Deployment Team – Human Resources Point of Contact

You play a key role in the University’s Return to Work Plan. As such, one of your primary responsibilities is to ensure that all employees receive an email/letter using the templates provided. Another primary responsibility is to ensure that the daily census reporting and the information reported on the RTW spreadsheet are in alignment.

Human Resources Point of Contact Role (from University HR’s webinar on May 20, 2020)

- 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.
- 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.

Other reminders:

- Return to Work Plan vs. Daily Census Reporting (Columbia Campus) – There has been some confusion between the new Return to Work Plan and the Daily Census reporting that you have been submitting since March. Below is a breakdown to aid in your understanding, if you are still hesitant about a specific scenario please reach out.
  - The Daily Census Report (online form) indicates the number of employees on campus any given day. This information is then included in the University HR report sent to SC State HR each day to advise. You should report anyone who comes to campus at any point in the day in the column titled ‘Number of employees physically reporting to workplace’.
  - The Return to Work Plan (Excel spreadsheet) seeks to capture strictly the number of employees (faculty, staff, and student) on campus each week to ensure we are staying within the recommended guidelines from our Public Health professionals. All CAS units should use this spreadsheet to identify the phase and date of return for each unit.
employee. This should include all employee types including FTE Faculty and Staff, RGP, Time-Limited, Temporary and Student Workers. Please only report those who are anticipated to come to campus for a period greater than 2 hours that week.

- **When to use the SOCR Application for Students (Columbia Campus)** – The [SOCR application](#) is only required for students returning to campus associated academic related activities, athletics, volunteer activities, and other extracurricular activities. *This is not utilized for student employees* as you will continue to request approval for exception to the freeze and attach to the Student Hire eForm in HCM. If student employees are coming on campus as part of their employment they should also be included in your area’s Return to Work numbers for those weeks of employment.