

UNIVERSITY OF SOUTH CAROLINA RETURN TO WORK PLAN



UNIVERSITY OF
South Carolina



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DISCLAIMER

The **Return to Work Plan** has been developed. Should conditions during the summer change significantly or there is a resurgence of COVID-19 cases, the university will provide further guidance on institutional decisions and measures to be taken regarding the return of employees and students to campus

RETURN TO WORK PLAN

Return to Work Plan Communicated May 15, 2020

Phased Approach of Returning Faculty, Staff and Students

- Phase 1 - June 1 through June 21
- Phase 2 - June 22 through July 13
- Phase 3 - July 14 through August 3

RETURN TO WORK PLAN

Deployment Team

- Human Resources Point of Contact
- Business Manager Point-of-Contact
- Communications Point-of-Contact
- Facilities Point-of-Contact

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Deployment Team's Purpose

Responsible for answering questions and serving as the primary contact for communications within the department/unit and for determining the needs of the department/unit as the phase-in plan progresses.

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Human Resources Point of Contact Role

- Alongside with supervisors/managers and Facilities Point-of-Contact to ensure appropriate adjustments are made to the workplace to ensure/prepare a safe environment
- Works with College/Division/Department leadership to determine which employees will return in each Phase.
- Works with supervisors/managers to distribute or distributes notices to employees of expected return to work date (Resources –sample letter) in a timely manner
- Ensures supervisors/employees have access to distribution of face coverings provided by the university in a timely manner. May need to work with Business and Facilities Point of Contact.

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Human Resources Point of Contact Role

- 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 frequency and manner in which the COVID19 Daily Screening forms are maintained by the College/Division/Department
- Continues to complete and submit the Daily Census for reporting to State
- Serves as first line response to employee questions and concerns and refers employee to Employee Relations or Health Services if further assistance is needed

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Role of SOCR Team

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Phase 1 - June 1 through June 21

- No more than 30% of their workforce back to campus
- Doesn't need to be all returned on June 1
- High-risk and vulnerable employees should not return during Phase 1 & should remain working remotely
- Returning to normal functions should not be the focus of Phase 1
- Adjusting work schedules, limiting the number of people in the workplace, alternating workdays for employees, adjusting start and end times for employees, and adjusting entry and exit points should be considered to ensure flexibility and social distancing.
- Training and education, and signage must be in place prior to the return of employees

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Measures Include

- Health care monitoring of employees to ensure individuals do not come to work sick
- Face coverings are highly recommended in areas where 6 feet social distancing cannot be consistently achieved
- Face coverings will be required in designated areas on campus
 - Employees should be made aware of these requirements and requirements will be posted on the UofSC COVID-19 website
- Restricting or prohibiting non-essential visitors
- Utilizing video or phone conferencing instead of face-to-face meetings

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Measures Include

Workplace modifications:

- Reducing the number of workstations or staggering schedules/days of the week
- Placing plexiglass or other barriers that would limit the connection to other workstations or in areas such as check-in stations, customer service greeting areas etc.
- Reducing the number of chairs in waiting areas and classrooms
- Reassessing flow patterns throughout the building to allow for reduced contact and discourage congregation
- Increase ventilation air exchanges, if feasible
- Foot openers or propping doors open should be considered to avoid high-touch surfaces

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Measures Include

- Ensuring signage to encourage social distancing, hand washing, etc.
- Providing hand and respiratory hygiene products
- Working with the building manager and/or maintenance and housekeeping staff to ensure appropriate cleaning and sanitizing of the workplace, office, classroom etc.
- Restricting and/or prohibiting nonessential, university-related travel
- If vehicle travel is necessary, minimize number of occupants in the vehicle is highly recommended

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- COVID-19 Testing

What to do if an employee tests positive for COVID-19?

- Protocol
- Exposure Notifications

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How to Determine who should return in Phase 1

- Utilize Survey
- Discuss with Deans, Managers, Supervisors
- Discuss with Employees
- Who is considered “Essential”
- Employees who may not have been able to work remotely and need to return to their workspace
- No more than 30%
- Is **NOT** supposed to be back to normal operations in Phase 1

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Return to Work Email/Letter Template

- Welcomes the return of the employee
- Schedule Change – 7-day notice as required by SC Law
 - If no schedule change, as much notice as possible.
- Preventative measures
- Expectations as an employee

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Return to Work Email/Letter Template

- [Return to Work Guidelines](#)
- [Daily Screening Form](#)
- Training Videos
 - [Handwashing](#)
 - [Stop the Spread of Germs](#)
- [How to Safely Put on and Take Off Face Coverings](#)
- Certification Prior or First Day of Return

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Guidance for Managers/Supervisors – ER Concerns

- Supervisors need to have honest dialogue with their employees
 - Do not discount employee's concerns
- Employee's health issues must remain confidential
- Provide maximum flexibility regarding work from home requests
- Display consistency when making decisions
 - Guard against favoritism or perceived discrimination
- Remain flexible and expect that changes will be required
- Encourage employees to raise concerns through their chain of command

RESOURCES

- [University of South Carolina COVID-19](#)
- [Employee Assistance Program](#)
- [Department of Environmental Health and Environmental Control](#)
- [Centers for Disease Control and Prevention](#)

Call the COVID-19 Question and Answer Line at 803-576-8511.

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QUESTIONS?

THANKS!

Division of Human Resources

