

Prepared SCU: How We Work

Return-to-Campus Supervisor Checklist

Last Updated July 1, 2020

All employees play a role in following SCU's COVID-19 Protection Plan protocols. Because our work environment is varied, supervisors will be asked to lead the implementation of SCU's COVID-19 Protection Plan within their respective work areas. Supervisors are expected to model and reinforce the behaviors and work practices employees are instructed to follow.

SCU will implement a gradual, phased workforce return to campus. **Supervisors should not plan to re-activate their respective areas until they have been notified to do so by their respective cabinet member.** A continued emphasis on remote work, where feasible, may be encouraged for an extended period of time, even for units that have been notified they can resume on-campus operations.

As a supervisor, you are expected to take the lead, set the tone, and role model all University expectations and guidance with assistance from various SCU resources and partners, including HR, University Operations, EHS and others. Guidance documents and other COVID-19 Protection Plan resources will be available to support you in these efforts.

It is possible that even as conditions warrant a return to campus, the pandemic could worsen again to the extent that additional shelter-in-place orders are enacted by Federal, State or County authorities or SCU. Supervisors should plan for this possibility and the interruption to business operations resulting from this, as well the possibility of extended employee absences due to illness or quarantine.

Prior to Employees Returning—Supervisor Responsibilities

- Read the the [Prepared SCU: How We Work Plan](#)
- Complete the [Prepared SCU: How We Work training module](#). By completing this training you are acknowledging you will comply with SCU's COVID-19 protection protocols.
- Ensure your employees complete the [Prepared SCU: How We Work training module](#) before coming to campus. By completing this training they are acknowledging compliance with SCU's COVID-19 protection protocols.
- Remain current on the latest [SCU COVID-19 guidance](#)

- ❑ Assess your work area(s) to determine what modifications or alterations to spaces and/or operations are necessary to promote social distancing protocols. University Operations can assist with work area assessments.
- ❑ Develop and communicate the department's return plan and schedule based on SCU's return to campus guidance and ensure your employees understand their roles and responsibilities and work schedule.
- ❑ Remind employees to return office equipment and ergonomic accessories they may have removed to take home during the shelter-in-place period.

Personal Responsibilities—Everyone

Supervisors are expected to model these health based behaviors and reinforce them amongst their employees:

- ❑ Complete daily symptom screenings
- ❑ Do not come to campus if you are sick or experiencing any [COVID-19 symptoms](#)
- ❑ Participate in SCU's COVID-19 and contact tracing program
- ❑ Wear face coverings at all times on campus—indoors or outdoors
 - ❑ Note: Face coverings do not eliminate the need to follow social-distancing practices—face coverings and social distancing complement each other
- ❑ Practice social distancing (6-feet minimum) at all times—indoors and outdoors
- ❑ Wash or sanitize hands frequently throughout the day
- ❑ Practice good cough and sneeze hygiene
- ❑ Adhere to SCU's phased campus return strategy

Human Resources

- ❑ Employees that are at [higher risk](#) (certified by a medical professional) for severe illness related to COVID-19 or that require accommodations which may affect their ability to work on campus may have questions/concerns about returning. Supervisors are expected to work with their employees and HR to address these cases. Please contact Indu Ahluwalia at iahluwalia@scu.edu.
- ❑ If an employee is unable to work because they are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), the employee can file a Paid Family Leave claim form. Please contact Indu Ahluwalia at iahluwalia@scu.edu.
- ❑ If an employee is unable to work due to exposure to COVID-19 or illness from COVID-19 (certified by a medical professional), the employee may be eligible to receive short-term disability benefits. Please contact Indu Ahluwalia at iahluwalia@scu.edu.

- ❑ If you or your employee have specific questions or concerns regarding employment, benefits, leaves, or other available resources, contact your designated [HR Partner](#).

