Phased Return of Staff

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Please note…

- The phase dates <u>are not</u> finalized.
- The tentative dates listed provide general guidance for action items needed for staff to return to work.
- Suggested policies listed are only in draft stages.
- Students ability to return is being researched and developed by Rhonda, Gladden, David Taylor (Budd Group), Boone Hopkins, and other designated members of the COVID-19 taskforce.

The New Normal

- Returning employees to the workplace during and after the COVID-19 pandemic won't be as simple as announcing a reopening or return-to-the-workplace date and carrying on business as usual. Not only will many workplaces be altered initially, some changes may be long term, even beyond the imagined "finish line" of a widely available vaccine or treatment.

Phase One

- Phase One - June 15th (Summer Hours begin)

- Return to work guidance for supervisors drafted and shared with COVID-19 taskforce includes:

  - Health and safety expectations

  - Self-temperature check guidance

  - Supervisor expectations

  - Review of appropriate policies

Phase One

- Trainings identified for supervisors and staff
  - "Your Guide to PPE"
  - "PPE - What Employees Need to Know"
  - "COVID-19 Pandemic Response"
    (This course covers the rapidly evolving COVID-19 pandemic and separates the myths from the facts so you can protect yourself and those around you in uncertain times. It features important tips on social distancing, as well as steps to follow to avoid exposure, reacting to infection, and maintaining good mental health during times of uncertainty.)
  - Additional trainings are available to ensure compliance and safety expectations/standards.

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Phase One - Staffing

- The Phase one priority is to return staff whose roles are essential to safety and preparing the campus for fall as well as those who cannot effectively perform their roles from home and are critical to ongoing operations. (Essential and Nonessential employees).

- **Those in vulnerable populations should remain off-campus. Supervisors need to be flexible to accommodate per ADA and EEOC guidelines.**

- Employee Health Self Screening - Self-Isolation and Self-Quarantine policies drafted.

- COVID-19 Self-Screening Form drafted.

Phase One - Hygiene

Conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness.

- **Social distancing -** Stay at least six feet apart and be mindful of enclosed spaces. Facilities to coordinate with departments to determine areas to be marked as 6ft., install plexiglass shields for front line customer service employees, communications will draft language for consistent signage regarding social distance requirements. (Social Distancing Policy drafted per CDC guidelines.

- **Handwashing -** Wash hands often. (Ensure preventing the spread of COVID - 19 posters are up with this reminder).

- **Face coverings -** Wear in public and when social distancing is not possible. The college/employee will provide coverings. (Face Mask Policy drafted and shared with COVID 19 taskforce).

- **Cleaning -** Clean and disinfect frequently touched surfaces daily. Keep common areas closed. Budd Group should follow guidelines provided by CDC.

Phase One - Innovation

New methods and ideas for effective, safe, work practices.

- **Telework** should continue for most employees. **(Guidelines for working remotely continues).**

- **Scheduling -** Consider staggered days and hours to limit the number of people in workspaces.

- Consider changes in **layout and design** to create natural separation. One-traffic patterns throughout workspace.

- Processes- Identify and digitize paper processes. **(Zach/external source could offer professional development -Adobe, Softdocs, etc.)**

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Phase Two – July?

- Continue the staffing, hygiene, and innovation guidelines.
- Bring back additional personnel to increase unit capacity and functionality as needed.
- **Those in vulnerable populations should remain off-campus. Supervisors need to be flexible to accommodate per ADA and EEOC guidelines.**
- Refine workspace habits on social distancing and hygiene as needed.
- Gathering (#) depending on guidance from CDC, SCDHEC, or other ordinances.

Phase Three - Aug?

- Continue the staffing, hygiene, and innovation guidelines.
- Bring back additional personnel to increase unit capacity and functionality as needed.
- **Those in vulnerable populations should remain off-campus. Supervisors need to be flexible to accommodate per ADA and EEOC guidelines.**
- Refine workspace habits on social distancing and hygiene as needed.
- Gathering (#) depending on guidance from CDC, SCDHEC, or other ordinances.
- Return to **"new normal"** with full staff while continuing to utilize telework, scheduling, and other measures to maintain social distancing and flexibility.