the household member is free of a fever for three days and at least ten days from when symptoms began.
- If an employee is at higher risk of severe illness from COVID-19 (age 65 and older or with certain underlying medical conditions) as outlined by the CDC, units/managers should make every effort to provide flexibility when returning the employee to working on-site. If the employee's duties and functions do not warrant a continued remote working arrangement and an informal arrangement

cannot be made, the employee may request an accommodation through the [Reasonable Accommodation Request](#) process.

3. Vaccination

Currently the system is not requiring employees to be vaccinated for COVID-19. We encourage employees to be vaccinated if and when they are able to do so. We also acknowledge that some individuals have health conditions or other reasons why they cannot be vaccinated.

Employees may be asked about their vaccination status as part of contact tracing efforts. All employees are directed to cooperate with these efforts in order to identify and reduce infection risks for members of our campus community or the surrounding area.

In addition, there may be aspects of campus operations that make it relevant for supervisors to ask employees to voluntarily disclose their vaccination status.

For example, state and federal health officials recently issued guidelines pertaining to fully vaccinated individuals that relax certain requirements for quarantine, interactions in groups, venue capacity and travel restrictions. “Fully vaccinated” means 14 days have passed since receiving your final dose of the vaccine.

In order to implement COVID-related guidelines and policies affecting university operations, supervisors may ask employees if they are fully vaccinated. Supervisors may not ask employees why they are not vaccinated or ask any other questions seeking the employee’s personal health information. For example:

- Supervisors **should not** ask questions such as:
 - When are you getting vaccinated?
 - Why haven’t you been vaccinated for COVID-19?
 - Do you have a health-related reason for not being vaccinated?
 - If you have been vaccinated, why aren’t you returning to in-person work?
- Supervisors may ask questions such as:
 - Are you willing to disclose whether you have been vaccinated for COVID-19?
 - Have you been vaccinated for COVID-19?

Supervisors should clarify how vaccination status is relevant to unit operations and ensure that employees who are not vaccinated (or who choose not to disclose their vaccination status) are not penalized or prevented from participating in the operations of the university.

Supervisors cannot require employees to return to in-person work solely because they are vaccinated. Moreover, if an employee has received an accommodation through System HR, and the supervisor is not sure whether the accommodation is still necessary, they should contact Justin Lacy at lacyjk@uillinois.edu in System HR rather than taking it up with the employee directly.

4. Facilities, Cleaning and Disinfection

Maintaining a clean workplace is critical to mitigating the spread of COVID-19. System Offices units will need to coordinate with university building services units (or where unavailable, a third-party vendor) to

increase cleaning efforts and schedule disinfection services in accordance with CDC and OSHA guidelines. Facilities should also be inspected and maintained consistent with guidance from the CDC, OSHA, and local health agencies. Coordination for this will be handled by a system office workgroup who will provide further information prior to August. Units do not need to arrange for cleaning of offices at this time. If a unit has essential employee returning for the summer, contact Andy Sestak (217-333-3850 or asestak@uillinois.edu) for guidance.

4.1 CDC Guidance

CDC guidance recommends the use of a hierarchy of controls – specifically elimination of risk, substitution of the risk, engineering controls, administrative controls, and finally PPE. While elimination or substitution of risk are not practical if an employee is in the workplace, other controls may be instituted. If you are in a privately rented office space where these services are not provided, contact Andy Sestak for additional information. Core CDC guidelines for facilities management include:

- Consider improving the engineering controls using the building ventilation system. Increase ventilation rates, increase outdoor air ventilation, improve central air filtration to MERV-13 or highest compatible filter rack and seal edges, and keep systems running as long as possible to enhance air exchanges.
- Maximize safety of building water systems after a prolonged shutdown, if the building has been in disuse during remote work.
- Give employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes. Tissues, soap and water, and alcohol-based hand sanitizer (>60%) are effective preventive measures. Discourage shaking hands and promote good hygiene with posters.
- Perform routine cleaning. Follow CDC guidance on cleaning (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>). Routinely clean high-touch surfaces such as doorknobs, handrails, keyboards, and telephones. Discourage the sharing of equipment. Provide disposable disinfectant wipes, if possible, and encourage employees to keep their own workspaces cleaned. Employees may need to limit personal items from their workspaces to aid cleaning.
- Refer to the CDC document [Clean Hands Count](#) for safety information regarding the storage and quantities of alcohol-based hand sanitizer that is permitted to be placed in university buildings.
- If a suspected or confirmed case of COVID-19 occurs in the workplace, follow CDC guidelines for enhanced cleaning and disinfection of the workplace (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) and contact the facilities and services operation at your location. Also contact System HR to discuss other steps that need to be taken if you have a suspected or confirmed case of an employee who has been in the office.

