Guidance for supervisors leading return-to-work efforts
This training will help you:

- Resolve **employee concerns** you may face as a supervisor.
- Address **sensitive employee issues** and concerns.
- Provide **guidance** and **resources**.
Supervisor Resources

Supervisor COVID-19 Guidance
Managing through furloughs, flex time, remote work, return to campus, change, resiliency, and more.

2. Re-Assess
As you understand how team and departmental priorities can change, you want to assess the individual situations of your team members. How can you open dialogue, gather feedback, and understand their needs?

Preparing to Talk With Team Members
Our recommendations for information to pull in advance and a mind-set to prepare for.

Remote and Flexible Work Guidelines
A webpage with guidance and templates to help you have conversations with employees about determining and setting up remote work situations.

Talking About Furloughs/Personal Flex Time
A framework with conversation starters, to help you discuss plans, expectations, and developing a schedule.

Leading From a Distance
Recordings and materials from the "Leading From a Distance" digital workshop series. Learn how to better manage during a modified work environment.
Leading Through ...
Address employee fears about campus re-entry by:

• Being a role model
• Displaying compassion and empathy
• Becoming “re-entry” knowledgeable
• Listening to employees’ questions & concerns
• Consider that some employees may be looking forward to returning
Promoting Personal Wellness

- Daily wellness checks for **COVID-19 symptoms** before coming to a UAArizona location
- UAArizona **Wildcat Wellcheck** for digital wellness checks and required symptom reporting
Campus re-entry concerns:

- Meaningful and thoughtful conversations
- University Return to Workspaces webpage
- Human Resources Return to Work webpage
- Flexible work options
- Alternative work schedules
- Remote work
Return to Work Decision Tree

Return to the Workplace Decision Tree

- Has your building and business unit/research group received approval to operate and begin directing additional people to return to work?
- Have you confirmed with the individuals that you intend to return to the workplace that they are able and willing to return?
- Have you encouraged individuals to review CDC guidelines to assess their own risk factors?

- Maintain remote working
- Assess productivity
- Evaluate regularly

YES

Has the supervisor determined that the majority of the employee's day-to-day responsibilities can continue to be performed using temporary modified work arrangements/remote work?

NO

Based on factors highlighted in the CDC high risk guidelines or other factors, is the individual able to return to the workplace?

YES

Employee returns to the workplace as needed

NO

Does the employee have any
Supporting concerns of high risk employees

Be mindful of discussing personal health:
Reference CDC guidelines

Leave of Absence:
Refer to HR Division website (information)

Work modifications:
Supervisors can determine

Accommodations:
Refer to Disability Resource Center
Addressing Other Return-to-Work Concerns

• Be prepared to address "fairness" with work arrangements
• Share UArizona workplace safety measures in University COVID-19 Return to Workspaces Webpage
• Engage in best practice discussions and brainstorming with local leaders
• For office modifications call Facilities Management 520-621-3000
• Share the workplace mitigations discussed next...
All employees, students and visitors **MUST WEAR FACE COVERINGS**

**Engagement and Compliance**

Supervisors will set clear expectations with all employees

- Employees Who Refuse to Wear Face Coverings (Willful Violations)
- Employees Who Forget or Fail to Wear A Face Covering (Non-Willful Violations)

Disability Resource Center for medical condition questions
Physical Distancing is the Best Preventive Measure

Follow physical distancing reminders around campus

6 FEET OF SEPARATION
Brings us closer to COVID’s end
Keeping Physical Distance in Large Meetings

- Space chairs/desks 6 feet apart
- In lecture halls, tape off seats and rows to ensure physical distance
- Hold smaller meetings in larger rooms
- Ensure physical distance between employees engaged in lab space
- For more guidance visit Arizona.edu/COVID19
Addressing Illness Concerns

If someone reports that a coworker appears ill:

• Address the concern immediately.
• Speak to the coworker and ask if they feel well.
• Contact your HR consultant for assistance if needed.
Positive Case Notification
If someone reports a positive COVID-19 test AND:

* Works onsite
* Visited a UA facility
* Interacted with a UA colleague in a work-related capacity

• CONFIDENTIALITY is key
• Notify: Unit Leadership, Facilities Management, Risk Management and HR
• Refer the employee to HR Solutions for possible Leave options, and SAFER survey to complete contact tracing survey
• Click on LINK for additional guidance
• For additional questions email Positive Notification HR Core Team
Return to Work after Illness

- Exposure to positive tested person and no symptoms – OOO 14 days after exposure
- Positive test and no symptoms – OOO 10 days since test
- Positive test with symptoms – OOO 10 days since symptoms appeared and 24 hours fever and symptoms improved
- Not tested or results unknown with symptoms - OOO 10 days since symptoms appeared and 24 hours fever and symptoms improved
- Anyone experiencing symptoms is strongly encouraged to be tested
Assisting with Childcare Options

- Adjusted work schedules.
- Mix of remote and on-site work
- FFCRA Family Leave
- Childcare Choice
- Sick/Back-Up Childcare
- Individual childcare and parenting consultations

Refer to HR leave advisors Employee resources
Academic and research laboratories

Do your processes or procedures need to change due to current COVID-19 guidelines?

Contact
Research Laboratory & Safety Services (RLSS)
rlss-help@email.arizona.edu
520-626-6850
Staying informed

UArizona updates
  - UArizona COVID-19 and Wildcat Wellcheck websites

Federal, state, and local COVID-19 information
  - CDC information
  - Occupational Safety and Health Administration
  - AZ Department of Health Services
Many organizations at UArizona share responsibility for ensuring a safer, compliant, and equitable work environment. These are UArizona offices best equipped to give expert answers to questions about workplace health & safety, equity, and privacy.

Please reach out directly to these offices.

- Campus Health Services (CHS) 520-621-6490
- Disability Resource Center (DRC) 520-621-3268 Email DRC
- Facilities Management (FM) 520-621-3000
- Health Insurance Portability and Accountability Act Program (HIPAA) Email HIPAA
- Human Resources Email HR
- Life & Work Connections 520-621-2493/lifework@arizona.edu
- Occupational Health (OH) 520-621-5643 Email OH
- Office of Institutional Equity (OIE) 520-621-9449 Email OIE
- Research Compliance 520-626-5515
- Research Laboratory & Safety Services (RLSS) 520-626-6850 Email RLSS
- Risk Management Services (RMS) 520-621-1790 Email RMS
At UArizona, Safety is Everyone’s Job