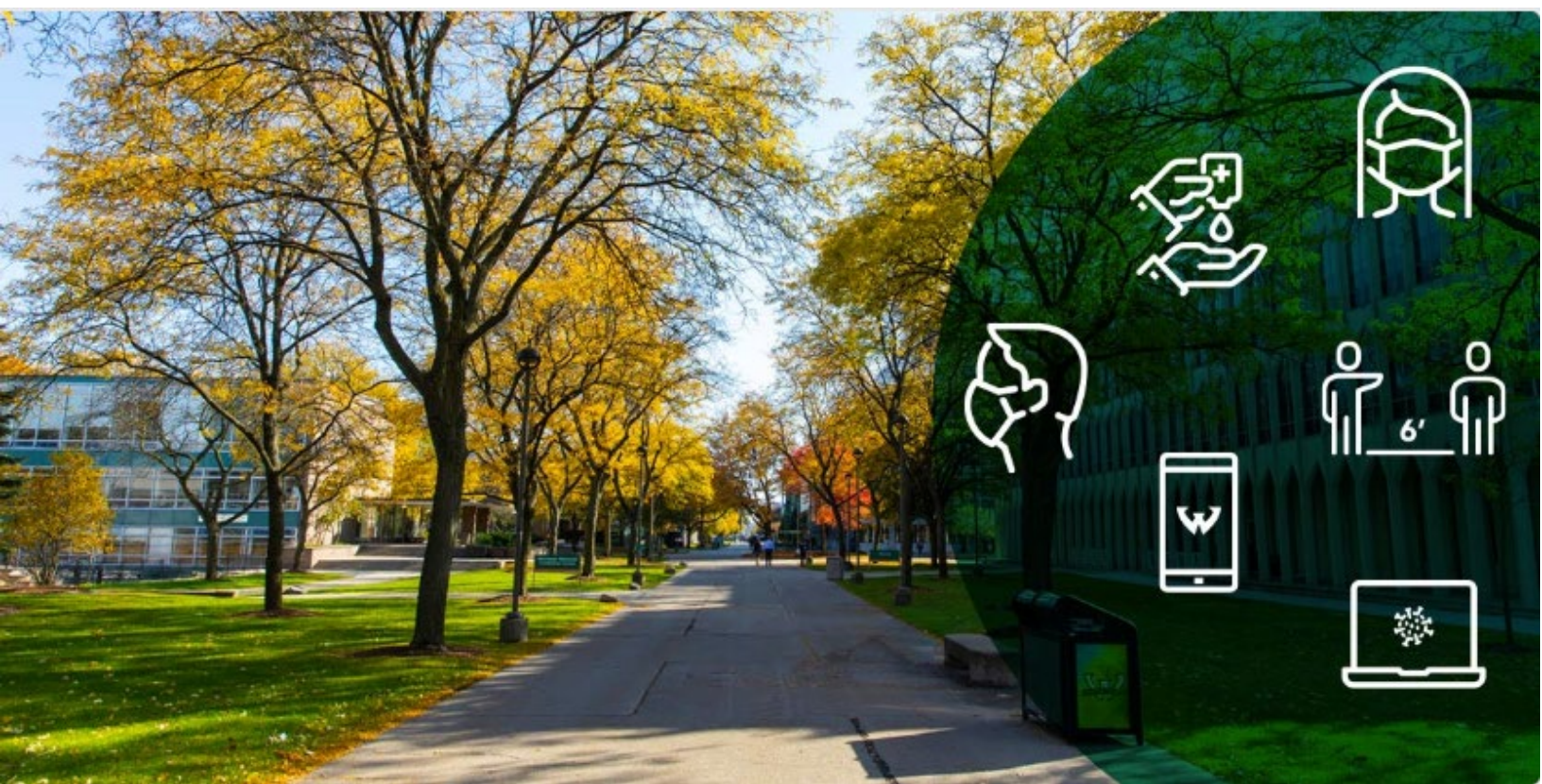


# RETURN TO CAMPUS GUIDE AND CHECKLIST FOR UNIT LEADERS



**WARRIOR SAFE IS  
WARRIOR STRONG**

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# RETURN TO CAMPUS GUIDE AND CHECKLIST FOR UNIT LEADERS

## Introduction

Throughout the uncertainty of the pandemic, one thing remained the same: Warriors never stopped working. Even as they acclimated to remote environments and took on new tasks, our faculty and staff remained dedicated to the Wayne State mission.

As more people receive vaccinations, cases decrease and safety restrictions are relaxed, we are excited to begin our return to campus. We anticipate a fall semester that will see the return of in-person classes and the reinstatement of many beloved campus traditions. Most importantly, we will see a campus full of students eager to take advantage of all that Wayne State has to offer.

