

RETURN TO WORK RESOURCES WEBINAR: Q & A

Q and A from Return to Work Webinar 5.20.2020

SOCR

Q. What is SOCR?

A. SOCR stands for Summer Operations Campus Return. Among other responsibilities the SOCR team is charged with managing the aggregate number of people on campus including all employees across units and all students who need to be here in various capacities

Q. What period of time is the SOCR Team charged to review and track the total number of people on campus?

A. The SOCR Team's charge is for the summer, but this process will likely be needed through the end of July.

Measuring and Staying Below 30%

Q. Do our employees who have been reporting to campus during the closure are as essential workers count towards the cap of 30% for Phase 1?

A. Yes, these employees are to be counted as part of the no more than 30% in Phase 1.

Q. What is the public health recommendation for the total number of people to have on campus in Phase 1?

A. The recommendation is 2500, including both employees and students. If you have employees working well remotely, let them continue to do so during Phase 1.

Q. Is it okay if our college/division brings back less than 30% in phase 1?

A. Yes. 30% is the maximum and we expect many units to be below that limit.

Q. When you say 30% of our employees is that for all of the departments within our division combined or is it each department individually?

A. VPs or Deans are the ultimate decision makers about the numbers and can delegate if needed. Some areas may have operational requirements that involve bringing people back sooner. But if one unit brings people back quickly another will need to return more slowly.

Please remember it is up to 30% and a 30% return is not required. The more that areas that can do to keep numbers down as a whole, while meeting operational needs and testing our protocols, the better off we will be numbers wise.

Continuing Remote Work

Q. How should we handle the phased in return to work plan when someone requests to continue to work remotely without providing a reason and not self-identified as “high risk”?

A. If an employee is working effectively remotely, let them continue this way for now. Employees do not have to come back in Phase 1 just because they are not “high risk”.

Q. If an employee is in a high risk category or meets one of the criteria and is essential and wants to report to campus for work how should we address that risk?

A. The employee in a high risk category can come back as long as they follow the protocols established. We would encourage conversations between the employee and supervisor.

Q. How long should we allow high-risk employees to work at home, if they are able to work remotely effectively? August? October? Wait to decide?

A. If working remotely has proven to be effective in your area, then it may change how your workforce looks. Some areas are discussing maybe maintaining remote work as the new norm for their area. This is a decision for the College/Division to determine if they would like to have their employees to continue remotely.

Q. Should we complete telecommuting agreements if employees want to work remotely after the pandemic is over?

A. If you are looking at keeping a remote workforce then you should work on completing the telecommuting agreements. Please work with Employee Relations.

Health Concerns

Q. Do employees have to be tested for COVID-19 before returning to the workspace?

A. It is not required but highly recommended. Testing for the disease will be affordable and available to everyone.

Q. Are antibody tests available now for employees?

A. Yes, they are available currently. Please note that there may be a fee for this test. Currently antibody testing is not covered by insurance, or only under very limited circumstances (not just PEBA, this is most insurance plans). This could potentially change. At this point we prefer you

do the disease test and hold on the antibody test until we know more about reimbursement. If you feel sick or believe you had COVID-19, this would be a reason to get the antibody test.

Q. Does High Risk include if they live with or take care of a high risk individual?

A. Yes, CDC defines this as high risk.

Q. What should we do with essential personnel, whose job duties require them to be onsite, but who live with a high-risk family member?

A. We would encourage to be as flexible as possible during this time. You may want to reach out to Employee Relations to discuss in more detail.

Q. It has been mentioned that some places on campus will require face coverings, but it's only suggested university wide. Can each unit/building on campus decide if face coverings are required in our units/buildings?

A. Yes.

Daily Self-Screening Form

Q. When will the Daily Self-Screening report start?

A. Beginning with Phase 1 as they report to work.

Q. To whom will employees submit the Daily Self-Screening form?

A. This will be a decision for the HR contact on the deployment team to determine if best for supervisor to receive, department or division HR Contact.

Q. Who needs to complete the Daily Self-Screening form? Those working remotely **and** for those working on campus?

A. The screening form is for when you report to work on campus. You can complete the form while working remotely to become more familiar with the symptoms and track your own health, but it is not required.

Q. If we are going to do daily temperature screenings for our employees are the Daily Self-Screening forms still required too?

A. The Daily Self-Screening form covers much more than temperature, so the form should still be completed daily.

Q. If nothing changes on the Daily Self-Screening form, do we need to collect daily?

A. Yes, complete daily.

Q. What is the retention schedule of the Daily Self-Screening forms?

A. The forms should be kept for 14 days (2 weeks) and then shredded.

Return to Work Process

Q. What is the timeline for issuing and receipt of return to work letters?

A. Depends on the employee and situation. Seven days' notice is required by SC Law if the schedule for the employee changes. An example would be if the start and end times are adjusted to accommodate social distancing. If there are no schedule changes, providing employees with as much notice as possible is expected.

Q. Wouldn't this be easier for all involved if all faculty and staff received the information from central HR and could acknowledge having watched the videos before returning to work?

A. No, this is best coming from college/division HR contact(s) because we do not know who is returning in each phase. This is being monitoring at the college/division levels with supervisors/managers corresponding and speaking to employees about return to workplace.

Q. In Phase 1, do employees have to report on June 1?

A. Phase 1 is from June 1-21. It is a phased in approach meaning that units may ask employees to start the second or third week.