

# Return to UW-Stevens Point Locations Supervisor Guide



University of Wisconsin  
**Stevens Point**

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## Introduction

On June 10, Chancellor Patterson issued a communication regarding employees and students returning to campus this fall. Many details are being developed for employees and students to ensure a safe working and learning environment. Your role is critical in supporting this goal.

You may have started conversations with your employees regarding what their return to the office will look like and how to manage customers and various daily activities/responsibilities. Use this guide to support you to create/finalize your department's return to UW-Stevens Point plan. While this information is mainly related to staff, certain aspects may be helpful for faculty planning as well.

## Create Your Plan

### Employee Considerations

- Engage your employees in open conversations to assess what you have learned from working remotely (workflows, customer needs, electronic processes) and to determine what practices will continue upon return to UWSP.
- Discuss with employees one-on-one to assess their personal preferences/needs to return to UWSP (also reference the [Optional Department Survey Template](#) available).

- Ensure consideration of the individual and group risk factors.
- Gauge employee willingness to return to offices and prioritize those with the greatest ability/desire to return.
- Discuss strategies to reduce safety concerns. See [Office Space Considerations](#) for more information.
- Some or all employees may have concerns due to elevated risk for themselves or someone living with them, or childcare concerns. For guidance on prioritizing or balancing employee and department needs, contact Human Resources at [HR@uwsp.edu](mailto:HR@uwsp.edu).
- **DO NOT** attempt to identify and target employees who may be in the Centers for Disease Control and Prevention (CDC's) high-risk categories. If an employee voluntarily discloses information, keep it confidential.
- Refer employees [Human Resources COVID-19 page](#) for life-work balance resources and to the [Employee Assistance Program](#) if they need tips or guidance on transitioning back to UW-Stevens Point or general support.

If unique employee situations arise, please contact Human Resources for assistance.



If you have employees completely off due to furlough, you can **and** should contact them to discuss and coordinate return to work plans.

- Consider flexible scheduling for employees to work remotely, rotating employees in/out of the office 2-3 days/week, and/or staggered work schedules (alternative start/end times per employee) to limit the number of employees in the office at one time.
  - Reference the [UWS Compensation Policy](#) for hourly University Staff differential pay for nights or weekends to aid in alternative schedule decisions, if applicable.
- Create a departmental return to UW-Stevens Point timeline and share with your staff.
- Keep in mind your student employee schedules. They may also be flexible for their hours to support department needs. Start communications with them if/when possible for planning.
- Allow those who can work effectively from home to be the last to return and/or delay their return to a UW-Stevens Point location until they are needed at the facility.

### Office Space Considerations

- Make sure the office space has the necessary resources for employees to return or flex between the office and the remote work locations.
- Review the [Operational Activities Under Way to Prepare for Fall](#) and the [Appendices](#) to Pivot Point for additional workspace information.
- Reorganize or create alternative workstations where possible per CDC guidance of six feet of social distance. Remove excessive furniture where possible.
- Encourage single occupancy in work rooms.
- Guide employees to **not** drink from water fountains or share/use a communal coffee maker and to disinfect microwave and refrigerator touch points after each use.
- Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces.

## Customer Service Considerations

- Determine the need for barrier/shields on desks.
- Increase signage and visual indicators of distance (markers on floors, signs providing direction for visitors, designating traffic flow in/out of area).
- Schedule appointments as much as possible (minimizing unexpected traffic into offices and creating space between in-person visits). Have a plan to communicate with drop-in visitors to make an appointment if able to do so.
- Remove high-touch items (brochures, pamphlets, common pens, etc.). If certain items are necessary for customer service, create a plan to provide in a manner which minimizes touching and ensures sanitizing for returned items, such as a pen per [CDC guidance](#).
- Provide customers, partners/contractors, etc. with communication on our expectations to protect campus. Reference the communication materials available on the [UW-Stevens Point Coronavirus website](#).

## Returning to UW-Stevens Point 'To Do'

- Ensure employees have the [Daily Symptom Screening Form](#) and discuss expectations and logistics of notification (see [Daily Symptom Screening Guidance](#) for more information)
- Continue to conduct meetings electronically, even when working at a UWSP location.
- Conduct daily or weekly check-ins with employees to address questions, issues, provide and receive feedback timely, and maintain interpersonal relationships
- Be flexible with expectations and allow time for employees to get used to returning to the office. Be prepared to support flexibility related requests or find win-win outcomes.
- Continue to appreciate all employees for their contributions and accomplishments regardless of whether they are working in the office or remotely.
- Continue to empathize and support your employees' wellbeing regardless of where they are located.
  - Ask them how they are doing, in general, take time to talk about non-work-related items, and/or encourage self-care activities.

Once you have created your department's plan for return, share it with your direct supervisor.

## Daily Symptom Screening Guidance

You also play a vital role in screening employees for COVID-19 symptoms, in accordance with the June 29<sup>th</sup> [Announcement from Chancellor Patterson](#).

