

RESPONSIBILITIES OF THE HR CONTACT ON THE DEPLOYMENT TEAM



- Works alongside supervisors and managers and the Facilities Point-of-Contact to ensure appropriate adjustments are made to the workplace to provide a safe environment.
- Works with College, Division, or Department leadership to determine which employees will return in each Phase.
- Works with supervisors and managers to distribute or distributes [notices to employees](#) of expected return-to-work date in a timely manner.
- Ensures supervisors and employees have access to face coverings provided by the university in a timely manner. May need to work with Business and Facilities Points-of-Contact.
- Works with managers and supervisors to ensure that each employee who reports to work in each Phase is completing the [COVID19 Daily Screening form](#).
- Determines the frequency and manner in which the COVID19 Daily Screening forms are maintained by the College, Division, or Department.
- Continues to complete and submit the Daily Census for reporting to the State.
- Serves as first line response to employee questions and concerns and refers employees to Employee Relations or Health Services if further assistance is needed.