

**RE-ENTRY**

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**READINESS**

*Developing an  
Operational Plan*



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# INTRODUCTION

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Operational plans must be developed to follow established Re-entry conditions to facilitate your teams' return to campus at the appropriate time(s). Each department/unit/school will develop an operational plan that must be approved by the applicable chair and dean or vice president. Unit leaders will implement their approved unit-specific operational plan and communicate updates with their team.

Your COVID-19 Operational Plan must include and describe how your unit will implement the guidelines.

### **Steps for developing your Re-entry Operational Plan**

1. Review and reflect on the application of guidance documents provided by the University within the context of your unit.
2. Identify areas of risk related to public health measures and design an action plan for reducing those risks.
3. Write and develop your official COVID-19 Re-entry Operational Plan and submit for approval.
4. Implement and monitor your approved operational plan.

# 1. WORK ENVIRONMENT

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## Reference:

*Re-entry To Campus Guidelines pp.12-14*

Leaders should consider the physical setting(s) of work area(s) when assessing risks in the work environment. To prepare your operational plan, make a list of your unique locations (e.g., entrance, staff room, areas where employees/visitors frequent, outdoor spaces where people congregate, washrooms, eating areas, etc.). Consider how employees and visitors navigate through your setting and how your services are offered and accessed. As leaders evaluate the re-entry phase for employees, general considerations should include:

## Reference:

*Re-entry To Campus Guidelines p.10*

- Social distancing:
- Are there areas where staff or visitors tend to congregate in your (e.g. hallways, eating areas, lounge, etc.)?
- Are there areas where staff or visitors may find it difficult to practice social distancing due to spatial restrictions or structural design (e.g., small rooms/entrances, line ups, rows of desks, walkways or aisles, etc.)?
- Are there any aspects of your business/service that would need to change to address physical distancing? Do you foresee difficulty?
- Think about what you could do to address physical distancing.
- How can you make it as easy as possible for staff and visitors to follow this measure?
- Are there any additional measures required to accommodate individuals with disabilities?

## Re-entry Readiness

### *Operational Plan*

#### Suggestions for addressing social distancing

- Arrange furniture to promote social distancing.
- Provide visual cues (markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc.). Signs, posters and digital assets featuring COVID-19 health and safety guidance to display throughout UAB campus are available [here](#).
- Determine if installation of physical barriers such as partitions or plexiglass is feasible.
- Establish a protocol to ensure people don't congregate in groups (stagger start and break times, virtual rather than in-person meetings, limit access to common areas, etc.)
- Evaluate options to reduce staff onsite, such as having some staff continue to work remotely, changing shift times and, implementing flexible work hours.
- Evaluate the risk of employees coming closer than 6 feet apart in all parts of the department/building. Stairwells, entry and exit points and narrow hallways can present a challenge. Work with your building administrator and consider implementing one-way traffic zones (one stairwell for walking up, a different one for walking down).

## 2. PHASED STAFFING

### Reference:

*Re-entry To Campus Guidelines pp.8-9*

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. As leaders evaluate the re-entry phase for employees, general considerations include:

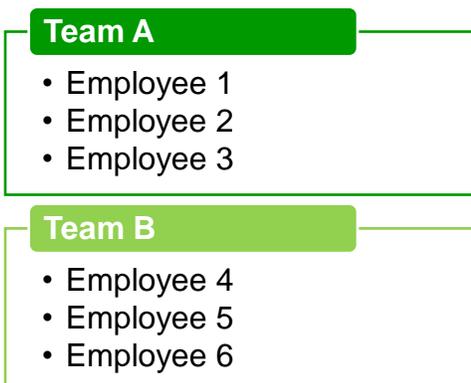
- What routine responsibilities/tasks cannot be fulfilled while working remotely?
- What routine responsibilities/tasks require regular communication and collaboration with others?
- Where else can work be assigned among team members, if necessary?
- Are there employees who are in a high-risk category as defined by the Center for Disease Control? *Reference Re-entry To Campus Guidelines p.7*
- Use this information to better protect those who are more vulnerable to COVID-19, but do not discriminate or force the sharing of personal health information.
- Are there employees who are responsible for the care of family?
- Are there employees with extenuating circumstances (i.e. reliance on public transportation)

Prepare a priority list for what must be accomplished by certain dates in order to return the unit to full operation.

### Work schedule/hours

**Alternating shifts:** In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating shifts. Such schedules will help enable social distancing, especially in areas with large common workspaces. Below is a sample alternating shift schedule.

### TEAMS



WEEK	ON SITE	REMOTE
6/1/20 – 6/5/20	TEAM A	TEAM B
6/8/20- 6/12/20	TEAM B	TEAM A

## Re-entry Readiness

### *Operational Plan*

Employees scheduled to work on site should review the Re-entry Checklist for all faculty, students and staff **before** returning to campus.

**Remote work:** Employees who are not assigned to a team above should continue working remotely until their scheduled re-entry phase. To help leaders maintain dialogue and assess work distribution and productivity, employees working remotely should complete the **Activity Progress Tracker** or a similar tool.

**Staggered Schedules:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

# 3. HEALTH AND SAFETY

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### Reference:

*Re-entry To Campus Guidelines pp.10-11*

### **Personal Protective Equipment (PPE)**

Certain measures are needed to reduce the risk of exposure and spread of COVID-19. Essential personnel in are required to wear a mask/face covering at all times when on campus except at a workstation/private office that is in an enclosed space where no other personnel are present. Cloth masks/face coverings may be used to minimize the risks to others.