We want to give these students an unforgettable experience. To prepare for their return, Wayne State will bring faculty and staff back to campus throughout the summer in a phased approach that best meets our students' needs and continues the vigilance that has kept campus safe throughout the pandemic.

This past year has taught us a great deal about the work we do and our ability to quickly respond to unprecedented challenges. We understand that there will likely be many questions from faculty and staff regarding a return to campus. Some have experienced benefits from working remotely and, where possible, we want to allow flexibility. The nature of working at a university, however, means that some activities are more effectively accomplished on campus. Understanding our needs and options, maintaining open and honest communication, and keeping our mission front of mind will help us make a smooth transition.

This *Return to Campus (RTC) Guide and Checklist* serves to guide unit leaders through the myriad decisions associated with resuming onsite operations. It includes a variety of considerations, tips and information to help leaders carefully plan for and navigate a new environment that may include both on-campus and remote activities. It includes customizable checklists and data-enterable fields, as well as a five-step process for resuming phased onsite operations. There are also links to informational websites, helpful guides and more.

This is an exciting time. Many of us missed the camaraderie and opportunities for close collaboration that occurred during chats in the hallway, discussions over lunch and brainstorming as we walked across campus. And there is nothing like being at Wayne State in the fall, as students take their first steps on a new journey. For many of them — and for a number of our new employees — this will be their first glimpse of our campus. Remember, Human Resources is here to assist and support as you plan. So, together, let's make it a fall to remember!

**Welcome back, Warriors!**

## Five-Step Process Overview

	<b>KNOW WHERE WORK HAPPENS</b> — What work can be done remotely and what <b>must</b> be done on campus?
	<b>DETERMINE WHO WORKS WHERE AND WHEN</b> — Phase in the on-site team while supporting those who work remotely
	<b>ENSURE WORKPLACE SAFETY</b> — Follow campus guidelines and promote safety in all work environments
	<b>ASSESS I.T. AND OTHER ACCESS NEEDS</b> — Ensure that your team has access to all necessary work equipment, supplies and peer connections
	<b>CHECK EFFECTIVENESS</b> — Set goals and expectations and provide timely feedback to ensure your team thrives



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WARRIOR STRONG**

[wayne.edu/coronavirus](http://wayne.edu/coronavirus)



## Step 1: Know Where Work Happens

The last year helped us rethink how our work is done and where our employees are most effective. Some work can be completed remotely while other activities require an on-campus presence. This step will help you consider the overall mission/purpose and needs of your department, customers and stakeholders to determine how to most effectively meet goals and objectives.

### Return to Campus Planning

- ☐ Consider forming a logistics team — and provide them with a copy of this guide — to help develop your return to campus plan. This team could consist of unit leadership (i.e., chair, associate/assistant dean, director, business affairs officer, building coordinator, administrative assistant, or others deemed necessary for decision-making purposes). *While this may not be needed for smaller units, it may be helpful for larger units.*
- ☐ Determine who will help complete certain sections as needed.
- ☐ Determine what work **must** be done on campus and what can be performed remotely for employees who may want or need a flexible work arrangement ([FWA](#)). A **hybrid** team should be considered, as many employees have demonstrated their ability to work remotely.
  - Analyze the work being performed in each role, remembering to balance the needs of those we serve with expectations for work outcomes.
  - Determine if the work is customer facing. These jobs may require onsite work for a number of days/week.
  - Identify what aspects of the work must be done on campus and what aspects could continue to be performed remotely. Is there an opportunity to develop a blended schedule of both on-campus and teleworking activities?
  - Could individuals work a few hours on specified days of the week for certain tasks instead of working onsite all day, five days a week?
- ☐ Contact other supervisors in your department or your [Human Resources Consultant](#) (HRC) and/or [Business Affairs Officer](#) (BAO) for help analyzing role/job requirements and developing a schedule to best meet customers' needs.
- ☐ Consider options that enable the partial continuation of remote work for those whose jobs can be done remotely while allowing other on-campus work. Options include:
  - Staggered shifts
  - Flexible schedules (e.g., Flex Time, FWAs)
  - Job sharing
  - Partial remote/partial on-campus
  - Walk-in hours or appointments
- ☐ Automate manual processes where possible to make operations as efficient as possible.
- ☐ Update your unit website to include revised office hours, on-campus services, etc.
- ☐ Revise contact lists (with email addresses and current office and/or contact phone numbers).

