

Guidance to Vice Chancellors for Staff Return to Campus

This guidance applies to areas other than Health Science or the Health System, which have their own guidance regarding the return of staff to on-campus work.

Context:

UC San Diego wants to be the model for a student-centered research-focused service oriented public university. To do this in the face of the COVID-19 pandemic, we are developing plans that will allow our students, researchers, and other key constituents to return to the campus in order to take advantage of the unique services and experiences of campus life. These plans depend on stopping the spread of COVID-19, in part by reducing the density of individuals on the campus. In this way we all contribute to achieving the UC San Diego vision and mission.

Principles:

- City, County, State and CDC and UC San Diego mandates and guidance will govern the conditions staff will experience when they are asked to return to campus.
- Staff will be asked to return to on-campus work only when it is absolutely necessary that their work be done on campus in support of education, research and health science/system.
- VCs will be responsible for decisions concerning which staff from their units should return to on-campus work and when
- Guidelines for testing and screening of employees and their implementation will be part of the overall UC San Diego Return to Learn program.
- We will keep equity issues in mind during return to on-campus work and mitigate external barriers to working on campus when it is necessary.

Observations:

- Some work is impossible to do remotely; some work may be done better in person; some work could be done remotely but is necessary to be done on campus to fulfill the needs and expectations of students; some work could continue to be done remotely indefinitely.
- Remote work expertise and opportunity will change both staff and management ideas about remote work.
- Not everyone across the university or even within units will feel the same way about remote work or in-person work.
- Many people will still look to in-person work as an important social and cultural aspect of their careers even if they like remote work.
- We recognize that shifts between remote work and on-site work have significant impact on parents and others with caregiving responsibilities, including childcare/eldercare arrangements. In order to successfully resume campus operations and serve our students and other constituents, we must be mindful of the many dimensions of life that the pandemic is impacting for employees.

Recommendations:

1. This guidance is intended to describe the process for planning the return of any employees the Vice Chancellor believes necessary at any time going forward during the pandemic. However, we emphasize that employees who can work from home should continue to do so to meet our goal of reducing the density of people on campus and thus preventing the spread of COVID-19.
2. All decisions about whether a group or an individual (in the event of special cases) should return to campus to do their work have been delegated to Vice Chancellors (VCs) in accordance with the limitations outlined in the State of California Resilience Roadmap, State direction, County orders and the UC San Diego phased approach for resuming education (Return to Learn) and research (Return to Research). Reducing the density of people on the campus will mean that staff/administrative employees will not necessarily return at the same times that students and researchers return to campus.
3. VCs or their delegates should consider whether the unit does work that must be done on campus, work that is best done on campus, work that could be done remotely but is best performed on campus in support of students or essential business services, or work that can continue to be done remotely.
4. In the case of individual requests, VCs or their delegates should consider whether the request represents the individual's preference, a need associated with an individual's personal and/or medical situation, or a need associated with the preferences of students or other UC San Diego constituents. Only requests based on needs of the individual or VC area should be considered.
5. The situation for K-12 schooling of children, the availability of family care, issues related to transportation, membership in a group with high risk in the event of infection, or other external factors may determine the capability of many employees to return to campus. As a result, VCs or their delegates should consider whether individuals or groups of employees in a unit will be disadvantaged by their decision because of external factors and propose mechanisms to mitigate the situation (e.g., time of work, days of work, etc.).
6. Once a decision has been made that a unit (or individual employee in the event of special cases) is needed for on-campus work, VC's will authorize them to develop a plan for their return that includes information about how safety guidelines will be met.
7. The template for plans is on the Return to Learn website and here:

<https://ucsd.edu/staffonsite>

The template requires that safety guidelines and others concerns are addressed. The University's safety requirements are here:

<https://returntolearn.ucsd.edu/return-to-campus/safety-requirements/index.html>

Other information important to consider when preparing plans is provided:

[Learn more about UC San Diego's Return to Learn efforts and its plans for Fall 2020 »](#)
[UC COVID-19 Return to Work Training »](#)
[COVID-19 Privacy Considerations »](#)

8. The plan must be completed and endorsed by the EOC (Emergency Operations Group). This process is illustrated here:

[Returning staff to locations with multiple VC areas](#)

9. The EOC can also assist in developing plans for special locations or circumstances (remote sites, work that requires close contact, etc.). The EOC will only work with units (or individuals) that have been authorized to return by the VC.

10. Groups or individual staff returning to campus for work must agree to adhere to the density, spacing, PPE and sanitation guidelines for their area, as determined by CDC, State, County and campus public health guidance, and in their plans.

11. In the event the unit or employee is in a building where space is shared with other units (including those under a different VC), the EOC will also take into consideration the number of employees from other units in the space to determine whether there is sufficient space to socially distance employees and to ensure safe conditions in the building.

12. Once the plan has been endorsed by the EOC, they will return it to the VC, who will approve the plan and inform the unit/individual

13. All employees returning to campus or any physical UC San Diego worksite must participate in the campus screening program each day before coming onto the campus.

[Learn more about the symptom screening process for on-site employees and access the registration form and symptom checker form »](#)

[View frequently asked questions about symptom screening »](#)

If an employee fails the screening (that is, indicates that they have experienced symptoms in the past 14 days), the supervisor should [follow the instructions outlined on Blink](#).

14. A change in the California stage or University phase of operations to a more restrictive one will require a re-evaluation by the VC or their delegate of whether the unit or individual employee should continue to work on campus.

15. A change in stage of the California Resilience Roadmap, State direction, County orders, or the UC San Diego phased approach for resuming education (Return to Learn) and research (Return to Research) to a more restrictive one will impose more conditions on density, spacing,

PPE, sanitation and other workplace characteristics. These conditions must be adhered to for the duration of the more restrictive conditions.

16. Because the University has not had a large percentage of its employees work remotely in the past, VCs and their delegates should develop a plan for supervisors to receive training in remote management of employees. Campus Human Resources is offering the Managing in Modern Times series, which includes a monthly offering of the Managing Remote Teams course. Manager can register for sessions in the series via the [UC Learning Center](#).

17. Given the new capabilities of our workforce to work remotely VCs and their delegates should consider whether there are groups or individual employees who could or should work remotely on a continuing basis after the COVID-19 crisis is over.

18. These recommendations will be evaluated in response to changes in the California stage or University phase of operations and may be revised.