Changes to the Work Area

The work environment will likely look and feel different for most of us upon return. Supervisors should assess their respective work areas to determine if it requires modifications to reinforce social distancing protocols. A variety of methods may be considered to reduce occupant densities at any given time and reduce close-contact exposures. University Operations can be a resource to help assess your area(s).

Supervisors should evaluate their work areas and consider these options, such as:

- ❑ Remove, separate, or take out service tables, chairs, and desks to ensure 6 feet of separation between employees
- ❑ Work with University Operations to determine if “sneeze” guards/barriers at reception and transaction desks are needed where close contact interactions occur
- ❑ Discourage the use of shared workstations and equipment where feasible
- ❑ Work with University Operations to establish maximum occupancies for open office seating areas, meeting rooms, copy and print areas, break rooms, lobbies, reception areas, and other common areas to support social distancing protocols
- ❑ Continued remote meetings even when on-campus
- ❑ Use of signs and postings to educate people of occupant density restrictions, area COVID-19 protection protocols, etc.
- ❑ Establish single direction entry and exit paths through open office areas, hallways, and other common areas
- ❑ Focusing break room use on food storage and preparation rather than as communal eating spaces
- ❑ Restricting visitors and guests into work areas
- ❑ Frequent cleaning and disinfecting of both personal-use and shared-use high touch surfaces

Changes in Daily Operations

To support implementation of SCU’s COVID-19 Protection plan in the workplace, supervisors should assess their routine operations and modify them accordingly to reduce occupant densities at any given time and reduce close-contact exposures.

- ❑ SCU may continue to emphasize remote work to minimize the campus population at any given time. Supervisors should work with their employees who

are approved to work remotely by the cabinet member to determine the extent that remote work can be continued while maintaining business operations.

- ❑ State and Santa Clara County Public Health Department orders require that all employees, guests, contractors, and vendors entering the workplace be screened at the start of each shift for [COVID-19 symptoms](#). SCU is developing a symptom screening process that employees will use to report symptom checks. Supervisors are responsible for ensuring that SCU's symptom screening process is being adhered to by their employees.
 - ❑ If an employee reports any symptoms, they should go home and be tested for COVID-19. They should self-isolate at home until the results of the test are available.
 - ❑ If an employee tests positive for COVID-19, they must remain home and self-isolate. HR should be notified (iahluwalia@scu.edu).
 - ❑ If an employee has had close-contact with a person known to have tested positive for COVID-19, they should be tested and they must quarantine at home until 14 days have passed since the exposure
- ❑ An emphasis on remote meetings is strongly encouraged even when on campus to minimize close-contact exposures—employees should continue using Zoom, conference calls, etc. for on-campus meetings when possible
- ❑ Employees should conduct their own cleaning of work and break areas throughout the day using cleaning and disinfecting supplies provided by Facilities. These efforts supplement the enhanced cleaning and disinfecting protocols Facilities Custodial Services are already providing.
 - ❑ Supervisors are responsible for ensuring cleaning materials are accessible to employees. Building Facility Managers will be the conduit from Facilities to Supervisors for distributing cleaning supplies.
 - ❑ Local cleaning efforts throughout the day should be conducted post-use on high touch contact surfaces in office areas, breakrooms, meeting rooms, etc.
 - ❑ Employees should clean their personal workstations frequently and after using shared workstations
- ❑ Establish rotating work schedules and/or staggered shifts to reduce work area densities and minimize in-person interactions to the extent feasible.
- ❑ Stagger employee break schedules to maintain physical separation and reduce break room density
- ❑ Focus break room use for food storage and preparation purposes, encourage employees to eat at their workstations or outside if possible
- ❑ Reinforce the use of face coverings
- ❑ Discourage guests from coming to your work area. If guests are allowed, they are required to follow all applicable SCU COVID-19 protection requirements for social distancing, wearing of face coverings, symptom checks before entering the

work area, hand washing and coughing/sneeze etiquette. Employees hosting guests are responsible for ensuring they follow these requirements.

- ❑ Adhere to all campus, building and work area specific signs and postings regarding COVID-19 protection protocols and information.