- ❑ Contact [Ashley Flintoff](#), director of space planning for Facilities and Planning and Management, for assistance with fit testing your office area. Remember, social distancing guidelines currently apply to accommodate areas where all employees are not fully vaccinated. ***This item is subject to change based on evolving guidance from the Campus Health Committee (formerly the Public Health Committee).***

## Step 2: Determine Who Works Where and When\*

While we encourage flexibility where appropriate, President Wilson has stressed that everyone spend some of their work time on campus — even those who can complete all of their work remotely. This is vital to nurturing Wayne State’s culture of collaboration, engagement and support, and to allowing everyone to participate in the events that define the university experience. To that end, please consider these factors when planning for your team’s return:

- Departmental mission and needs
  - Customer needs (i.e., faculty, staff, students, others)
  - Health and safety
  - Needs of staff
  - Nature of work requirements (refer to Step 1)
- ☐ Allow enough time for returning employees — including student assistants and temporary employees — to complete the required training and Campus Daily Screener.
  - ☐ Identify individuals who would ordinarily perform required on-campus work and confirm whether these employees are able to return to campus when needed.
  - ☐ Facilitate respectful dialogue to create a “win-win” situation that addresses the needs and desires of both the department and the employee. Try to understand employees’ concerns about returning to campus (i.e., vaccines, facility cleanliness, personal circumstances and concerns for family and/or self could include health, care for a family member, schools/daycare schedules, financial concerns, anxiety, stress, etc.). Please refer to the [Flexible Work Arrangement Dialogue Decision Criteria](#) for assistance in this discussion.
  - ☐ Complete the [Flexible Work Arrangement \(FWA\) form](#) for those who may be eligible to work remotely for some portion of the work week; discuss and document clear expectations and the timeframe of the FWA .
  - ☐ Create a [team roster](#) of who will return to campus and their schedules (e.g., days/times – MWF 8:30 a.m. to 5 p.m.; TTH remote) and those who will be partially remote. Be sure to update your unit’s webpage, departmental contact lists and any needed signage with this new information so your team and your customers are aware of the schedule.
  - ☐ Initially, include only a limited number of employees for on-campus operations to reduce the risk of the spread of the virus. Please refer to the [phased approach recommendations](#) in this guide.
  - ☐ Speak with returning employees to confirm the first day of return, schedule, shift and hours.
  - ☐ Download, customize, sign and send “Return to Campus” [employee notification letter](#) to returning staff as soon as possible, but no later than 2-3 business days prior to their return to campus date. (Under “Further Resources” in HR Guide for Supervisors.)
  - ☐ Remind returning employees to complete required [Stay Warrior Safe training](#) prior to their first day back and to forward confirmation of their completion to their supervisor. This training will be updated and required by all employees prior to the fall semester.
  - ☐ Remind returning employees to complete the [Campus Daily Screener](#) **each day** before coming to work. This will allow early detection of any potential cases on campus and careful contact tracing to limit any spread.

- ☐ Remind returning employees to review the [Health and Safety Guidelines for Employees](#).
- ☐ Confirm returning and/or new employees have OneCard and after-hours building access, if needed.
- ☐ Remind employees to return all university equipment upon their return to campus. Employees should work with their local C&IT support staff to accurately inventory all computer equipment at home and in the office. C&IT can provide equipment to help support you as we transition through the various phases of teleworking and returning to campus.
- ☐ Discuss guidelines and expectations for safe practices while on campus; refer to the [Guide for Employees](#) and the Campus Health and Safety Guidelines, which may be more restrictive than the [CDC Guidelines](#) for fully vaccinated employees.

\*See Appendix for information.



## Phased Approach to On-Campus Work

To continue facilitating a safe campus atmosphere and allow your team time to plan for their return, we recommend using the following phased approach to develop a departmental staffing plan that includes both onsite and remote work. Please allow a minimum of 14 working days **between each phase** to allow the Campus Health Committee to assess any changes in campus metrics. This approach should help maintain a safe and healthy environment. The goal is to have your plan finalized and implemented by the start of the fall semester, but no later than **Sept. 7, 2021**. **Please note that the implementation of your plan may include both onsite and partially remote staff. The recommended phases below are based only on those employees who will be working on campus.**



**Please remember, if the Campus Health Committee deems that there are positive changes in campus metrics, you may perform the following:**

**Phase I:** Beginning **June 21, 2021**, only include a limited number of individuals needed for onsite workforce and workspace planning.

**Phase II:** After 14 working days from the beginning of Phase I (or July 12), expand on-campus staff to include no more than 25% of your team. More staff may be included if they have been fully vaccinated.

**Phase III:** After 14 working days from the beginning of Phase II (or Aug. 2), expand on-campus staff to include no more than 50% of your team. More staff may be included if they have been fully vaccinated.

**Phase IV:** After 14 working days from the beginning of Phase III (or Aug. 23), expand on-campus staff to include up to 100% of your team.

