Guidance for Supervisors – Phased Reentry

Once a phased reentry/reopening plan has been approved by the Chancellor, supervisors may use the guidelines below as staff begin to physically return to the workplace.

All UTM employees with supervisory responsibilities must ensure that their direct reports comply with UTM guidelines. Supervisors should remain flexible and find creative solutions to ensure employees’ health and well-being while fulfilling the university’s mission. Supervisors should review this information often with members of their units.

Employee Expectations – All employees shall:

- Be aware of the symptoms of COVID-19 which can include
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore Throat
  - Headache
  - Muscle Pain
  - New loss of taste or smell
  - Repeated shaking with chills

  (This list is not inclusive. Employees should frequently review symptoms.)

- **Self-Observe health:** All employees are required to do self-temperature checks before reporting to work. Employees with a temperature greater or equal to 100.4 degrees Fahrenheit should stay home and notify their supervisor. Employees can complete the UTM self-check questionnaire or the CDC Self-Checker. Employees who develop symptoms, are diagnosed with COVID-19, or have been in close contact with someone known to have COVID-19 should consult with their health care provider as needed and follow CDC isolation and quarantine guidelines. Employees will be permitted to return to work as per current CDC guidelines. Contact Environmental Health and Safety (881-7583) or Student Health and Counseling (881-7750) with questions regarding guidelines.

- **Wash hands frequently:** Employees should wash their hands often with soap and water for at least 20 seconds especially after being in a public place, or after blowing their nose, coughing or sneezing. If soap and water are not readily available, employees should use a hand sanitizer containing at least 60% alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth with unwashed hands.

- **Practice physical distancing:** Employees should maintain a distance of 6 feet (about 2 arms’ length) as work duties permit and avoid gathering in groups. Workspaces, labs, classrooms, meetings, and activities should be evaluated and adjusted as necessary to maintain a proper physical distancing.

- **Cover mouth and nose with a cloth face cover when around others:** Employees should wear a cloth face covering (their own or university provided) when in public or common spaces and/or when physical distancing is not possible, including brief interactions with others. The CDC has several resources for face coverings.

- **Cover coughs and sneezes:** Employees in private settings and not wearing a cloth face covering, should always cover their mouth and nose with a tissue when coughing or sneezing. Used tissues should be thrown in the trash and employees should immediately wash their hands as described above.

- **Clean and disinfect workspaces:** Surfaces and objects that are not frequently touched should be cleaned with soap and water. Surfaces and objects that are touched frequently and by multiple people such as tables, doorknobs, phones, keyboards, light switches, desks, and countertops should be cleaned AND disinfected at least daily. Employees should clean workspace at the start and completion of the shift and/or prior to turning a work area over to another individual. Keep workspaces free of clutter and unnecessary items to allow for maximum cleaning and disinfecting. Employees should always wear gloves appropriate for the disinfectant and follow directions on the label.
Supervisor Expectations

All supervisors shall:

- **Continue** the practice of telecommuting and physical distancing in the workplace and other protocols established in the reentry plan for their unit.
- **Communicate** and enforce guidelines and protocols with staff.
- **Emphasize and model** the importance of a phased reentry plan for the health and safety of our campus community. Employees should continue to telecommute and should not return to work until they are notified by their supervisor. Employees who can telework but prefer to work on campus will be considered on an individual basis; however, the final decision rests with the supervisor. Telecommuting is strongly encouraged where feasible and possible, especially during Phase 1.
- **Identify** staff who should continue to telecommute for reasons of health and/or childcare needs. Supervisors cannot ask about specific high-risk factors; but, can ask employees if it would be better for them to continue to work from home. If an employee self-discloses a high-risk factor and wants to return to work, discuss options to minimize risk while in the work environment.
- **Consult** with HR regarding cases where employees may feel unsafe returning to work during their designated phase.
- **Close common areas:** Identify and close areas such as break rooms and lobbies where individuals are likely to gather and interact, or enforce physical distancing guidelines. CDC signage such as *Stay Home if You Are Sick* and *Stop the Spread of Germs*, should be posted in highly visible places.
- **Limit** meeting size and use virtual platforms when possible.
- **Emphasize and enforce** workplace adherence to all health and safety guidelines, including sending an employee home if the supervisor suspects he/she is sick.
- **Ensure** employees have access to appropriate personal protection equipment and cleaning and disinfecting supplies.
- **Encourage** employees to stay home if they are sick and apply appropriate leave policies.
- **Be flexible** and utilize creative scheduling options such as shift swaps, alternating work days and flexible hours if an employee is unable to work or telework due to being at high-risk or is unable to obtain childcare.
- **Remind** employees of available resources including [Employee Assistance Program](https://www.here4tn.com) at 855-437-3486 or [www.here4tn.com](http://www.here4tn.com).