Unit Deployment Team HR Representative Guidelines (June 2, 2020)

The University of South Carolina (University) has mandated a 4 phased plan for the return of faculty, staff and student employees to return to work to the Columbia campus over the summer months in order to prepare for the campus to be fully open and operational at the beginning of the fall semester. The overall guidance from the University is intended to safely and deliberately return our employees to the campus. Please note that as knowledge and understanding of the coronavirus (COVID-19) continue to evolve, plans and guidance will be updated as appropriate. The full UofSC Return to Work plan is available here: https://sc.edu/safety/coronavirus/employee-policies-procedures/return_to_work_plan/index.php

The College of Arts and Sciences has provided each unit with the survey results of the Return to Campus/Return to Work survey sent out by University HR to be used in the development of the phased approach. As the designated HR contact, the following additional information is provided to assist you. You are encouraged to visit the Return to the Workplace website frequently to stay informed of changes to campus operations.

CAS Return to Work Planning and Management Team: The CAS Return to Work Planning and Management Team (RTWP) is here to support the phased re-opening across the college:

- Hanno zur Loye, Associate Dean (Academics) (Chair)
- John Moring, Director (Space and Facilities) (Vice-Chair)
- Derlene Lowder, Chief of Staff/Assistant Dean (Human Resources and Budget)
- Pam Hayes, Deputy Chief of Staff (Human Resources and Employee Relations)
- Elise Ahyi, Assistant Dean (Planning)
- Bryan Gentry, Director (Communications)
- David Mullaney, Director (Technology)

Unit HR Contact Responsibilities: The Division of HR Responsibilities of the HR Contact on the Deployment Team document (attached) outlines your role in the Return to Work process. As the HR contact for your unit deployment team, you will be responsible for answering questions (or finding the answer to a question) and serving as one of the primary contacts for communications and determining the needs of your unit.

PHASE 1 (JUNE 1 – JUNE 21)

Please note that while the University has established a cap of 30% for each phase, you will need to work with your Unit Deployment team to determine the appropriate number of employees that your space can accommodate safely. If you have any concerns or questions, please contact John Moring, CAS Director of Space and Facilities Planning, via email.

Return to Work Notification Letters: Even though many employees were cleared to work on campus previously this spring, under this initiative all of these employees will have to be re-certified. All employees working on campus currently will need to receive and complete a CAS Return to Work notification letter and send a signed copy back to you, their unit HR contact.
To assist you with this process, the Dean’s Office has generated a batch of Return to Work notification letters for all employees in your unit who submitted Daily Health Screening forms yesterday, June 1.

The letters will be sent to you as a single Word document and will need to be separated. Each employee should receive an individual notification letter, sign the letter to confirm that they understand the required procedures and have completed the required online trainings, and then return it to you. Signed copies of the notification letters should not be sent to CAS HR; they should be retained at the unit level.

Going forward, as additional employees in your unit are approved to be on campus, either later in Phase 1 or in future phases (subject to the 30% limit), please use the updated CAS Return to Work Notification letter template to generate and distribute the notification letters as necessary.

**Online Daily Health Screening Forms:** Each day, employees working on campus will have to complete the CAS online Daily Health Screening Form and submit to you.

- As the Unit HR contact, you will receive an email confirmation each time a Daily Health Screening Form is submitted.
- We have also created a web link that you can use each day to review and/or download a summary of all of the submitted form data by your unit employees. (You should have received this link on June 1; if you did not receive the link, please contact your CAS HR contact.)
- You should continue to submit the Daily COVID-19 Census Report to CAS HR Office using this form data by **10:00 a.m. each day**. Please note that all unit employees must be included in the daily census reports, regardless of whether they have been approved to be on campus by the CAS Office of the Dean or the Office of Research.

**Required Training for Returning Employees:** You are also be responsible for ensuring that those employees who will be returning to campus have completed all University HR online training.

**PHASE 2 (JUNE 22 – JULY 13)**

All guidelines and requirements established for Phase 1 above continue to apply to all phases. You will need to continue to work closely with the other members of your Unit Deployment Team to ensure that the number of people in the workplace does not exceed guidelines provided for social distancing (6-feet) based on available space.

Considerations for all employees:
- Ensure appropriate adjustments are made to the workplace to ensure/prepare a safe environment, i.e., placing plexiglass or other barriers that limit the connection to other
workstations or greeting areas. (Contact John Moring regarding the placement of sneeze guards that have been ordered for the College’s distribution.)

- Work with supervisors/managers to distribute notice to employees of expected return to work notices.
- Work with your unit’s Facilities Point of Contact to ensure employees have access to face coverings provided by the University.
- Working with department chair or unit director, adjust work schedules to limit the number of people in the workplace by adjust start and end times, alternating on-campus workdays, and if necessary, adjusting entry and exit points.
- High-risk and vulnerable employees should remain working remotely.
- Consideration must be given to those employees who have family obligations, i.e., childcare, caring for an elderly parent, that require special adjustments to working remotely.

PHASE 3 (JULY 14 – AUGUST 3)
PHASE 4 (AUGUST 3 – END OF ACADEMIC YEAR)

All guidelines and requirements established for Phase 1 and 2 above continue to apply to all phases and will be adjusted based on future guidance to be provided by the University.

Please know that our goal is to provide a safe environment for all our employees and students while continuing our commitment to providing the highest level of excellence in education. Please do not hesitate to contact any member of the CAS RTWP team with your concerns or questions.

Other resources:
COVID-19: Employee Policies and Procedures
COVID-19: Guidelines for Returning to the Workplace

cc: Unit Deployment Teams
    CAS Chairs and Directors
    CAS RTW Management and Planning Team