4.2 Cleaning and Disinfection Services

Because System Offices employees often share buildings with university-level offices, many buildings will be maintained under the purview of that university's facilities services or building services units. Building-wide concerns, such as HVAC and the cleaning of common areas, are likely to be handled by university building services where applicable. Coordinate building needs with these units as necessary for regular cleaning and disinfecting of the facility.

Buildings specific to System Offices use, System-level office suites, and individual offices may not have access to university building services units, and so will need to use outside vendors for frequent cleaning and disinfection. System Offices units in these positions may already have vendor contracts in place, and should work with those vendors regarding regular cleaning and disinfection procedures. One recommended procedure is the use of an electrostatic sprayer (specific brand recommendation “Clorox 360”), which provides very high surface coverage and appears to be faster than other methods. Contact System Purchasing and Support Services for information on vendor contracts.

5. Technology Needs and Telecommuting

5.1 Technology Needs

AITIS and Client Services from Technology Services coordinated an assessment of supplemental technology needs for System Office employees to facilitate working in a hybrid mode of telecommuting part time and working from the office part time over the next several months. There may be additional technology needs for our employees to facilitate this transition as well as to support increased telecommuting in the future.

In planning for meeting these new requirements, we have identified several options to fulfill these needs including:

- Ordering and deploying new laptop computers, monitors, and other equipment. We began deployment of machines on June 1 for higher priorities.
- Redeploying desktop computers so individuals without a laptop have a desktop machine both at home and in the office.
- Redeploying surplus monitors.

Client Services has in place a process for no contact delivery to deploy any new equipment. Based on location, there may be limitations on the ability to deploy this hardware and we are continuing planning to work within any distinct location-based restrictions. This plan will continue to evolve once we have the demand assessment and can better detail rollout plans.

5.2 Telecommuting Policies

The System Offices Telecommuting Policies and Guidelines has been revised to adapt to the current environment. All employees should have an updated agreement, approved by the unit, on file with System HR. The System Offices Telecommuting Policy and Form can be found at https://www.hr.uillinois.edu/system_office_employees/system_offices_policy_and_compliance/telecommuting_guidelines.

6. Communication Plan

Clear, effective communication with employees, managers, and supervisors is critical to implementation of new or revised policies, procedures, and working guidelines. Planned communications will be disseminated throughout the summer/fall.

6.1 Employee Communications

Communications to employees should clearly explain new or revised policies and procedures. Employees should be able to quickly understand any new expectations or responsibilities that they are expected to fulfill. Most of all, communications should provide a sense of security and understanding of

how the System Offices is protecting employee safety. A proposed communication plan is in Appendix A.3.

Communications to System Offices employees are available on the System HR website at https://www.hr.uillinois.edu/policy/covid-19_resources.

6.2 Training

System HR will provide training for employees, supervisors, managers, and leadership beginning no later than July. Employees at all levels should have full understanding of any new policies and procedures, and such training should be provided before returning to the workplace. Supervisors and managers should be trained to manage an employee who exhibits symptoms consistent with COVID-19 while at work, and any updated policies such as the use of leave time. Training will be updated frequently to be consistent with new guidance or new understanding of COVID-19.

7. Employee Health Screening

Health screenings prior to the start of work may help identify infections and prevent further spread. However, health information confidentiality, employee privacy, and equipment availability must be considered. Employees will be asked to self-screen for symptoms each day by following the [CDC guidelines and recommendations](#). Any employee exhibiting symptoms should not report to work and should immediately contact a healthcare provider for COVID-19 testing. An employee who contracts COVID-19 should remain isolated at home for a minimum of 10 days after symptom onset. Per IDPH, they may leave isolation after feeling well for at least 72 hours without medication, OR after having two negative COVID-19 tests in a row, at least 24 hours apart.

