

## Return to Work Plan: May 2020-August 2020

The University of Tennessee at Martin, including all Regional Centers, will implement a phased transition back to normal work operations during the COVID-19 pandemic. This plan applies to UTM employees located on the Martin campus and Regional Centers. For any employee that has job responsibilities on another UT Campus, he/she should follow the appropriate plan for that location.

### PURPOSE

The plan's goals are to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately prepare for the fall semester. The plan will be updated as it progresses.

### CORE CONCEPTS

- Proceed thoughtfully, carefully, and deliberately.
- Accommodate employees who are at high-risk or who live with someone who is at high-risk for severe illness from COVID-19.
- Continue telework as much as possible.
- Be ready to adjust based on guidance from the CDC and state and local health officials.
- Emphasize physical distancing, handwashing, staying home when sick, and use of cloth face coverings as needed.
- Continue and build on the innovations developed thus far.
- Be compassionate and flexible. Supervisors are asked to work with employees who have child care or other family responsibilities and be mindful of the anxiety experienced by employees.

### PHASES

Changes in phases will be determined by guidance and data from the CDC and state, local and university health professionals.

#### Phase 1

Incrementally return in a limited capacity. Priorities include positions that are required for campus safety or reopening, or some jobs that cannot be effectively completed from home and are critical to ongoing operations. Plans for physical distancing for on-campus employees. Target date is May 4, 2020. Consistent with [Lee's Governor Executive Order 30](#), the majority of employees will continue to remote work in Phase 1.

#### Phase 2

Carefully bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on physical distancing and hygiene. Phase 2 date is TBD and is contingent upon the successful implementation of Phase 1 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.

### **Phase 3**

Full reentry to the workplace with continued measures to maintain physical distancing and flexibility will be implemented. Phase 3 date is TBD and is contingent upon the successful implementation of Phase 2 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.

### **Phase 4**

Phase 4 will be the “new normal” moving forward with return of full operations including the revised use of technology and work schedules to maximize productivity, effectiveness, efficiency and efficiency. Phase 4 date is TBD and is contingent upon the successful implementation of Phase 3 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.

## **STRATEGIES**

Four strategies will guide tactics and actions in each phase:

- **Staffing.** Increase staffing incrementally to gradually increase operations
- **Hygiene.** Incorporate hygiene practices into cultural norms.
- **Innovation.** Continue and expand innovative work practices.
- **Monitoring.** Monitor health to ensure the well-being of our campus community.

## **PHASE 1**

**Incrementally return in a limited capacity. Priorities include positions that are required for campus safety or reopening, and some jobs that cannot be effectively completed from home and are critical to ongoing operations. Plan for physical distancing for on-campus employees. Target date is May 4 2020. Consistent with [Governor Lee’s Executive Order 30](#), the majority of employees will continue remote work in Phase 1.**

The following units have approval for limited staffing on campus in Phase 1. Leaders in each area are working closely with their divisional Vice Chancellor’s plan while considering the health of employees and the community.

- Bursar’s Office
- Environmental Health and Safety
- Information Technology Services

- Mail Services
- Physical Plant Operations
- Student Health and Counseling Services
- Research
- University Housing
- UTM Police Department

All other administrative and academic units should continue remote work, but supervisors may request an exception for some employees to return to campus if they meet the priority criteria noted above.

### **Staffing**

- The Phase 1 priority is to return staff whose roles are essential to the safety and preparing campus for fall as well as those who cannot effectively perform their roles from home and are critical to ongoing operations.
- No public events. No internal meetings of more than 6 six participants or where physical distancing is not possible.
- Travel restrictions will remain in place and will be reviewed using the established exception process to include following CDC guidelines regarding isolation following travel. Statewide events remain postponed.
- Those at high-risk for severe illness related to COVID-19 should remain off campus. Supervisors need to be flexible to accommodate those at high-risk for severe illness related to COVID-19.

### **Hygiene**

- **Physical distancing.** Stay at least six feet apart and be mindful of enclosed spaces
- **Handwashing.** Wash or sanitize hands often.
- **Face coverings.** Wear in public and when physical distancing is not possible. The university will provide coverings.
- **Cleaning.** Clean and disinfect frequently touched surfaces and workspace daily.
- **Common areas.** Keep common areas closed.

### **Innovation**

- **Telework.** Telework should continue for most employees.
- **Scheduling.** Consider staggered days and hours to limit the number of people in work spaces.
- **Work spaces.** Consider changes in layout and design to create natural separation. Internal doors should be left open to minimize contact when possible.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings

### **Monitoring**

- **Temperature checks.** Employees shall check their temperature before coming to work and stay home if they have a fever. Normal temperature is less than 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
- **Self-isolation.** Those who are self-isolating will complete the [UTM Human Resources COVID-19 Notice Form](#). Human Resources will then notify the Chancellor's Office for tracking purposes.
- **Stay home.** Employees must remain home if not feeling well.

## Campus Resources

To support the strategies and tactics in Phase 1, the university will

- Provide face coverings to all employees
- Provide additional PPE to employees whose jobs require it
- Enhance cleaning
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and physical distancing

[A Guidance for Supervisors](#) has been developed as well.

