

UNG EMPLOYEE RETURN TO CAMPUS PLAN SUMMARY

	Phase 1	Phase 2	Phase 3
Target Dates	Begins June 15	Begins June 29	Begins July 27
Priority	Return personnel whose roles are essential to safety and preparing campus for fall, as well as those who cannot effectively perform their roles from home and are critical to ongoing operations. Plan for social distancing for on-campus employees.	Carefully bring back additional personnel to increase unit capacity and functionality as needed. Refine work space habits on social distancing and hygiene.	Return to new normal with full staff while continuing to make use of telework, scheduling, and other measures to maintain social distancing and flexibility.
Staffing	<p>Most employees will continue to work remotely.</p> <p>The following units have approval for limited staffing on campus in Phase 1. Leaders in each area are working closely with the COVID-19 Planning Team on their unit's plan with the health of employees and the community top of mind.</p> <ul style="list-style-type: none"> • Academic and Campus Administrators • Athletic coaches and trainers for fall teams • Business Office • Student Affairs and Enrollment Management • Environmental Health and Occupational Safety • Facilities • Logistical Services • Office of Information Technology • Public Safety • Primary Research Spaces (with authorization and guidance from the Office of Research and Engagement; see Appendix D) <p>Supervisors may request an exception for critical support staff to return to campus, if they meet the priority criteria noted above. Supervisors are asked to consider the Phase 1 strategies and tactics before requesting an exception.</p>	<p>Rotating in-office schedules and remote work practices would continue to be used to limit the number of personnel on campus and support social distancing.</p> <p>The following personnel would return to campus:</p> <ul style="list-style-type: none"> • Remaining administrative and academic personnel • Student Housing staff (e.g., RAs) • Division and Department-level support personnel • Remaining research and lab personnel <p>Faculty remain working remotely, but can hold on-campus hours with Dean's approval on a rotating schedule.</p>	<p>All remaining staff and faculty return to campus as normally scheduled.</p> <p>Employees previously working staggered or rotating schedules and/or teleworking may return to a normal, on-campus schedule with limited exceptions.</p> <p>Individuals who are in higher-risk categories and who have applied for and been approved for accommodations should continue to work under those accommodations.</p>
Facility Access	Entry to buildings will be regulated and monitored. Your UNG access card or key is required for entry to all buildings	Entry to buildings will be limited; some units may operate within published schedule parameters.	Facilities will be open and most units will resume normal service hours.
Meetings and Gatherings	In all phases, internal and external meetings and events on campus are limited to the restrictions of local, state and federal orders.		Employees should continue virtual meetings and professional development as much as possible; virtual format is recommended in spaces where current social-distancing measures cannot be maintained.
	Where feasible, meetings should use the extensive range of available collaboration tools (e.g. Microsoft Teams, Visual Huddle, telephone, etc.). Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. Employees are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. Employees may not gather in groups in break rooms for meals or other purposes.		
Employee Travel	All non-essential travel by USG employees is currently prohibited. Any changes in travel restrictions will be shared as circumstances change.		