Ten Tips for Supervisors to Plan for and Manage a Successful Return to Campus

Things won’t be the same. Here are the essentials to keep people safe, understand your resources, live the **UAB Shared Values** and put empathy into action.

### Develop Your Plan
- Develop your Re-entry to Campus Operational Plan using the [Re-entry Readiness: Operational Plan Template](#) which was created to complement the existing re-entry guidelines.
  - Review and complete the [Checklist for Supervisors](#).
  - Identify the actions to ensure a safe work environment.
  - Describe your proposed staffing plan.
  - Meet with your manager to clarify re-entry expectations and guidelines for your school or unit and submit your operational plan for approval.

### Lead with Empathy — Acknowledge and Seek to Understand Individual Challenges
- Ability to work remotely
- Personal challenges
- Anxiety from threat, ambiguity, unprecedented change
- Safety concerns

### Know Your Resources and Seek Assistance
- **Re-Entry Guide for Supervisors**
  - Guidance includes addressing:
    - Accommodations
    - Attendance
    - Childcare and Caregivers
    - Dress code and PPE
    - Employee Illness
    - Hiring
    - Leaves
    - Performance Evaluations/Management
    - Telecommuting/Telework
    - Work Schedules
    - Mental and Emotional Support
    - Work Environments
    - Non-Compliance with Health and Safety Guidelines

### Interactive Communication
- Begin with a team conversation: How has our work changed? How have we adapted?
- How will our team need to work together differently as we navigate through and beyond the pandemic?
- What can we do to support each other?
- What do you need to safely and effectively return to work?
- Discuss expectations for when the team should plan to return to campus based on [schedule for re-entry](#).
- Be transparent: Share what you know and don’t know
- Continue with regular conversations and check-ins.

### Follow UAB Policies and Guidelines
- COVID-19 [Re-entry to Campus Guidelines](#)
- Policies can be found in: Faculty Handbook, Student Handbook, You and UAB Handbook for Faculty and Staff, Policies and Procedures Library, and specific policies within your department

### Re-set Expectations
- Encourage employees to be considerate of how they reconnect with each other
- Encourage personal safety practices: masks/face coverings, social distancing and hand washing beyond the work environment
- Identify creative alternatives to socialize safely
- Incorporate work related expectations, like limited time in shared spaces, breakrooms, additional cleaning of buildings and shared equipment, etc.

### Reassess Your Plan
- Based on conversations are changes needed?
- Does your plan align with re-entry guidelines?
- Submit plan to Dean/AVP/VP for approval

### Complete Re-entry to Campus App and Compliance Dashboard
- The Re-entry App and Compliance Dashboard provides a centralized place to update your employees’ status as they transition back to campus.
- [Re-entry to Campus Dashboard App Instructions](#)
- After operational plan approval, updates should be made in the app; then, an automated invite to complete the [COVID-19 Basic Safety & Awareness](#) training and the UAB Healthcheck will be sent to each employee.

### Ongoing Safety Monitoring
- **UAB Healthcheck**, a COVID-19 Assessment Tool to report the existence of any current COVID-19 related symptoms, exposure history, and testing history.
- Encourage team members to remain compliant with regular UAB Healthcheck guidelines.
- An employee who feels sick should not report to work.

### Share Mental Health and Wellness Resources
- The [Employee Assistance & Counseling Center](#) (EACC) is available to offer emotional support to faculty and staff with increased services during this stressful period. Critical resources include, but are not limited to, mental health tools and counseling services. Also, stay healthy and strong with the Employee Wellness [Pillars of Wellness](#).