

Subject: Return-to-Work Plans & Procedures
Date: Wednesday, May 27, 2020 at 12:41:27 PM Central Daylight Time
From: Tucker, Ken
To: All Faculty and Staff
Attachments: Return to Work - Policies and Procedures[1].docx, image001.png, image002.jpg, image003.jpg, image004.jpg, image005.jpg



A Message from UWA President Ken Tucker

Return-to-Work Plans & Procedures

Dear Colleagues,

On behalf of UWA leadership and the Board of Trustees, I would like to thank you for the outstanding cooperation, flexibility, and commitment you have shown in recent months as our campus has continued to respond to the coronavirus (COVID-19) pandemic. Plans for a safe return to the work environment have been developed, and we would like to provide you with these plans and guidance for developing your departments' transitional operations.

Our response has been steered by healthcare guidelines and government edicts, as well as our own resources and capabilities, and we will move forward with a phased return to work that will be guided by the same, with consideration of physical spaces, personnel needs, and various other factors. The Return-to-Work Task Force, which was established in April to outline plans for bringing employees back to campus safely, has carefully outlined recommended procedures, which are attached. This process is ultimately circular, in that we will gradually return to something close to what we considered "normal" prior to COVID-19, although our daily operations will look different from a few months ago.

As previously communicated, the process of returning to normal operations will begin **Monday, June 1**, as we all slowly resume operations with adjusted schedules for individual offices, departments, and physical spaces. Employees will split schedules/days, or other arrangements as

appropriate, then slowly increase days or hours until normal operating hours are achieved safely. This will understandably look different for various offices, and we ask for your continued cooperation in making this return as smooth as possible for everyone. The attached outline includes suggested staffing percentages. Because of various demands and functions, some offices have maintained a higher level of staffing over the last several weeks, reporting to campus more frequently than others who have been able to do almost all work remotely. In such cases, the June 1 phase of return may be very similar to (or even more relaxed) than the schedule already maintained, in which case, the needs of the department shall continually be considered to determine the best staffing structure.

Throughout this gradual return to full operations, we will enact several safety measures in an effort to maintain a healthy environment. Please review the *attached* outline to familiarize yourself with these safety measures and protocols. As you can see, we will continue following social distancing protocols, using masks where necessary, monitoring temperatures, limiting visitors on campus, providing accommodations for vulnerable individuals, and following other healthcare guidance. Still, no events or gatherings are encouraged; however, if there is some such instance that cannot be avoided, please be sure that the Physical Plant has ample advance notice so additional disinfecting practices can be maintained. Other restrictions, including university travel, and protocols for self-reporting/isolation will remain in place until conditions are deemed safe to change.

Again, thank you for your cooperation and patience as we all work together to maintain good health and safety on our campus in anticipation of the Fall Semester 2020.

Take care and be safe,



Ken Tucker, Ph.D.

President

The University of West Alabama

phone: 205-652-3527

address: UWA Station 1

web: <http://www.uwa.edu/>

email: [REDACTED]

The University of West Alabama | uwa.edu





Ken Tucker, Ph.D.

President

The University of West Alabama

phone: 205 652 3527

address: UWA Station 1

web: <http://www.uwa.edu/>

email: ktucker@uwa.edu