**Please ensure that everyone complies with [campus health and safety guidelines](#). This approach is subject to change contingent upon changes in the pandemic and other requirements set forth by the Campus Health Committee and university.**

## Step 3: Ensure Workplace Safety

From the start of the pandemic, Wayne State University has worked to mitigate the spread of COVID-19 on campus and implement guidelines that promote the health and safety of our community. Facilities, Planning and Management is dedicated to providing clean, well-ventilated buildings, and we have enacted guidelines and training to help everyone stay safe and prevent the spread of illness. The following are tips to provide your team with a safe work environment.

### Physical Safety Planning

The [Facilities, Planning & Management \(FP&M\) Campus Restart Playbook](#) is available on the [FP&M website](#). It provides answers to frequently asked questions as well as general guidelines regarding maintaining safety in our differing physical workspace environments.

FP&M will work with you to devise a plan based on your specific needs. This could include a simple phone conversation, floor-plan markup or a walkthrough of your area. Determine the level of support you need:

- ☐ Continue to follow the [health and safety guidelines](#) for employees. Refer back to them regularly, as they are subject to change based on the latest data and guidance.
- ☐ Reference the guidelines for maintaining safe environments in the [Stay Warrior Safe training](#).
- ☐ Review [FP&M Campus Restart Playbook](#) and [FAQ](#) on the FP&M website for detailed information and become familiar with the section “[Area Types and Responsibility](#)” to determine the tasks that will be performed by the units versus FP&M.
- ☐ Assess your environment to determine the level of FP&M support needed (use below considerations).
- ☐ Contact [Ashley Flintoff](#) with questions and to schedule an assessment of your environment for adequate social distancing as needed.
- ☐ Work with FP&M to create and implement your unit’s workspace plan.
- ☐ Continue to use [Teams](#), [Zoom](#), and phone calls in lieu of in-person meetings in offices and conference rooms for those employees who are **not** fully vaccinated or who may have medical reasons for maintaining their distance.
- ☐ Please reinforce how employees can protect themselves and others through constant communication and encouraging compliance with PPE requirements.

***These recommendations are subject to change contingent upon changes in the pandemic and requirements set forth by the Campus Health Committee and university administration.***

### Optional considerations to assess your environment for necessary on-campus operations

Description of space(s) and how they are used (offices, classrooms, labs, common areas, cubicles, conference rooms, etc.):

How many people could potentially be together in these spaces at one time?

### Personal Safety Planning

Refer to the [WSU coronavirus website](#) and the [Campus Health Center website](#) regularly for the latest information and updates.

- ☐ Complete the [Stay Warrior Safe training](#) to be able to reinforce and coach learning.
- ☐ Complete the [Campus Daily Screener](#) each day before coming to campus.
- ☐ Advise staff to stay home if they feel unwell and consult with their primary care provider or the Campus Health Center.
- ☐ If someone becomes sick during the workday, instruct them to go home, contact their doctor and/or call the [Campus Health Center](#) for a telehealth examination or visit. Employees who have tested positive for COVID-19 should not return to campus for onsite work until they meet the criteria to discontinue home isolation as determined by the Campus Health Center.
- ☐ Employees who are immunocompromised should consult with their health care provider before returning to work on campus. A flexible work arrangement is available if needed and feasible. Employees should discuss this option with their leaders and the Public Health Subcommittee. Employees may also request an accommodation through the Office of Equal Opportunity if circumstances warrant.
- ☐ Employees should continue to follow the [health and safety guidelines for employees](#).
- ☐ Reinforce guidelines and procedures regarding campus visitors.
- ☐ Work with your Business Affairs Officer (BAO) to obtain masks for your unit (only if you did not receive them during previous distributions).
- ☐ Work with your BAO to purchase additional supplies if you believe there is a need for your team (e.g. hand sanitizer, disinfecting wipes, etc.).
- ☐ Please be sensitive to employee concerns about returning to campus. Many have not been on campus since early 2020. Since that time, individuals may have experienced a variety of different situations and emotions (e.g., illness, death and grief, financial difficulties, etc.) that cause them to be fearful or anxious about returning to campus. We want this experience to be as positive as possible. Many sources of support are available for you and your team on [p.23](#). Ensure team members are aware of how to report [safety concerns](#).

\*See Appendix for more information.

## Step 4: Assess Information Technology and Other Access Needs

**Most faculty and staff have not been into their workspaces for more than a year. As we prepare for their return, it's important to confirm that they have all the tools they need to do their job, whether on campus or remotely. This section will help you assess your department's needs and take the proper steps to ensure that your team has the tools and access to work effectively upon their return.**

Consider *how* work is accomplished and ensure your team members have the necessary equipment, materials, systems, support and connections. Have all documents pertaining to the distribution and/or return of university equipment readily available. Contact [Melissa Crabtree](#), senior director, campus and classroom technology, C&IT, for assistance in returning IT equipment and assessing any additional technology needs.

