

# University of Arkansas: Return to Campus Planning Summary & Checklist



## SPRING – SUMMER 2021

*This checklist is designed to help supervisors/unit heads think through elements to aid in their unit's full return to campus by June 14. Plans will be approved by either the dean, vice chancellor or their designee.*

### RETURN TO CAMPUS PLANNING

1. Identify a unit-level lead for your return to campus planning.
2. Confidentially confirm vaccination status of staff, if necessary, for space planning. Supervisor should make it clear they are not looking for any medical information.
  - a. The inquiry and any response should be handled in a confidential manner.
  - b. If an employee responds that they have not been vaccinated, they could be asked if they intend to be vaccinated. **Employees who indicate they have not been vaccinated or do not plan to be vaccinated should generally not be asked why or other questions that might elicit medical information.**
3. Identify workers currently working remotely and ensure they understand the desired timeline for return so they may begin making preparations for children.
4. Everyone who wants to come back, may do so – there is no campus-wide restriction from working on campus. Supervisors should be contacted to ensure appropriate guidelines are followed in the workplace.
5. Employees requesting to continue working remotely for their own medical reasons can request a reasonable accommodation online with the Office of Equal Opportunity and Compliance: <https://oeoc.uark.edu/reporting/disability-accommodations/index.php>.
6. Employees requesting to continue working remotely due to pregnancy or the birth of a child may contact Human Resources to request leave under the FMLA request.
  - a. Additional maternity and paternity policies may apply when determining if an employee can work remotely as determine by the supervisor.
  - b. An employee may submit a request to the Title IX Coordinator to assess the matter and determine next steps.

7. Develop plans for your unit and submit to your Dean or Vice Chancellor for approval by Friday, May 7, or by the deadline set by the Dean or Vice Chancellor.
8. Communicate approved plans to your employees by Monday, May 17.

## PLANNING CONSIDERATIONS

1. Identify & prioritize work needed to support campus preparations for the fall semester and when the work needs to begin.
2. Identify who must be present to perform this work and when needed to be on campus.
3. Consider developing staggered schedules to begin returning employees working remotely before they need to be onsite 100%.
  - a. For example, you may schedule employees to be on-site 1-to-3 days a week beginning now, but no later than May 17 and increasing time on campus as necessary to have 100% of staff return to work on campus by 6/14.

## PHYSICAL DISTANCING

1. Identify employees with private offices or in workspaces with six-foot separation or with Plexiglas dividers in place.
2. Identify workspaces where six-foot social distancing may not be possible. As indicated, and where possible, rearrange workspaces to allow for appropriate social distancing.
3. Establish a plan to monitor workspace occupancy.

## COMMUNICATION

1. Establish & execute a communication strategy to school/unit to share work plan with staff by May 17. Develop a plan to address any issues from employees. *Refer to ADA accommodations and Return to Work policies.*
2. Remind employees to pack up any university technology equipment (including cables and accessories) and any other materials they took home that will be needed when they return to on-campus work.
3. Remind employees to self-screen for symptoms daily. Workday has a feature to assist.

4. You may ask employees whether they have been, or plan to be, vaccinated for COVID-19 to help make planning decisions. However, you may not ask why an employee has not been vaccinated.
5. Make sure your office phones are properly routed and answered.

## WORKPLACE HEALTH & SAFETY

1. Communicate to employees the steps that have been taken to ensure the health and safety of campus community.
  - a. Facemasks or face coverings that completely cover the nose and mouth are still required in all buildings.
  - b. Hand sanitizer dispensers are located at the entrance of every building.
  - c. Contactless soap dispensers have been installed in the restrooms
  - d. Signage indicating maximum occupancy has been posted for each room
2. Confirm each employee will have the *Return to Campus Bag* with facemasks, hand sanitizer, disinfectant wipes, etc. Replenishments are available through Central Supply Service Counter at 479-575-7213
3. Encourage employees to limit the size of in-person meetings; participants are encouraged to use a conference call or video option when appropriate.
4. In-person meetings must accommodate sufficient social distancing and face covering requirements. (Our meeting rooms all have posted capacity limits.)
5. Create a minimum of six-feet of distance for public, group workstations; use breakrooms or conference rooms as necessary.
6. For the purpose of planning meetings, office configuration and employee placement, supervisors may ask employees about their vaccination status, however should not ask for medical information.

## MASKING & FACE COVERING

1. For the protection of all, [masks are still mandatory](#) inside all campus buildings and outside where social distancing is not possible, per university guidelines.
  - a. However, small groups of people who are fully vaccinated (fourteen days post final vaccine) may choose to remove their masks in controlled environments such as meetings, labs or workspaces.
2. People should default to wearing masks in common areas regardless of vaccination status.

3. In workspaces where six-feet of distance is not possible due to office configuration, units should consider temporarily repurposing conference rooms/breakrooms to create equivalent quality and adequately spaced workstations. Staggered schedules may be necessary to accommodate this. Plexiglass partitions may provide another temporary solution – contact Facilities Management for a consultation at 479-575-7213

## KITCHENS / FOOD / WATER

1. Employees should bring their own dishes and utensils, or use disposable dishes and utensils, in lieu of using communal ones and be responsible for cleaning after use.
2. Establish cleaning protocols for shared areas such as kitchens, pantries, and breakrooms, immediately following use.
3. Food served to groups should be served in individual containers or packages to avoid sharing and serving foods from single dishes. Food stored in shared refrigerators should be covered and disposed of regularly. Potlucks are discouraged at this time.
4. Water fountains — except for bottle fillers — will remain disconnected until further notice.
5. In most buildings, employees will remove office trash to a central trash receptacle in the building to minimize office traffic and to reallocate cleaning staff to focus on frequent cleaning/disinfectant of high traffic areas. This will continue until further notice based on cleaning guidance from the CDC.

## CLEANING

1. Inform & remind employees they are responsible for cleaning their own workspace including trash removal to ensure custodial staff can deep-clean common spaces and classrooms.
  - a. Trash receptacles have been placed in lobbies and other common areas.
  - b. Cleaning supplies can be obtained from Facilities Management.
    - i. Central Supply Service Counter 479-575-7213
    - ii. Provides walk up service M-F 7:30 a.m. to 4 p.m.
    - iii. Use the [online form](#) to order and CESU will have it available for pick up.

## SYMPTOM & HEALTH MONITORING, TESTING, VACCINATIONS

1. Staff coming to campus should be reminded to self-screen each day for symptoms. A Workday assessment is available to help with this.
2. Pat Walker Health Center offers COVID-19 testing and vaccinations. Appointments are required. If you are unable to access the Patient Portal, please call 479-575-4451, option 1.
3. Employees who test positive for COVID are required to [self-report](#), unless the employee was tested at Pat Walker Health Center

## WHO SHOULD REMAIN HOME?

1. Employees infected with COVID-19 — *or other contagious illnesses* — should not work on-site.
2. Employees recovering or recovered from COVID-19 should follow ADH and medical guidance.

## CAMPUS VISITORS

1. Departments are encouraged to limit visitors for official university business.



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