

AU FORWARD

MOVING TO THE NEXT PHASE
OF HOW WE WORK



JUNE 16, 2020

Prepared by AU Human Resources

As states and DC start their phased reopening, AU is planning a phased return of faculty and staff to campus for the fall semester that ensures the health and safety of our community members and takes steps to support the university's teaching, research, and service missions. Although the university will begin phased physical return, the way we work will differ significantly from the pre-COVID-19 period to protect the health and safety of faculty, staff, and students—in terms of where, how, and when we work.

COVID-19 presents a number of challenges and we understand the many impacts on our faculty and staff. We are working to provide support that will help our teams fulfill their job responsibilities and address health, safety, and personal considerations.

- Departments will work with HR to classify faculty and staff into three groups based upon university needs and job functions: 1) full presence on campus with modified work schedule, 2) partial presence on campus with telework, or 3) full telework. Faculty and staff will be notified of their status by the end of July.
- Classifications may change during the fall as conditions in the region and on campus change. Faculty and staff will be notified of any changes.
- Faculty and staff returning to campus may have adjusted schedules to reduce the amount of people interacting at the same time. We expect that many will continue to telework much or all of the time in the initial phases of phased physical return so that we can keep density in buildings low.
- If your position requires you to return to campus, you will notice that the university has adopted new [health and safety measures](#), including preventive measures you will need to take to protect you and other community members.
- Faculty and staff may request a COVID-19 reasonable accommodation due to a disability or medical condition, or request to work remotely because they are 65 years or older, or they have a household member who is immunocompromised. More information about the accommodation process for staff will be provided on June 17.
- Some may be asked to return to campus as early as July to prepare for the fall opening. Your manager will communicate with you if you will need to be on campus, when you will need to start back on campus, and what your schedule will be once you return. HR will be providing guidance on these issues to departments in July.
- There are a number of health and safety provisions in the AU Forward: Health and Safety Plan and staff should review them on the [website](#).
 - All faculty and staff will be required to take training about keeping the community safe and healthy.
 - All members of the community will be required to wear face coverings. AU will provide reusable face coverings upon request.

- Additional PPE will be provided to designated staff who work in areas/jobs that do not allow for appropriate physical distancing.
- Training and new policies will be available in July.

If you are asked to continue teleworking full-time:

- You can come to the office to pick up files or needed items. You will need to coordinate the timing of your plans with your manager.
- You *may* be able to take some of your equipment home with you. You must contact your HR representative to determine how they are handling such requests for your unit, and how they will be tracking what has been taken home.
- Group meetings, one-on-one meetings, and office hours, even those involving people physically on campus, will continue to be conducted using videoconference tools.

To promote the health and safety of those who will need to come to campus on a regular basis and the overall community:

- You will be asked to conduct self-screening for COVID-19 symptoms and exposure before entering university buildings on some weekly basis.
- Faculty and staff should not report to work if you are sick. If you are symptomatic, you will need to get tested under the direction of your health care provider.
- Your unit managers will work out with you how to stagger work times and/or alternate scheduled workdays so that fewer people are together at any one time. Guidance will be provided to the units on methods for scheduling, as well as for maintaining physical distancing within workspaces.
- Cleaning of common areas will occur daily, but staff and faculty are encouraged to clean their workspaces throughout the day.
- You will be asked to follow the [Community of Care expectations](#) at all times to protect yourself and others. [Detailed guidance](#) and training to better understand these protective measures is available.
- Only one person will be able to work in a shared office at a time.
- Group meetings, one-on-one meetings, and office hours, even those involving people physically on campus, will continue to be conducted using videoconference tools. As regional and campus conditions change this may be revisited.

HRPayrollhelp@american.edu can assist you with any questions. Please visit the HR website for resources and information.