## PHASE 2

**Bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on physical distancing and hygiene. Phase 2 date is TBD and is contingent upon the successful implementation of Phase 1 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.**

### Staffing

- The Phase 2 priority is to bring back as necessary additional staff to increase capacity of the unit. Approximately 50% of office occupancy will be a guideline, but not a requirement.
- No public events. No internal meetings of more than 10 participants or where physical distancing is not possible.
- Non-essential travel may resume during this phase and will be based on CDC and State Department guidance.
- Those at high-risk for severe illness related to COVID-19 should remain off campus. Supervisors need to be flexible to accommodate those at high-risk for severe illness related to COVID-19.

### Hygiene

- **Physical distancing.** Stay at least six feet apart and be mindful of enclosed spaces.

- **Handwashing.** Wash or sanitize hands often.
- **Face coverings.** Wear in public and when physical distancing is not possible. University will provide coverings.
- **Cleaning.** Clean and disinfect frequently touched surfaces and workspace daily.
- **Common areas.** Keep common areas closed.

## Innovation

- **Telework.** Telework should continue for the majority of employees.
- **Scheduling.** Consider staggered days and hours and alternative work schedules to limit the number of people in work spaces.
- **Work spaces.** Continue changes in layout and design to create natural separation. Internal doors should be left open to minimize contact when possible.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings

## Monitoring

- **Temperature checks.** Employees shall check their temperature before coming to work and stay home if they have a fever. Normal temperature is less than 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
- **Self-isolation.** Those who are self-isolating will complete the [UTM Human Resources COVID-19 Notice Form](#). Human Resources will then notify the Chancellor's Office for tracking purposes.
- **Stay home.** Employees must remain home if not feeling well.

## Campus Resources

All efforts launched in Phase 1 will continue, supplemented by additional support and resources as needed.

## PHASE 3

**Full reentry to the workplace with continued measures to maintain physical distancing and flexibility will be implemented. Phase 3 date is TBD and is contingent upon the successful implementation of Phase 2 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.**

## Staffing

- The Phase 3 priority is a full reentry to the workplace while continuing to be flexible to encourage physical distancing.

- Consideration of scheduling public events/meetings will begin during this phase and will be based on local/State/CDC guidance and recommendations.
- No internal meetings of more than 50 participants or where physical distancing is not possible.
- Those at high-risk for severe illness related to COVID-19 may return to campus. Supervisors need to be flexible to accommodate those at high-risk for severe illness related to COVID-19.

### Hygiene

- **Physical distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Hand-washing.** Wash or sanitize hands often.
- **Face coverings.** Wear in public and when physical distancing is not possible.
- **Cleaning.** Clean and disinfect frequently touched surfaces and workspaces daily.
- **Common areas.** Common areas may be opened.

### Innovation

- **Telework.** Allow flexibility for telecommuting when necessary or more optimal.
- **Scheduling.** Minimize large gatherings with creative scheduling.
- **Work spaces.** Evaluate whether changes in layout and design to create natural separation should continue.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings. Maximum of 50 (only if physical distancing can be maintained).

### Monitoring

- **Temperature checks.** Employees shall check their temperature before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
- **Self-isolation.** Those who are self-isolating will complete the [UTM Human Resources COVID-19 Notice Form](#). Human Resources will then notify the Chancellor's Office for tracking purposes.
- **Stay home.** Employees who are ill should stay home.

### Campus Resources

All efforts launched in previous phases will continue, supplemented by additional support and resources as needed.

### PHASE 4

**Phase 4 will be the "new normal" moving forward with return of full operations including the revised use of technology and work schedules to maximize productivity, effectiveness, efficiency and efficiency. Phase 4 date is TBD and is contingent upon the successful**

**implementation of Phase 3 and provided UTM is able to meet all state/local/CDC guidelines and recommendations for reentry unless there is a change in status that suggest we should not reintegrate. Additional information to come.**

### **Staffing**

- The Phase 4 priority is a return to full operations.
- All campus events would resume during this phase and will be based on local/State/CDC guidance and recommendations.

### **Hygiene**

- **Physical distancing.** Remain mindful of enclosed spaces.
- **Hand-washing.** Wash or sanitize hands often.
- **Face coverings.** Use of face coverings will be evaluated and will follow current CDC guidelines
- **Cleaning.** Clean and disinfect frequently touched surfaces and workspaces daily.
- **Common areas.** Common areas will be open.

### **Innovation**

- **Work spaces.** Evaluate whether changes in layout and design to create natural separation should continue.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology as appropriate

### **Monitoring**

- **Self-assessment.** The need to continue health self-assessments will be evaluated.
- **Stay home.** Employees who are sick should stay home. All efforts launched in Phases 1-3 will continue, supplemented by additional support and resources as needed.

### **Campus Resources**

All efforts launched in previous phases will continue, supplemented by additional support and resources as needed.

Employees with concerns about their unit's plans to return to campus can contact Human Resources at [mwashi24@utm.edu](mailto:mwashi24@utm.edu).