7.1 Household Members

If an employee's family or household member exhibits symptoms of COVID-19:

- The employee should stay home; the employee may work remotely, if feasible, while the household member is unwell.
- The employee may return to work if they are asymptomatic and after the household member is free of a fever for three days and at least ten days from when symptoms began.
- Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the most recent contact with the infected person. The employee should seek a COVID-19 test as well.
- Provide employee with possible COVID 19 leave options under FFCRA https://www.hr.uillinois.edu/leave/coronavirus_response_act

7.2 External Visitors

- Where possible, limit contact between office employees and external visitors.
- External visitors, such as suppliers, should be asked prior to entry if they are exhibiting any symptoms of COVID-19. If practical, taking the visitor's temperature with a touchless device is encouraged.
- Keep a log of all visitors who enter the office (to aid in contact tracing, if needed).
- Visitors should wear a face covering at all times (System Offices will provide disposable face coverings for visitors).

8. “Restore Illinois” Plan

“Restore Illinois” is the name of the plan created by Governor Pritzker and the Illinois Department of Public Health (IDPH) to guide economic and social recovery. The plan is divided into five phases, with each phase having objective triggers, applied individually to each of four regions in the state. The full document can be seen here:

<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>

The four regions of Restore Illinois are based on clusters of existing Emergency Medical Services regions:

- Northeast (includes UIC)
- North-Central
- Central (includes UIUC and UIS)
- Southern

The phases of this plan are as follows:

- Phase 1, Rapid Spread. The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.
- Phase 2, Flattening. The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region experienced flattening as of early May.
- Phase 3, Recovery. The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.
- Phase 4, Revitalization. The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.
- Phase 5, Illinois Restored. With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

As of May 29, all regions are in Phase 3. It is important to note that regions may move backwards (for example, from Phase 3 to Phase 2) if conditions worsen. If and when a return to the workplace is allowed, strict guidelines must be in place and regularly updated to protect members of the university community from infection. Regular analysis of the Illinois Department of Public Health’s [“Restore Illinois”](#) recommendations should be performed to align these guidelines with best practices and guidance based on the current state in Illinois.

9. Travel

These Travel Guidelines are intended to provide directors/department heads of System Offices units with guidance on determining when System Offices employees in their unit can travel. Travel addressed by these guidelines covers commuting to campus via public transportation, intra-campus travel, other travel within the US, and international travel. The health and safety of our employees is first and foremost. In general, work-related professional travel is discouraged right now, both for health reasons related to COVID-19 and for budgetary reasons (see June 2nd memo [“Financial Update”](#)). Decisions regarding any essential travel should be made in alignment with the guidance summarized below. Consideration should be given to restrictions that might differ at the destination location from the departing location.

9.1 Executive Orders & State Guidance

Consult any active Executive Orders to Shelter-In-Place. Adhere to any requirements or restrictions on travel. Executive Orders can be found at: <https://www2.illinois.gov/government/executive-orders>

The Restore Illinois Plan outlines four phases:

- Phase 1 – Non-essential travel is discouraged. System Offices employees are prohibited from traveling for business reasons, including from one campus to the other, unless approved by the respective Vice President or President.
- Phase 2 – Non-essential travel is discouraged. System Offices employees are prohibited from traveling for business reasons, including from one campus to the other, unless approved by the respective Vice President or President.
- Phase 3 – Travel should follow IDPH and CDC approved safety guidance (see below). System Offices employees are prohibited from traveling for business reasons, including from one campus to the other, unless approved by the respective Vice President or President.
- Phase 4 – Travel should follow IDPH and CDC approved safety guidance. System Offices employees may travel for essential business purposes only as determined by the department.

The Illinois Department of Public Health (IDPH) provides guidance to slow the spread of COVID-19 into the US, including recommendations to postpone or cancel travel to countries that have a Level 3 CDC Travel Health Notice. IDPH also provides guidance on actions the traveler should take upon returning to the US from a Level 3 Travel Health Notice destination.

IDPH also works with state and local public health partners to implement after-travel health precautions. Consult your local public health partners’ websites for current information.

9.2 Centers for Disease Control and Prevention Guidance

Provides guidance on travel within the US, travel recommendations by country, and guidance upon returning from international travel. Generally, all people should avoid travel as much as possible.

