

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.

1 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.

2 Lead with Empathy — Acknowledge and Seek to Understand Individual Challenges

- Ability to work remotely
- Personal challenges
- Anxiety from threat, ambiguity, unprecedented change
- Safety concerns

3 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

4 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.

5 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

6 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.

7 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

8 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.

9 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.

10 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](#).