- ☐ Confirm returning and/or new employees have OneCard and after-hours building access if needed.
- ☐ If after-hours building access is needed, complete the [Card Key I.D. Badge/Access Card Authorization form](#) and submit to the Department of Public Safety ([see sample](#)).
  - Obtain signature from appropriate authority/signatory for that university building.\*
  - Submit completed form to WSU Public Safety via email.\*
  - Employees may need to obtain a new [OneCard](#) with bar code if their card is old.
- ☐ Remind returning employees to check the [parking website](#) for the latest parking and shuttle information.
- ☐ Remind staff to contact C&IT for technology toolkits that could aid in working from their campus or home offices (including webcams and headsets).
- ☐ Please consult with C&IT when planning for hybrid meetings to include both in-person and remote team members.

**Optional considerations:** Now that I may have a blended team, what types of meetings, gatherings or communications are needed to do our work?

What changes do we need to ensure we are connecting at the right levels to meet the unique needs of employees and the university?

## Step 5: Check Effectiveness

As we return to campus and some departments begin to operate in blended environments, it's important to continually assess our work habits, productivity and quality. Some employees may find that they thrive in this new atmosphere; others may experience challenges. It's vital to regularly review the work being done, examine how employees are handling these shifts, keep communication lines open and make adjustments when necessary. This will help us remain focused on the mission of the university and strive for continual improvement.

Consider *what* work is being done to ensure productivity and enable employee success during this time of change and transition.

- ☐ Review performance goals and expectations.
- ☐ Discuss any changes and provide clear expectations.
- ☐ Agree on measures of success and consider accomplishments along the way to larger goals.
- ☐ Understand how changes may impact members of your team and others outside your team.
- ☐ Gather feedback from those “upstream” and “downstream” from your team (colleagues, customers, students, etc.) to keep a pulse on levels of quality and service.
- ☐ Support learning, sharing and applying new knowledge, skills and abilities; seek support for yourself and others to enable change.
- ☐ Be sensitive to employee concerns over returning to campus. This has been a challenging year, and some employees may need additional flexibility and support to help them make a successful transition. Please refer to the additional resources on [p. 25](#) that are available to you and your team for assistance in this area.

[\\*See additional information in the Appendix.](#)

### Optional considerations to build effectiveness

How can I use the strengths within my team to identify opportunities for innovation, continuous improvement and problem-solving? What ideas do workers have that meet both operational and personal needs?

Beyond safety precautions, do I understand what my staff believes would make coming to and being on campus more effective? How will I learn this?

What strategies are other units using to ensure that they are being effective in their work? What best practices have they implemented? How can I learn from and share best practices with others?

## Create Positive Employee Experiences: Recognize, Reinforce and Relate

Help create a positive experience for all employees to promote enthusiasm about returning to campus. Here are a few tips to consider:

- ☐ Create a welcoming environment by being excited about employees returning to campus.
- ☐ Send an email welcoming employees back to campus 1-2 days prior to their scheduled return. Include a photo or video of the new workspace.
- ☐ Create a “local orientation” to help employees know what to expect on their first day back. Note local procedures and environmental changes that might be different. Reference the [HR guide for employees](#).
- ☐ Focus on creative ways to connect in small, safe groups where appropriate.
- ☐ Create a team “Warrior Safe Challenge” to share how individuals are practicing safety guidelines; recognize team members for their role in maintaining a safe campus; identify a team goal of 100% safety compliance – track progress in meetings and reward team when the goal is met.
- ☐ Be available, visible, transparent and honest about your experiences during this challenging time; acknowledge that it’s OK to feel anxious or uncertain.
- ☐ Give employees a voice. Ask how they’re doing and listen actively to concerns; remember that responses to working remotely and returning to work are varied and unique. Don’t feel pressured or rush to debate, persuade, agree or provide a solution; acknowledge and seek to understand as a starting place.
- ☐ Recognize that the shift back to working on campus and in blended teams may require a transition and adjustment period.
- ☐ Recognize and thank employees for their efforts, resilience and other desired behaviors; remind them that their efforts have a positive impact on colleagues and help achieve our mission.
- ☐ Make a sign to welcome back employees and place it on an entry door or other appropriate space.
- ☐ Model behaviors to create the environment you want to see and work in. Set the example by:
  - Completing the Warrior Safe training
  - Completing the Campus Daily Screener
  - Wearing your mask at all times indoors if not fully vaccinated, except when eating or when alone in a private office
  - Respecting fellow Warriors by *not* inquiring whether someone has gotten their vaccinations
  - Washing your hands/using hand sanitizer
  - Leading the Warrior Safe Challenge for 100% safety in your department
  - Reminding your team that **Warrior Safe IS Warrior Strong!**
  - Celebrating and rewarding success (big and small)



## Optional: Help employees explore options to respond to concerns

Create a positive and safe environment.

