WORK PLANS AND SUPERVISOR GUIDANCE

Departmental Return to Work and Continuity Plan

Each department should create a departmental specific COVID-19 work and continuity plan for their area. A template is available on the RMS webpage.

The department specific work plan is designed to be used as a guide to help smoothly transition to full operations. It includes sections for:

- Workplace Density Reduction:
  - Limiting the spread of COVID-19 by reducing the amount of possible contacts among coworkers.
- Congestion Reduction and Entry:
  - Limiting the spread of COVID-19 by reinforcing physical distancing measures at common entry, exit, and congregation points.
- Self-Screening:
  - Helping employees and co-workers take responsibility for their health and be aware of the symptoms of COVID-19.
- Administrative Practices:
  - Additional department specific safety measures. These include two separate types of responsibilities: Departmental Responsibilities and Individual Responsibilities.

Supervisor Guidance

As employees return to campus, supervisors will be faced with new challenges for managing their units and departments.

Auburn University Human Resources, with input from Risk Management and Safety, has created a Supervisor Guidance webpage with commonly asked questions and specific guidance developed to help supervisors follow proper protocol for a variety of COVID-19 workplace scenarios. This webpage is not intended to capture every possible scenario. It reflects the most common scenarios that may be presented.
Remote Work

Continuing all work that can be done remotely will reduce the total number of individuals coming to campus. This lowers the risk of infection overall. This will also allow for density reductions within the campus and allows for proper physical distancing of the on-site personnel. For additional information regarding remote work for employees, refer to Human Resources.

Effective remote work success depends on meeting equipment and access needs for faculty, staff, and students: such as computers, access to departmental shared drives and programs, and ensuring that workers new workspace will not contribute to ergonomic discomfort.

Auburn University Risk Management and Safety (AURMS) has created additional resources and guidance regarding the ergonomics of working from home.

Please refer to Auburn University Human Resources for the latest information regarding work management, pay schedules, time sheets, and other adjustments and practices during alternate operations.
**Safety and Security of Network Data**

Auburn University employees must use a virtual private network (VPN) and two-factor authentication (DUO) to securely access the Auburn network when away from campus.

Employees using university issued equipment (such as laptops) do not need to get prior approval from the Office of Information Technology (OIT) in order to access the Auburn network. Employees using personal equipment or devices should seek prior approval and guidance before accessing the Auburn network. Accessing work email from a personal device does not require prior approval from OIT.

**Supervisors**
- Clearly establish and communicate with employees the expectations for how and when work will be performed.
- Schedule frequent (at least daily) meetings with employees working remotely.
- Create an agenda that can be used to organize meetings and assignments.

**Employees**
- When working remotely, individuals should be available to answer calls, respond to emails, participate in scheduled Zoom or conference calls, or handle other work actions during scheduled work hours.
- Change voicemail to reflect status of still working but not in the office.
- Check voicemail and email frequently throughout the workday.
- Access work email remotely. This can be done through Tiger Mail (tigermail.auburn.edu), and can be accessed on most phones, home computers or tablets.
- If applicable, consider forwarding work phone to personal cell phone.
- Please see the following links for additional best practices and helpful hints:
  - VPN (Auburn University)
  - DUO (Auburn University)
  - Zoom (Auburn University – Biggio Center)
  - Nine Ways to Keep Remote Workers Healthy and Engaged (WellRight)
  - Remote Working: Setting Yourself and Your Teams Up for Success (LinkedIn Learning)
  - Best Practices for Working Remotely

**Space Management Best Practices**

Reducing the density of individuals within a space is integral to minimize potential exposure to COVID-19. A general guide is no more than 30% of normal building capacity at any one time and allotting for approximately 144 square feet of space per individual. This can be achieved by rotating days or weeks that students, faculty, and staff are on-site.

Reducing overall density helps individuals maintain adequate physical distancing. Departmental specific work plans should evaluate the ability of each individual to maintain physical distancing. This may include the need to stagger individuals based on the locations they sit in.

