COVID-19 RETURN TO WORK WHAT WE KNOW

UNIVERSITY OF
South Carolina

DISCLAIMER

As the return to work guidelines are being developed, the Division of Human Resources will discuss what we know about return to work, and we will address any questions or concerns. As these are being developed, they are also subject to change.

RETURN TO WORK – WHAT WE KNOW

- In-Person and On-line Instruction will begin Fall 2020

- Phased Approach of Faculty, Staff and Students Returning in a Responsible Manner

- Timing of return is based on operational requirements, the health and safety of our employees.   Employees should only return to campus when instructed by their supervisor. Most employees should expect to continue working remotely during this time.

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RETURN TO WORK – WHAT WE KNOW

- The first phase of return should include only those employees who are necessary to perform essential tasks, including the task of preparing the workspace and verifying that it is ready for others to return, and those who cannot effectively perform their roles from home and are critical to ongoing operations.

- Workspaces must be arranged to support adequate distance between employees and protocols should be established to minimize risks in shared spaces.

- No more than 30% of your employees should be included in each subsequent phase of your return. This will allow for time to assess the effectiveness of planning and make any needed adjustments.

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RETURN TO WORK – WHAT WE KNOW

- Employees are to maintain social distancing in the workspace at least 6 feet apart.

- Remote work assignments should continue as needed to stagger returns, reduce the number of employees in the workplace, and accommodate individuals who are at higher risk or have caretaking responsibilities.

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RETURN TO WORK – WHAT WE KNOW

Phased return of employees, consider the following factors along with your general business requirements:

- each employee's overall risk profile,

- the obligation of the employee to provide dependent care, and

- the suitability of the position for remote work.

- Managers/supervisors should work closely with employees to determine how to maximize productivity while minimizing health risks and remaining sensitive to specific needs and the circumstances created by closures of elementary and middle schools, daycare facilities, and summer camps.

RETURN TO WORK – WHAT WE KNOW

Approach to Work to Ensure Flexibility and Social Distancing

- Adjust work schedules.
- Stagger start and end time of shifts to avoid congregation.
- Limit the number of people in the workspace.
- Alternate days for personnel.
- High risk/vulnerable employees should not return during Phase 1 and should work remotely.
- Employees who can effectively work from home and presence is not required to support the return of students and university functions should continue working remotely.

RETURN TO WORK – WHAT WE KNOW

- Common areas, including break rooms or meeting rooms, where individuals are likely to congregate should be restricted to single use wherever possible.

- Meetings should be conducted via conference call or video conferencing whenever possible.

- One-way flow of movement through offices where feasible.

- Limit face-to-face interaction when possible. Appointments may need to be scheduled instead of walk-ins.

RETURN TO WORK – WHAT WE KNOW

- Expanded cleaning of high touch areas.

- Remove high touch areas such as trash can lids.

- Elevators and stairwells should be limited to number of employees. Signage may be needed.

- Employees should be trained on public health guidance, specific guidelines, and information about properly donning/doffing PPE and cleaning and disinfection.

RESOURCES FOR RETURNING TO WORK

- Face masks for personnel.
- Work environment allows 6 ft social distancing or other mitigation strategies are in place to reduce the risk of infection.
- Consider tape or other physical means to demark 6 ft distances where practical.
- Check-in, reception areas and other defined spaces may need sneeze guards.
- UofSC is currently working on obtaining boxes of commonly needed items to assist departments with safety. Box to contain hand sanitizer, disinfectant spray, disinfect wipes at a minimum. Estimate needed quantities based upon department/unit size.

EMPLOYEES RETURNING TO WORK

- Employees should be regularly reminded to not report to the workplace if sick and/or experiencing symptoms of COVID-19.

- Stay home if sick.

- Frequently wash hands with soap and water for 20 seconds or use hand sanitizer with at least 60 percent alcohol.

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EMPLOYEES RETURNING TO WORK

- Avoid face touching – eyes, nose, mouth, etc.

- Face masks should be worn when in shared workspace/room.

- Wipe down your workspace with disinfectant several times per day and before you leave.

- Employees should conduct daily COVID-19 monitoring.

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EMPLOYEES RETURNING TO WORK

Notifications of Exposure

- COVID-19 Employee Exposure Notice

- COVID-19 Potential Employee Exposure

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RETURN TO WORK SURVEY

- 3317 Staff surveyed
  - 2708 responded
  - 82% response rate

- 2,614 Faculty surveyed
  - 1,886 responded
  - 72% response rate

- 1,770 Graduate Assistants surveyed
  - 877 responded,
  - 63% response rate

RETURN TO WORK SURVEY

USC Role	Request an accommodation	Response	Percent
Faculty	No	1375	72.91%
Faculty	Yes	511	27.09%
			100%
Graduate Assistant	No	777	88.60%
Graduate Assistant	Yes	100	11.40%
		2763	100%

*Some of the accommodations requested do not necessarily reflect remote work – it may be a larger classroom or to be able to be 6 feet apart, etc.

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RETURN TO WORK SURVEY

- **Responses:** This tab includes those employees who responded to the survey and their answers.

- **No Response:** This tab contains employees in your area who did not provide a response to the survey. **We are requesting that you follow up with each of these employees to gather information requested in the survey.** We have provided the department and supervisor; you may want to use this information to disseminate the spreadsheet for assistance in collecting the data. Email addresses and phone numbers have been included to assist in contacting the employee.

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RETURN TO WORK SURVEY

- **Faculty Non-Responses:** Faculty who did not respond and who will be teaching in the fall, please contact and email survey answers to Lynzie Adams at ADAMSLJ4@mailbox.sc.edu by COB Friday, May 15th.

- **Return to Work Plan:** This tab contains a current roster of your employees. This roster is to be used as a baseline to begin to plan for the phased return to work for your college/division.

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RETURN TO WORK SURVEY

- **Tab 3 - Added columns to assist**

RESOURCES

DHEC's Guidance on Return Work

https://www.scdhec.gov/sites/default/files/media/document/DHEC-Employer-Return-to-Work-Guidance-05.05.2020_1.pdf

Centers for Disease Control and Prevention's Reopen Guidance on Cleaning and Disinfecting

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

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FURLOUGH – WHAT WE KNOW

- Joint Resolution of Mandatory Furlough passed May 12th
- Employees will not be paid their salaries for days furloughed
- No decision on number of days – may be tiered approach
- Annual and Sick Leave will still accrue
- Benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.

FURLOUGH – WHAT WE KNOW

- Exempt employees must be taken for five (5) full days in the same work week in order for the employees to maintain their exempt status. Can not work during this time or exemption status is jeopardized

- Non-exempt may take furlough in half or whole day increments.

- Furlough will be tracked in iTAMS.

QUESTIONS?

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THANKS!

Division of Human Resources

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