### **Cleaning and disinfecting**

- Are you aware of proper cleaning and disinfection guidance?
- If needed, how could you change your previous cleaning and disinfection procedures to address the current risk of COVID-19?
- How will you ensure that cleaning and disinfection is done properly and regularly? Who will be responsible for this (i.e. Environmental Services, employees cleaning personal work areas)?
- What surfaces are frequently touched in your setting that may require more frequent disinfection (e.g., door handles, cart handles, counters, washrooms, cashier equipment, phones, computers, vehicles, etc.)?
- How can you make it as easy as possible for staff to follow these measures? Do you have appropriate levels of supplies?

### **Hand hygiene and respiratory etiquette**

- Are you aware of proper hand washing and respiratory etiquette procedures?
- Do you have the supplies needed to enable hand washing and respiratory etiquette (e.g., running water, soap, paper towels, disposal bin; hand sanitizer, tissues)?
- Can you provide hand sanitizer where frequent hand washing would be beneficial but difficult to achieve?
- Where will you post hand washing and respiratory etiquette posters in your setting? Consider directing staff and visitors to hand-wash points.
- How can you make it as easy as possible for staff and visitors to follow the hand hygiene and respiratory etiquette?

## 4. COMMUNICATION PLAN

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It is important for managers to discuss with employees their plans to return to campus before their arrival on campus. Some points to cover:

- Confirm the date the employee will return to campus. Ensure proper notice to allow employee to make arrangements for their return to campus.
- Are there elements of the employee's office environment that should be altered to make the workplace more secure prior to their return?
- Would the employee be able to accommodate alternate days/shifts working from campus and from home, if necessary, to support safe spacing in the workplace?
- Would the employee consider evening or weekend work hours, if necessary, to support safe spacing in the workplace?
- Does the employee have any suggestions that would enhance working from campus while maintaining social distancing and adhering to other elements that ensure employees' health and safety?

### **Communication with employees who are continuing to work remotely**

Leaders should tell employees how often they should send updates on work plan progress and what those updates should include. An **Activity Progress Tracker** has been designed to establish a process for the employee to document and communicate weekly accomplishments. This tool provides a platform for dialogue to clarify activity priorities, seek guidance, and give and receive regular feedback. Leaders should also communicate how quickly they expect the employee to respond while teleworking and the best ways for the employee to contact the supervisor while working remotely.

If you have normal check-in times, calls can be arranged during this period. Maintain team meetings and one-to-one check-ins, altering the schedule if needed to accommodate any alternative schedules that have been approved.

Conduct regular check-ins. Start each workday with a phone, video or instant message chat. Every other day or weekly may be fine, so long as you are in contact frequently enough that your employees are in sync with you and/or with one another.

## **5. OPERATIONAL PLAN/TEMPLATE**

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At minimum, your operational plan must include the following to ensure that UAB community members are kept as safe as possible:

Identification and documentation of unique risks and solutions that include:

### **Reference Re-entry To Campus Guidelines**

- Compliance with required training and the UAB Healthcheck **pp. 6,17**
- Facilitating social distancing **p. 10**
- Facilitating personal hand hygiene and respiratory etiquette **p. 11**
- Ensuring adequate daily cleaning and disinfection **p. 11**
- Following guidelines on personal protective equipment **pp. 10-11**
- Assess additional employee protection where warranted based on risk assessment (e.g., plexiglass barriers) **pp. 11-14**
- Communicating UAB COVID-19 health and safety measures to staff and the public in your area **pp. 15,18-22**
- Incorporating guidance on accountability and monitoring into your plan **pp. 1 & 3**

# Re-entry Readiness

## Operational Plan

### Operational Plan Template

1. Identify the actions you will take to ensure a safe environment for:
  - a. Employees
  - b. Students, if applicable
  - c. Visitors/Patients, if applicable

Please include (a) your mitigation efforts, actions and strategies; (b) the team member who will be accountable for the action, and (c) timeline for completion.

2. Describe your proposed staffing plan.
  - a. What actions will you take to ensure proper social distancing and other protective measures for employees?
  - b. Have you updated the Re-entry to Campus Dashboard App to reflect the Re-entry phase for each member of your staff?

NOTE: Before individuals re-enter campus, several steps must be completed:

1. Only after your unit's re-entry plan is approved, your employees will receive an email from Campus Learning ([campuslms@docebo.uab.edu](mailto:campuslms@docebo.uab.edu); emails from this address are not spam).
2. When the email is received from the learning management system (LMS), follow the prompts and complete required training.
3. After the LMS training is completed, employees will be prompted to complete a health-check via the UAB-specific COVID-19 Assessment Tool symptom and exposure tracker.
4. After the employees complete the required training and health check, supervisors will be notified that the employees are approved to return to campus.

No one is permitted to return to campus until they have completed these steps and have documented clearance for re-entry. When employees return, they must follow all safety guidelines. For more information, visit <https://www.uab.edu/coronavirus/reentry>.

3. Identify any unique challenges that will limit your or your team's ability to implement safety measures and how each will be mitigated.
4. How will you communicate UAB COVID-19 health and safety measures to employees, visitors, or others in your area?