

Staff Transition Strategy

April 21, 2021

Factors driving this guidance:

Decisions to increase the amount of work on campus, either by increasing the frequency with which employees already approved for on-site work are on campus, or approving additional employees for on-site work, will continue to be driven by:

- Health and safety guidance issued by the state of Pennsylvania and the Centers for Disease Control and Prevention, including state guidance about remote work, which indicates that remote work should continue wherever possible.
- Efforts to de-densify campus during the 2020-2021 academic year in order to promote the health and safety of students, faculty, and staff who are learning and working on campus.
- Increased availability of vaccines.

Considerations for units as they develop plans for returning additional staff to campus:

Units must consider the maximum occupancy of office spaces that takes current physical distancing guidelines into account. Staff on-site work may need to be staggered in order to comply with these guidelines.

Units should work with their Pandemic Safety Officer and Facility Coordinator to ensure that Physical Plant building operations and custodial services are adequate for the employee population in each building. Units must ensure that there are adequate procedures, PPE, and cleaning supplies for increased employees onsite to maintain physical distancing and proper hygiene practices.

Units should work with the appropriate offices to address IT, space, and equipment considerations that may have arisen during the pandemic.



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Spring Semester

- Remote work continues where possible. Additional critical on-site administration and operations staff may return to campus if they have not already.
- Units should engage Return to Work Team and Pandemic Safety Officers and begin planning for phased return following the spring semester
 - **Characteristics of phased return:**
 - **Group 1:** Employees currently approved in the “Return to Work” database.
 - **Group 2:** Employees who have been engaged solely in remote work during the pandemic. Supervisors can begin planning to add these employees to the Return to Work database to transition back in a phased manner leading up to the fall semester. All employees in this category will return to on-site work in the fall by August 16, 2021. Staff may seek a continuing remote work arrangement by making a request to their supervisor. The process for this is outlined in the “Fall 2021 Process for Return to On-Site Work for Staff.”

Summer (June 1st)

- Staff who have been working remotely at any frequency and who do not perform work that must be conducted on-site may continue to work remotely with supervisor approval. As health and safety guidelines permit, units may increase the frequency with which staff in Group 1 perform on-site work and may begin returning staff in Group 2 (pending approval in the Return to Work database). Staged work schedules will likely need to be implemented to meet physical distancing/maximum occupancy guidelines. Units should also consider non-employees (students, visitors) who may occasionally or regularly be expected in office areas and the impact that it has on density.
- Units should plan for return of staff to the workplace at the beginning of the fall semester. Staff may request an interim remote work arrangement for fall 2021 as outlined in the “Fall 2021 Process for Return to On-Site Work for Staff.”

Beginning of Fall Semester (August 16th)

- Staff in both groups return to on-site work.
- Staff may work remotely if they have received approval. See the “Fall 2021 Process for Return to On-Site Work for Staff” for more information.

Adjustments may be made as needed depending upon health and safety guidelines. We anticipate that some measures, such as masking, will remain in place as the fall semester begins.



Accommodations

- Staff seeking an ADA accommodation should contact the University's ADA Coordinator.

Off Ramps

The University may need to adjust the return to on-site work process based on factors related to the pandemic. In these situations, a unified process will be established to minimize the density on campus to adjust to changing factors. In these scenarios, each unit's Return to Work taskforce and Pandemic Safety Officers will develop these "off ramps" or alternate plans for the fall semester should COVID conditions and resultant health and safety guidelines preclude the full return of staff to campus. These plans would include analyzing each of the phased groupings and make determinations about which employees should continue remote work based on their roles and responsibilities similar to the process that was utilized to identify returning employees onsite during the summer.