Partitions are not recommended as a physical distancing strategy and should generally be used for interactions with the public to minimize exposures.
Workplace Density Reduction

Crowded workplaces can lead to an outbreak of cases. The Center Disease Control and Prevention shared a study conducted in South Korea on a cluster of COVID-19 cases in a call center located in a commercial/residential building. On one floor of the call center with 216 employees working, 94 people contracted coronavirus. Investigators determined that the outbreak occurred over 16 days beginning on February 21, and over 90% of the cases were concentrated in a densely populated section of the office.

Workplace density reduction is designed to limit the spread of COVID-19 by reducing the possible contacts around coworkers. Remote work is an essential tool in workplace density reduction. Many workstations may already provide reasonable distancing (at least 6 feet), but meetings in smaller conference rooms should be avoided.

Department supervisors may also consider rotating or staggering employee work schedules to allow space for physical distancing in smaller groups. Lower occupancy limits for common-use areas such as break rooms, conference rooms, and even restrooms to maintain physical distancing.

Other possible methods for density reduction include adjusting start times and determining a rotation of days for staff that must be in the office. Additional workplace density reduction can occur by utilizing congestion reduction actions such as staggering the usage of shared resources, restricting non-essential common spaces, and implementing visual cues to guide movement and activity.

Staggered Work Schedule Example

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODD WEEK</td>
<td>ON SITE: WAR EAGLE PLAINSMAN</td>
<td>ON SITE: TIGERS PLAINSMAN</td>
<td>ON SITE: WAR EAGLE PLAINSMAN</td>
<td>ON SITE: TIGERS PLAINSMAN</td>
<td>ON SITE: WAR EAGLE PLAINSMAN</td>
</tr>
<tr>
<td></td>
<td>REMOTE: TIGERS</td>
<td>REMOTE: WAR EAGLE</td>
<td>REMOTE: TIGERS</td>
<td>REMOTE: WAR EAGLE</td>
<td>REMOTE: TIGERS</td>
</tr>
<tr>
<td>EVEN WEEK</td>
<td>ON SITE: TIGERS PLAINSMAN</td>
<td>ON SITE: WAR EAGLE PLAINSMAN</td>
<td>ON SITE: TIGERS PLAINSMAN</td>
<td>ON SITE: WAR EAGLE PLAINSMAN</td>
<td>ON SITE: TIGERS PLAINSMAN</td>
</tr>
<tr>
<td></td>
<td>REMOTE: WAR EAGLE</td>
<td>REMOTE: TIGERS</td>
<td>REMOTE: WAR EAGLE</td>
<td>REMOTE: TIGERS</td>
<td>REMOTE: WAR EAGLE</td>
</tr>
</tbody>
</table>

WAR EAGLE / TIGERS - ROTATING SCHEDULE
PLAINSMAN - STATIC SCHEDULE
**Congestion Reduction**

Congestion reduction and entry is the procedure for individuals entering and exiting the building at the main entrance and any visual indicators of appropriate spacing provided.

Some examples for congestion reduction include:
- Limiting the number of visitors at any one time.
- Encouraging visitors to call and schedule appointments before entering or arriving at the building.
- Preventing people from self-serving any items that are food related.
- Placing visual cues at least six feet apart in lobby or waiting areas inside the building and on walkways at public entrances with signs directing visitors to use the markings to maintain distance.
- Separating visitors’ areas from delivery areas.
- Establishing directional hallways and passageways for foot traffic to eliminate employees closely passing each other.
- Designating separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Dedicating staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Separating or closing common areas to prevent gathering and proximity.

**Web-Based Training**

Before returning to campus all students, faculty, and staff should complete the web-based COVID-19 Safety Awareness Course that covers:
- Campus infection controls practices.
- The proper use of personal protective equipment.
- Steps an individual must take to notify the university of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.