If travel is not avoidable, CDC recommends following strict hygiene and social distancing guidelines. Additionally, do not dine in at restaurants. All modes of travel are made less of a risk by maintaining distance from others as much as possible, inside and outside the vehicle.

If staying in a hotel or motel:

- Take the same steps you would in other public places, including hand washing and social distancing.
 - Immediately on arrival, clean and disinfect high touch surfaces – such as tables, doorknobs, light switches, desks, phones, remote controls, toilets, and faucets.
 - Wash any plates or silverware before use.
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Appendix A. Resources

A.1 Agency Guidance

- Restore Illinois – Phase 3 Resources
 - [Phase 3 Guidelines for Offices](#)
 - [Restore Illinois Signage](#)
 - [Overview Posters](#) (see page 3, Office Reopening Guidelines)
 - [Checklist for Businesses](#)
- Centers for Disease Control and Prevention (CDC)
 - [Guidance for Businesses and Employers](#)
 - [Cleaning and Disinfecting Guidance](#)
- Illinois Department of Public Health (IDPH)
 - [Restore Illinois Plan](#)
 - [Workplace Health and Safety](#)
- Occupational Health and Safety Administration (OSHA)
 - [Guidance on Preparing Workplaces for COVID-19](#)
 - [Worker Exposure Risk](#)
 - [Key OSHA Standards for COVID-19](#)
- Equal Employment Opportunity Commission (EEOC)
 - [COVID-19 and EEO Laws](#)

A.2 University of Illinois System COVID Resources and Plans

- [Urbana-Champaign](#)
- [Chicago](#)
- [Springfield](#)
- [System](#)

A.3 System Offices Employee Communication Plan

GOAL	STRATEGY	PLATFORM(S)	MESSAGE	TIMING / DATE
Update staff on task force work	Email SO staff	Email	Update on what the task force has been doing	June 15 or 16
Update Directors on recommendations	Email to Directors	Email	Upcoming webinar for supervisors to help prepare to return to campus	June 22
Update supervisors on guidelines	Zoom webinar	Webinar	Go over guidelines. Answer questions.	June 23
Update all SO staff on recommendations	Email to all SO staff	Email	Present guidelines	Week of June 29
Help supervisors and staff plan for return	One-page handout	Handout	Format the recommendations. Here are the basics of social distancing, hygiene, etc. that your unit will need to follow before people return to campus. Here's where you can get PPE, request cleaning, request barriers...	Late June
Help staff feel informed	Online FAQ	Online FAQ and resource guide	Staffing; facilities, PPE, cleaning, vulnerable populations, remote working, childcare, signage, budgets, etc.	Late June
Help staff feel informed	Regular communication (every 2 weeks)	Barb's newsletter "light"	Stay in touch, couple of bullet points in each one, short messages	July 15, August 1, August 15
Help staff feel informed	Provide initial update on President's Management Council workgroups and planning	Massmail to SO staff	Barb and Avijit are on chairing committee; here's an update and when you will hear from us with more. You will see plans from the universities, and these may or may not match what we are doing in System Offices. Remote working extended.	Complete 5/29
Engage staff/show leadership response	Leadership speaks directly to staff and provides updates	Zoom webinar; post recording online	Thank you and updates	Friday May 8 11:00 AM
Assess staff --see HR survey	Survey	Online survey	How are you doing? What resources do you need?	Complete

A.4 Returning to the Workplace Preparation Considerations

When developing your unit's plans for returning employees to the workplace, review the following considerations:

- ✓ Designate a COVID-19 point of contact for the unit and ensure all employees, System HR and your Vice President are aware of who that person is.
- ✓ Determine if certain positions need to return first, such as those who serve students, those who provide in-person customer service, or those that are not as effective remotely.
- ✓ Take into consideration the preferences of individual employees, particularly those who may be high-risk.

- ✓ Consider what customized methods or processes you will need to put in place based on your physical location, office set-up, operations, etc.
- ✓ Allow ample time to prepare public spaces for following social distancing guidelines.
- ✓ Determine where you will store disposable face coverings for easy and quick access for visitor.
- ✓ Determine how deliveries will be handled and prepare any needed signage.
- ✓ Consider any unique circumstances that need to be addressed before your employees return. Access the appropriate resources to help address those circumstances.