ALTOGETHER EXTRAORDINARY

UNIVERSITY
OF ILLINOIS
SYSTEM

System Offices
Returning to the Workplace

June 23, 2020

FIRST ORDER OF BUSINESS...

PLANNING FRAMEWORK

o First and foremost concern – health and safety of employees, students and university communities

o Support the proven efforts to mitigate the spread of COVID-19

o Follow the State's phased plan

o Need for flexibility and adaptation

o Continue exceptional performance, productivity and job satisfaction

o Units may have different plans for returning based on many factors – location, functions, student focus, size, higher-risk employees, office structure (offices vs cubicles), etc.

WHEN ARE WE RETURNING TO THE OFFICE?

o Remote working will continue at least through the summer and potentially through the fall and early winter
  o Employees whose primary function is student support will be equipped with knowledge, equipment and environments needed to minimize risk of exposure
  o Different areas of the state may have different guidelines
o Empathy for employees' individual circumstances
  o Flexible and accommodating
  o High risk – 65+ or with certain underlying medical conditions
  o Young children – school fall schedules
  o Responsibility for family members

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JUNE/JULY/AUGUST

If a unit has essential employees who must work on-site, the unit director/department head must do the following:

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

PHASED AND GRADUAL RETURN TIMELINE

o **Phase 4** to start as early as June 26 – continue to minimize risk to employees
- o Majority of employees continue to work remotely (if able), at discretion of unit/manager/director

o **Phase 5** – determine long-term approach
- o Implement long-term hybrid remote/in-office working arrangements
- o Continue to meet operational needs
- o Promote employee productivity and job satisfaction

GUIDELINES
FOR
RETURNING TO THE WORKPLACE

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SOCIAL DISTANCING & PERSONAL PROTECTIVE EQUIPMENT (PPE)

o Governor Pritzker's Executive Orders & CDC
o **MAINTAIN A DISTANCE** of at least six feet away from others at all times (signage installed in university buildings)
o **FACE COVERINGS REQUIRED**
  o When unable to maintain six-foot distance
  o When in elevators, common areas, hallways, lobby, break/copier areas, restrooms, etc.
o **WASH HANDS**

SLOWING/PREVENTING THE SPREAD

o In-person meetings – avoid if possible

o Guests – consider appointment only

o Elevators – no more than two people

o Office space – close doors; reconfigure space

o Schedules – modified and/or staggered

o Equipment – do not share; disinfect

o Common office areas (kitchen, printer, door knobs, counters, etc.) – wear face coverings; disinfect regularly

EXTERNAL VISITORS

o Limit contact between office employees and visitors

o Ask visitors if they are exhibiting any symptoms of COVID-19

o Keep a log of all visitors to aid in contact tracing

o Require face coverings at all times

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PREPARING TO RETURN

o System Office is providing to units:
  - o Five (5) reusable face coverings per employee
  - o Disposable face coverings for visitors
  - o Disinfectant wipes
  - o Hand sanitizer (refillable pump bottles)
  - o Paper towels
  - o Gloves

SYSTEM OFFICES WORKING GROUP

o Implement Management Council's recommendations

o Work with each unit in implementing health safety protocols

o Assess unit needs based on unit return to workplace plan – university facilities and rented space

o Ensure communication

o Summary due July 29

HEALTH SCREENINGS FOR ON-SITE EMPLOYEES

o Employees should **self-screen** each day
  - o Follow CDC guidelines and recommendations
  - o Employee with symptoms – **DO NOT** report to work, contact healthcare provider for testing
o Employees who **contract COVID-19**
  - o Isolate at home for *at least* 10 days after symptoms
  - o May leave isolation after feeling well for *at least* 72 hours without medication, or
  - o Having two negative COVID-19 tests in a row, at least 24 hours apart

EMPLOYEES WORKING ON-SITE

o **STAY HOME/SEND HOME** if not feeling well or exhibiting symptoms (wait 24 hours to clean office/workspace)

o If an employee tests positive for COVID-19, **contact System HR** *immediately*

   o Contact tracing protocols may be initiated

   o Employee may be required to provide a release from health care provider

   o UIC employees should contact Health Services for follow-up

   o System HR provides employee with COVID-19 leave options under FFCRA

   o Employee may work remotely if desired and able

EMPLOYEE'S FAMILY OR HOUSEHOLD MEMBER

o Employee's family or household member exhibits symptoms or feels ill

    o Employee should **STAY HOME** and work remotely, if feasible

    o Employee may return to work if they are asymptomatic and after household member is fever free for three days and at least 10 days from when symptoms began

    o Quarantine for 14 days if a co-worker or if you have had close contact to any other person who is diagnosed with COVID-19

EMPLOYEES AT HIGHER RISK

o Employees age 65+ or with certain underlying medical conditions

    o Be as flexible and accommodating as possible with return to work schedules

    o Units/supervisors should make every effort to provide an informal accommodation

    o Employees may request an accommodation if duties/functions do not support continued remote working or informal arrangements

TECHNOLOGY & TELECOMMUTING

o AITS & Client Services from Technology Services coordinated an assessment
- o Ordering & deploying new laptops, monitors, other equipment
- o Redeploying desktop computers for both home and office
- o Redeploying surplus monitors
- o Will provide no contact delivery, with some limitations

o System Offices telecommuting policies & guidelines revised

TRAVEL

o Work-related professional travel is discouraged for both COVID-19 and budgetary reasons
o Adhere to Restore Illinois Plan and specific phase guidance
  o Phase 3 (current) – business travel prohibited (including between universities), unless approved by VP or President
  o Phase 4 – travel should follow IDPH and CDC approved safety guidance
    o Employees may travel for *essential business only* as determined by department
o Follow strict hygiene and social distancing guidelines if travel is not avoidable

COVID-19 TRAINING

o Online self-paced training
  o How COVID-19 spreads
  o Preventative measures to reduce the spread
  o COVID-19 resources
o Approximately 15 minutes to complete

o Required of all employees

o Will be deployed this summer

o Employees should complete by early fall

CHANGE MANAGEMENT TRAINING

o Free, instructor-led, virtual sessions starting in July

o Five Sessions (60-90 minutes each)
1. Overview of Change Management for Leaders
2. Leaders' Role During Times of Change
3. Using ADKAR to Assess Employees' Movement through Change
4. Identifying and Addressing Resistance to Change
5. Reinforcing Employees' Adoption of New Behaviors & Practices

RETURNING TO WORKPLACE CHECKLIST

✓ 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.

RETURNING TO WORKPLACE CHECKLIST

✓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 visitors.

✓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.

WHAT DO I NEED TO DO NEXT?

- ✓ Review the *System Offices COVID-19 Returning to the Workplace Guidelines* in detail
- ✓ Review the *Guidelines* with staff
- ✓ Follow the Checklist in the *Guidelines*
- ✓ Start assessing your on-site staffing needs, office space, staff preferences/needs, etc.
- ✓ Reinforce and follow the protocols for slowing/preventing the spread
- ✓ Watch for an email about the Change Management sessions and COVID-19 training
- ✓ Contact System HR with any questions

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RESOURCES

- COVID-19 Resources - https://www.hr.uillinois.edu/policy/covid-19_resources

- Telecommuting Guidelines - https://www.hr.uillinois.edu/system_office_employees/system_offices_policy_and_compliance/telecommuting_guidelines

WHO TO CONTACT

HR / Staffing / Leaves / Training
System Human Resource Services
217-333-2600
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PPE/Supplies
System Purchasing & Support
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Workgroup for Return Plans
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Technology/Equipment
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Q&A

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