

Planning Framework for Returning to Campus

Goal: Transition employees to return to campus beginning July 2021; offer as many face-to-face classes in fall as feasible given safety considerations; offer full range of support services on campus at some level in fall; full return of all employees on January 4, 2022.

Assumptions: Vaccines continue to become more readily available; the governor opens the state on June 15 and the public health situation permits returning in a responsible manner.

Phases:

April–June: Selected return of employees based upon business necessity and ability to provide safe working environment.

July–December: Transition period; phased return for all employees to work primarily on campus, depending upon workspace restrictions; individual extenuating circumstances to be evaluated by the manager and Human Resources.

Limitations: (Assumes the requirement for 6 feet of distancing remains in effect)

- Capacity to physically distance in classrooms, laboratories and hallways
 - May require adjustments to class schedule times for in-person classes
- Capacity for students to be on campus to access remote classes (i.e., on campus class at 10 am and remote class at 11:30 am)
- Workspaces that do not lend themselves to properly distance; may require physically relocating workspace to a safe location depending upon business need
- Capacity to pivot and mobilize

Action Steps:

- Consider recommendations/considerations of the repopulation teams and begin to implement
- Conduct external engineering assessment of the ventilation system; prioritize external assessment based upon the priority for various spaces to be used for spring/summer/fall.
- Identify barriers and begin to find solutions
- HR to research vaccination policies; confer with other colleges in the region
- HR to update training videos and forms; including remote work policies and protocols
- Presidents to work with their leadership teams/cabinet

- Business Services to work with VPAs on action plans for facilities and expedite procurement
- PIOs to develop talking points
- PIOs to work on information campaign for students and the community

Next Steps: (Identify timelines for each)

- Mobilize teams to assess capacity: equipment/technology, classrooms/laboratories, passing times, scheduling/staggered passing times etc.
- Establish criteria that will determine the business need and safety standards for return.
 - Job responsibilities related to preparing to reopen
 - Improved efficiency and effectiveness of completing job responsibilities
 - Office space allows for safe distancing
 - Shared space has Plexiglas for visitors and other employees who visit
 - Proper ventilation in place
 - Other supports in place for employees
- Human Resources develop FAQs (vaccinations, testing, accommodations, safety measures in place, training videos)
- PIOs to develop talking points
- VPAs to prepare inventory of all equipment that left campus to determine replacement needs
- Human Resources to provide training to all managers (at same time)
 - Clear delineation of manager responsibilities to protect the safety of their employees and students
- Develop and publish ventilation testing/cleaning schedule
- VC Abushaban to take the lead to work with Bill McGreevy and Nicole Salgado on an action plan for facilities preparation
- Create web presence related to returning to campus