

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

July 1, 2020

Unit: Administrative Services

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ACTION: Develop and implement a framework focused on staff returning to campus under a variety of scenarios.

BACKGROUND AND POLICY ISSUE(S): A Fall Planning Task Force subgroup consisting of managers and administrators from all divisions across the University has been established to assist in the development of a framework focused on staff returning to campus under a variety of scenarios. The sub group's work is shaped by guidance issued by local, state and national levels, as well as by the CSU and other higher education affinity groups.

Assumptions

- Campus instruction will remain virtual for the fall 2020 semester with limited exceptions. Those employees who can telecommute will continue to do so.
- The number of employees on campus is limited to those who cannot perform their job duties remotely or those who have a critical business need to be on campus. This includes support for on-campus academic programs as well as student support for on-campus students.
- A vaccine for COVID-19 will not likely be available in the next 3 to 6 months.
- In-person instruction could resume as early as spring 2021.
- Phased approach to returning staff to campus will be necessary.
- Continue operations under the existing Temporary Telecommuting Agreement, which may be modified by the University to accommodate phased transition back onto campus.

Drivers

- Academic programs approved by the Chancellor for in-person instruction.
- Students living on campus.
- Safety and maintenance of the campus.
- Federal, state, local, and Chancellor Office COVID-19 guidelines.

Considerations

- Impact to staff continuing to telecommute.
 - The need for ongoing resources to continue to successfully work from home.
 - These include supplies, software, ergonomic considerations.

- Childcare considerations if preschool and K-12 schools are operating in a full or partially remote environment through the fall 2020 semester.
- Possible resurgence of COVID-19 during the fall.
- Physical supervision will need to be in place for those employees working on campus.
- Internal resources for managers supporting their teams in a telework environment.
- Impact to Federal Work Study and student assistant position availability for student personnel.
- Parking permit options for employees.
- Consistent communication with staff and faculty on the plan.
- Tools (hazard assessment, work site specific planning analysis, CSU Learn COVID-19 training) for departments to utilize prior to the return of staff.
- ITS support will be needed to repopulate staff workstations through the various phases.

RECOMMENDATIONS: Approve the following framework for staff return to campus:

- Utilize Return to Campus guidelines which include a hazard assessment, employee training on COVID-19, physical distancing protocols.
- Each area/unit develops a Return to Campus plan, specific to their work area of responsibility, in collaboration with their executive leadership and approved by EH&S.
- Provide resources for working from home, including any available training, equipment support, ergonomics assessments, etc. for those employees who are teleworking. Recommend existing resources be incorporated into the fall 2020 semester website for employees.
- Develop phased-in approach to employees returning to campus in preparation for the possible return to in-person operations for the spring 2021 semester, i.e., a percentage of employees over a period of time.
 - Phase One: Virtual Environment (Now)
 - 90-100% Virtual
 - Phase Two: Fall 2020 Semester (Aug 15)
 - Additional resources needed to support instruction of on campus academic programs and student support services.
 - Campus needs specific - Business & Financial Affairs, Student Affairs
 - Apply physical distancing, Personal Protective Equipment (PPE) and disinfection practices

Entry into Phases 3-5 dependent upon decision by CSUCI leadership to return to in-person operations for spring 2021. Decision would be needed by no later than November 16, 2020, in order for phased repopulation to take place in time for spring semester.

- Phase Three: Transition back to campus (Over a 6-week period.) Milestone - Green light on Spring 2021 Semester Repopulation
 - Planned repopulation
 - Consider staggering schedules

- Apply physical distancing, PPE and disinfection practices
- Limit Group or Large meetings in one location
- Limit the use of shared spaces, when possible
- Phase Four: Repopulation of Campus (Over a 4-week period.)
 - 90-100% In Person
 - Apply physical distancing, PPE and disinfection practices
 - Continue to minimize the use of shared spaces, when possible
 - Allow Group or Large meetings in one location if physical distancing is possible
- Phase Five: Return to In-person Operations
 - 100% In Person and Full Office Population
 - Physical distancing, PPE and disinfection practices can be lifted
 - Shared spaces are available for intended use
 - Continued telecommuting by employees requires compliance with standard [CSUCI policy on telecommuting](#) pursuant to, and in accordance with, collective bargaining agreements and ADA guidelines.

SUPPORTING DOCUMENTATION:

- [Campus Plan Fall 2020 Semester](#)
- [Return to Campus Guidelines for Office Workspaces](#)