- Request “please” and “thank you.” Create and sustain change through “200% accountability.” Help employees understand that they are not simply responsible to follow safe practices themselves — the first 100% — they are also responsible to ensure everyone around them does as well — the second 100%.
- Discuss options for employees when they witness anyone not practicing safety protocol. They can remind them of Stay Warrior Safe guidelines with a polite, “please.” For example, “Please wear a mask if you’re not fully vaccinated. I appreciate it.”
- Ask everyone to commit to only one permissible response: an immediate “thank you” followed by compliance. Period.
- Spectrum Health in west Michigan worked for months to encourage caregivers to issue reminders. When they asked reminder recipients to say thank you and comply, hand hygiene practice improved by more than 60% within a matter of weeks. When doctors were trained to “**show gratitude, not attitude,**” reminding became a low-risk norm rather than a terrifying ordeal.

*(excerpted from: Harvard Business Review, 5 Tips for Safely Reopening Your Office, May 20, 2020)*

**Personalize and put into practice:** Use this space to identify an action you will take to model safety practices that fits your style and your team’s unique needs:



Create a list of your staff and indicate whether they will be returning to work on campus or continuing to work remotely. Provide a copy to your supervisor and update as changes occur.

## Building location

[illegible]



# WAYNE STATE

Human Resources

[hr.wayne.edu/coronavirus](http://hr.wayne.edu/coronavirus)

Last Name	First Name	Access ID	Date of Return	Remote Schedule	Campus Work Location	IT Needs for Remote Staff	Onsite Schedule	Contact Information
REMOTE TEAM								
Example L Name	F Name	ab1234		T Th 8:30 am – 5:00 pm	N/A	Webcam	N/A	

In an effort to identify all on-campus operations, please provide a copy of your employee roster to your Dean/VP and your Human Resources Consultant so that we may identify all locations that contain faculty and staff. Please contact Human Resources if we may assist you in any way.

**Thank you!**

Prepared by  
(Name/Title)

Date

Approved by  
(Name/Title)

Date

## Appendix and Additional Resources

### Contacts

Name	Restart Committee	Email address
Laurie Clabo, Dean of the College of Nursing and Public Health	Campus Health Committee	<a href="mailto:laurie.lauzon.clabo@wayne.edu">laurie.lauzon.clabo@wayne.edu</a>
Mark Kornbluh, Provost and Senior Vice President of Academic Affairs	Academic Affairs	<a href="mailto:hj0539@wayne.edu">hj0539@wayne.edu</a>
Boris Baltes, Associate Provost, Faculty Affairs	Academics/Teaching and Learning	<a href="mailto:ae8920@wayne.edu">ae8920@wayne.edu</a>
Steve Lanier, Vice President, Research	Research	<a href="mailto:fs5252@wayne.edu">fs5252@wayne.edu</a>
Rob Davenport, Associate Vice President, Facilities Planning and Management	Facilities	<a href="mailto:rj.davenport@wayne.edu">rj.davenport@wayne.edu</a>
Carolyn Hafner, Associate Vice President, Human Resources	Human Resources	<a href="mailto:ab0414@wayne.edu">ab0414@wayne.edu</a>
Tim Michael, Associate Vice President, Business Operations	Housing, Dining and Campus Retail	<a href="mailto:ea3307@wayne.edu">ea3307@wayne.edu</a>
Antonio Yancey, Associate Vice President, Research	Research	<a href="mailto:ak7682@wayne.edu">ak7682@wayne.edu</a>
Lauri Washington, Director, Labor Relations	Human Resources	<a href="mailto:co9534@wayne.edu">co9534@wayne.edu</a>
Ashley Flintoff, Director, Planning and Space Management	Facilities	<a href="mailto:eh3815@wayne.edu">eh3815@wayne.edu</a>
Amy Weiss, IT Training Specialist (Microsoft Teams, Zoom)	Computing and Information Technology	<a href="mailto:ab6457@wayne.edu">ab6457@wayne.edu</a>
Jacquelyn Triplett	Public Safety	<a href="mailto:ab3625@wayne.edu">ab3625@wayne.edu</a>
Lt. Robert Barron	Public Safety	<a href="mailto:ac4978@wayne.edu">ac4978@wayne.edu</a>