- Ensure employees have the [Daily Symptom Screening Form](#) and that they understand the expectations for completing the form. (See [Employee Daily Symptom Screening Job Aid](#) for more information)

- Employees should complete the self-screening each day prior to leaving for work at a UWSP location.
  - The form does not need to be completed if the employee has the day off or is working remotely.
  - Individuals who have an unexpected absence need (whether COVID-19 related or not) also do not need to complete the screening form. Instead, they should contact the department following normal department procedures for an unplanned absence.
- For employees who may need it (e.g. poor internet connection), provide a copy of the [Daily Symptom Screening paper form](#).
- Communicate to employees expected to **work in-person** the following items:
  - The daily screening form submission expectation.
  - Provide/confirm how the employee should notify you/the department when they have answered yes to any of the COVID-19 symptoms and general expectations (i.e. upon notification discuss a plan for the day
    - During the notification discussion: If remote work is possible: ensure employee is well enough to work; if remote work is not possible, discuss alternative scheduling or if leave use is needed.

### Employee Not Experiencing Any Symptoms Listed within the Daily Symptom Screening Form

Employees who are not experiencing any symptoms listed within the daily symptom screening form may go to a UW-Stevens Point location for work.

### Employee IS Experiencing Any Symptoms Listed within the Daily Symptom Screening Form



Remember that the CDC guidelines for [self-quarantine](#) and [self-isolation](#) have changed and may continue to change. Ensure you look up the CDC self-quarantine and self-isolation guidance each time you are informed of an individual's positive response to the daily screening form and/or a notification of a positive coronavirus test result.

If an employee indicates that they are experiencing symptoms which could be indicative of COVID-19, after the submission of the form, the system will direct them to call their supervisor and return their residence if they already happen to be at a UW-Stevens Point location.

In these scenarios, ensure the following:

- Maintain the mindset of ensuring safety and support.
  - If you happen to have serious concerns that an employee is making a fictitious claim about symptoms, contact Human Resources.
- The employee should not report to their UW-Stevens Point location. If the employee is at a UW-Stevens Point location, send them home.
- Refer the employee to their healthcare provider, the county or state health department, or the CDC for further assessment and remind them if they experience severe symptoms to call 911.



Although safety and health of employees is important, do not require an employee to seek medical guidance or get testing.

- If an employee shares they had a coronavirus test performed at the guidance of a health care provider, instruct the employee to [self-quarantine](#) and contact you once they receive the results to discuss their return to work timeline based on the guidance they have received from a health care provider, the county or state health department, or the CDC.
  - Although individuals do not have to disclose coronavirus test results, employees who test positive for coronavirus **and** recently worked at a UW-Stevens Point location (within the timelines listed by CDC guidelines for [self-quarantine](#) and/or [self-isolation](#)) are expected to report a positive coronavirus result to their supervisor.



If an employee informs you that they tested positive for coronavirus, keep the information confidential. Follow the steps of the decision tree within Pivot Point appendices available on the [UWSP Coronavirus Website](#) (watch for communication on when the decision tree is available) to ensure proper contract tracing and reporting.

- Discuss options/expectations for the isolation period: work remotely or if the employee is taking leave.
  - If an employee is not able to work due to self-quarantine or self-isolation and they are unable to work remotely, they may use COVID-19 paid leave or another type of leave in accordance with [UWS Interim COVID-19 Leave Policy \(1200-Interim 02\)](#). If they do not have leave, reference the Leave Without Pay (LWOP) information available on the [Human Resources COVID-19 page](#).



Employees do not need to provide an off-work or return-to-work note. Medical documentation may be needed to qualify for FMLA, eFMLA, or ADA. Additionally, if you become aware that an individual is off work longer than [self-quarantine](#) and [self-isolation](#) CDC guidance timeframes due a medical issue other than COVID-19 or complications thereof, please contact [Human Resources](#).

### Verifying Daily Symptom Screening Form Completion

See the Manager section of the [Employee Daily Symptom Screening Job Aid](#).

### Mistaken Screening Submission

If an employee completes the form with a mistaken response (i.e. meant to respond 'no' but meant 'yes' or responded 'yes' when meant 'no'):

1. Have the employee complete a second [Daily Symptom Screening Form](#) with the correct responses.
2. Review your knowledge view within the e-Form system to ensure the correct one was submitted. To access your knowledge view, see the Manager section of the [Employee Daily Symptom Screening Job Aid](#).
3. Discuss your expectations with the individual based on the correct response information.



This supports positive response auditing/tracking.

## Refused Screening

If an employee refuses to complete the Daily Screening Form prior to entering the work site, speak with the employee to determine their reason for refusal. Contact Human Resources.

## An Employee at Work is Experiencing/Showing Coronavirus Symptoms

After speaking with the employee, if you determine it is necessary, you may send the employee home and encourage them to contact their provider. The employee is expected to take paid leave for any missed work time in accordance with accrued leave which may be used in accordance with UWS leave policies: [UWS 1200- Interim 02](#), [UWS 1212](#), [UWS 1210](#), and [UWS 1211](#). If no paid leave is available, the employee will need to take a Leave Without Pay (LWOP) (Reference the [Human Resources COVID-19 page](#)).

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