



## UW-Green Bay Supervisor Workplace Expectations July 1-August 31, 2020

Effective July 1, 2020, the Interim Building Hours and Access Policy (OP-15-17-1-a) will no longer be in effect as campus starts to reopen for the performance of institutional functions. However, it is still in the best interest of the campus community to protect both individuals from exposure as well as diminish the community spread of COVID-19. To that end, the following guidelines have been developed for operational use:

- A. Buildings will be reopened Monday through Friday from 7:00 a.m. until 6:00 p.m. starting on July 1, 2020, consistent with [OP-15-17-1-b](#). Weekend access will not be allowed at this time.
- B. Operational Areas (as identified within the [Office Hours and Institutional Closures Policy](#)) are permitted to commence on-campus, public facing services.
- C. Operational Areas will have discretion in determining restrictions of on-campus functions and hours in which they are open to the public. Dean/Division Leaders have approval authority for access hours of operational areas.
  - a. On-campus hours of operation for operational areas should be posted in each office.
- D. Staff who are able to telecommute should be allowed to do so, as long as they can effectively perform necessary functions remotely;
  - a. A supervisor in collaboration with the Dean/Division Leader may elect to open an operational area for on-campus services.
  - b. The supervisor may request that an employee perform on-campus work as a necessary part of their function or is supportive of another function that requires in-person performance.
  - c. A supervisor may approve a split schedule in which an employee works partially through telecommuting and partially on campus. This schedule should be approved by the supervisor and documented in writing via email.
  - d. If an employee does not wish to return to campus to perform their work, the supervisor should discuss with the employee whether any special circumstance prevents his or her return. The supervisor and employee should work to address any specific concerns the employee has regarding return. If the employee and supervisor cannot resolve the issue, the supervisor should contact Human Resources.



- e. Operational areas should consider establishing a rotational staffing schedule which avoids having all staff present at the same time. Whenever possible there should not be more than 50% of any operational area's staff on campus at the same time.
  - f. Whenever possible, team meetings and other group activities should continue to occur virtually even when some staff is on campus.
  - g. Student employees may be utilized, both virtually and on campus.
  - h. Student supervisors should work with student employees to assess job functions and determine both the ability to work remotely as well as need for an on-campus presence.
  - i. As is reasonable, employees should report immediately to their workstations upon arrival to campus, and should exit the building immediately when leaving their work stations. All employees must avoid unnecessary presence in common areas.
- E. If your operational area will be open for in-person services on or about July 1, 2020 or thereafter please notify the Purchasing Department to be provisioned necessary materials.
- a. Purchasing will allocate a provision of cleaning and protective materials as well as both reusable and disposable face coverings to be distributed to staff and members of the public who do not have a face covering.
  - b. No work should be commenced in person until all recommended PPE and other materials have been received by the area.