## Step 1: Know Where Work Happens

Benefits and Wellness Families First Coronavirus Response Act (FFCRA) Update	<a href="#">FFCRA Page</a>
CDC Resources  <i>(please note that WSU guidelines may be more restrictive than CDC guidelines)</i>	<a href="#">Fully Vaccinated</a> <a href="#">CDC Critical Infrastructure Work Planning</a> <a href="#">People at Risk - CDC</a> <a href="#">CDC Considerations for Higher Ed</a>
University-wide information	<a href="#">WSU coronavirus website</a>
Employee and Labor Relations	<a href="#">Employee and Labor Relations page</a>
Enterprise Risk Management and Insurance Programs	<a href="#">Work injury/illness information website</a>
COVID-19 resources for faculty and academic staff	<a href="#">Resources from Provost's office</a> <a href="#">Ensuring Student Success</a>
State guidelines	<a href="#">State of Michigan coronavirus website</a>

## Step 2: Determine Who Works Where and When

### Flexible Work Arrangement Decision Criteria

Please answer the questions below to determine if a Flexible Work Arrangement (FWA) is optimal for your employee/team to continue to meet your department's mission and customers' needs.

Current number of staff			
Number of staff needed for onsite operations			
Employee Name			
		Yes	No
<b>Key Departmental Needs</b>			
Customer Support	Support Students		
	Support Faculty		
	Support other Employees		
	Support other Customer/Stakeholders		
	Vendor Interaction		
Key Departmental Deadlines	Peak processing (e.g., key days, weeks, months)		
	Number of days needed on campus		
<b>Employee Performance</b> (Consider the past 15 months and other historical job performance)			
	Highly effective		
	Effective		
	Satisfactory		
	Needs improvement		
<b>Other Considerations</b>			
Can the job be performed remotely? If yes, determine the following:			
	How many days/week can be done remotely?		
	Are there other staff who can fill in on the alternate days onsite?		
	How long would a FWA work? (e.g., 30, 60, 90 days, etc.)		
	Is employee willing to be flexible when onsite work is needed?		
Would an FWA negatively impact (Consider both unit and individual impact):			
	Operations		
	Overall effectiveness and/or efficiency		
	Key goals, outcomes, deliverables, projects		
	Customer service		
	Collaboration		
	Department culture		
	Engagement		
<b>Facilities</b>			
	Does the employee have the necessary technology for remote work?		
	Does the unit have the necessary technology to support hybrid meetings?		
	Are conference rooms equipped with the technology needed for both virtual and in-person participation?		
	Is there adequate office space for both onsite and remote staff when needed?		
<b>Overall Assessment</b>			
Based on your responses, can this employee work remotely, on some level, and still meet unit and customer needs effectively?			



### Building Access (after-hours information):

This a security system designed for after-hours access that has been modified due to COVID-19.

- Unit supervisor or BAO must sign the form.
- WSU Police Department accepts forms via email. Send the completed form to:
  - Jacquelyn Triplett at [ab3625@wayne.edu](mailto:ab3625@wayne.edu).
  - Copy Lt. Robert Barron at [ac4978@wayne.edu](mailto:ac4978@wayne.edu).
- WSUPD needs 1-2 days to enter information.
- Employees must come to WSUPD and present OneCard to encode and test it; hours are between 9:00 a.m. and 4:00 p.m. Monday-Friday.
- **Add a building:** if the employee already has after-hours access but needs a building added, they do not need to fill out another form. The unit supervisor or BAO can email the request to Jacquelyn Triplett with a copy to Lt. Barron.
- Employee can use existing PIN code and does not have to come to WSUPD in person.

Click form to download Card Key I.D. Badge Authorization Form

<b>WAYNE STATE UNIVERSITY</b>		<b>Card Key I.D. Badge/ Access Card Authorization</b>		<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> L/D#	Public Safety Use	
Public Safety <i>Read Instructions on reverse side.</i>						
Employee Name (Last, First, Middle)				Phone/Extension		
Department:				Title:		
Check <input type="checkbox"/> WSU Employee One: <input type="checkbox"/> Non-WSU Employee (List Employer):				WSU ID #		Expiration Date:
Home Phone No. ( ) -				Mother's Maiden Name		
Are you presently authorized access to a location(s)? <input type="checkbox"/> Yes – List location(s) (Building Name & Address): <input type="checkbox"/> No						
Holiday Access <input type="checkbox"/> Yes (Check one): <input type="checkbox"/> No				Building Name & Address Requested:		
<input type="checkbox"/> 24 Hour Access or Specify Access Hours under Each Day: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.						
Type Name and Signature of Unit Head Authorizing After Hours Access:				Department		Phone No.
<b>Public Safety Use Only – Do Not Write Here</b>						
TZ		AL		Precision (Check One)	<input type="checkbox"/> Yes - List Readers <input type="checkbox"/> No	
Date Coded/By:				Effective Time/Date:		
Date Entered Into Computer/By:				ID/Access Card Received By/Date:		
1407 (8/00)      White - Issuing Department      Green - Employee      Buff - Public Safety						

### Step 3: Ensure Workplace Safety

#### Information for campus visitors:

Wayne State remains open to those with business or academic needs whose presence is required on campus. However, to ensure your safety and the safety of our campus community, you **must** adhere to the following if you are required to visit campus:

- Complete the [Guest Campus Screener](#) prior to coming to campus or upon checking in.
- Refrain from coming to campus if you have:
  - Experienced symptoms of COVID-19 (fever, new cough, shortness of breath, new muscle aches, chills, sore throat or runny nose, or new loss of taste and smell)
  - Have been in close contact in the last 14 days with an individual diagnosed with COVID-19
  - Have had a COVID-19 test and are currently awaiting results
- Face coverings that cover both the nose and mouth are required indoors when visiting Wayne State for visitors who are not fully vaccinated.












WAYNE STATE

Human Resources

[hr.wayne.edu/coronavirus](http://hr.wayne.edu/coronavirus)

## Strategies to Stay Safe

# STRATEGIES TO STAY WARRIOR SAFE

 <p>Watch for symptoms of COVID-19 and complete the daily screener</p>	 <p>Wash hands often</p>
 <p>Assess your own risk</p>	 <p>Cover coughs and sneezes</p>
 <p>Stay home when you are sick</p>	 <p>Clean and disinfect your workspace daily</p>
 <p>Always wear cloth face coverings in public spaces</p>	 <p>Avoid sharing and reusing kitchen items</p>
 <p>Avoid close contact with others — social distance</p>	<p>For more information, visit <a href="http://wayne.edu/coronavirus">wayne.edu/coronavirus</a></p>



WARRIOR SAFE IS  
WARRIOR STRONG



Police and Campus Safety	<b>If an emergency call: 313-577-2222</b> <a href="#">Non-emergency help</a> <a href="#">Police and Campus Safety website</a>
Campus Health Center resources	<a href="#">Campus Health Center website</a> <a href="#">Campus Health Center Testing Recommendations</a> <a href="#">CHC coronavirus page</a> <a href="#">Campus health ask an expert</a>
Restart Committees	<a href="#">Campus Restart Committee and subcommittee pages</a>
Office of Environmental Health and Safety resources	<a href="#">Best practices for cleaning and disinfecting</a>
CDC resources  <i>(please note that WSU guidelines may be more restrictive than CDC guidelines)</i>	<a href="#">CDC Considerations for Higher Ed</a> <a href="#">CDC Social Distancing</a>
Housing, Dining and Campus Retail Restart Subcommittee	<a href="#">Housing Subcommittee Updates</a>
Face Coverings	<a href="#">Campus message regarding face coverings</a> <a href="#">Guidance on face coverings</a>
Campus Operations updates	<a href="#">Campus operation updates</a>

## Step 4: Assess IT and Other Access Needs

C&IT Resources	<a href="#">C&amp;IT Knowledge Base</a> <a href="#">C&amp;IT Communication and Collaboration tips</a>
Enterprise Risk Management and Insurance Programs	<a href="#">Off-campus computer equipment information</a>
Microsoft Teams resources	<a href="#">Teams Getting Started</a>
Procurement & Strategic Sourcing	<a href="#">Vendor Contact Info</a>

## Step 5: Check Effectiveness

**Learn best practices. Share best practices. Support others to apply best practices.**

Leading others effectively begins with our capacity to build new knowledge, skills and ways of approaching work. Whether self-directed learning experiences and facilitated webinars through our Accelerate eLearning Library; job aids, learning guides or wellness seminars from our employee assistance partner, Ulliance. Seek out these learning and support resources to help you navigate change in this unprecedented time.

Accelerate eLearning Library Remote Work Learning & Developmental Offerings  Note: Log into Academica before clicking links.	<a href="#">Leading Virtually</a> <a href="#">Working Virtually</a> <a href="#">Personal Wellbeing</a> <a href="#">Virtual Productivity</a>
Ulliance	<a href="#">Employee Assistance Program</a> <a href="#">Life Advisor Well-being Portal</a> <a href="#">Ulliance Bulletin - Anxiety During Public Health Crisis</a>
Counseling and Psychological Services (CAPS)	<a href="#">Workshops</a>
Campus Health Center	<a href="#">Campus Health Center website</a>
Resources for parents	<a href="#">Childcare resources</a>
CDC	<a href="#">Mental Health Support</a>