



THE UNIVERSITY OF
TENNESSEE
SYSTEM

UTSA
Re-Entry Plan

Workforce Reintegration Plan

April 2020

Purpose

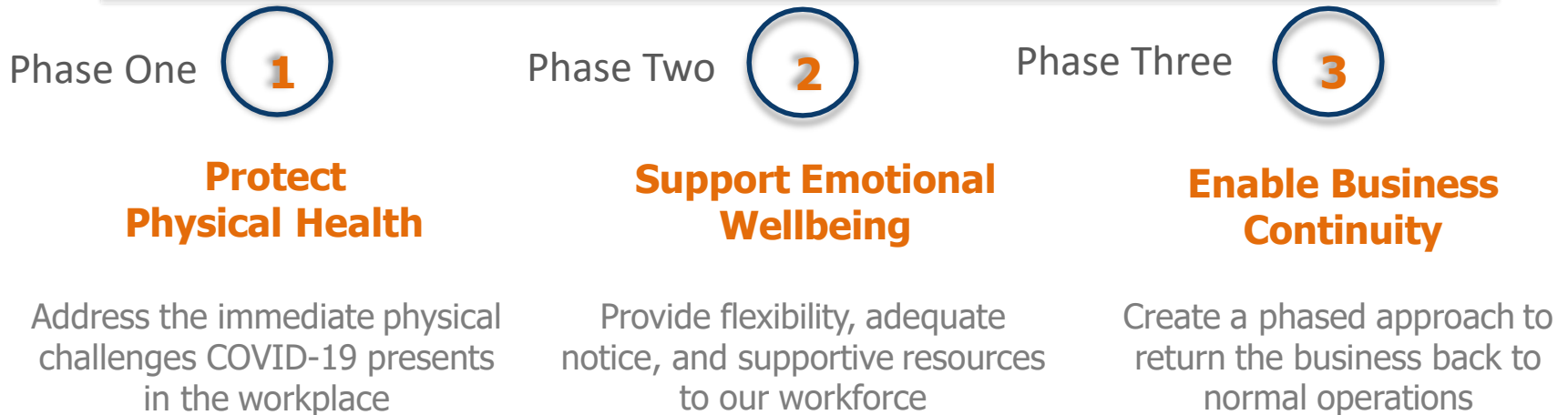
The purpose of the workforce reintegration plan is to outline the UT System guiding principles that support the process of returning UTSA to normal business operations following the COVID-19 pandemic while ensuring the health and safety of our workforce.

Framework for Future Reintegration

System Level Reintegration Guidance

- There is to be a downward trajectory of COVID-19 cases in respective counties of the UT System, campuses, institutes and centers.
- State and federal guidelines will allow the return to work.
- Those who can effectively telework will continue to do so.
- National, state and local guidance will continue to be monitored and maintained.
- Administrative Controls will be in place.

UT Specific Reintegration Plans



Deliver timely, effective, and people-focused communications that highlight flexibility & support

Key Strategies for Reintegration

1. Use appropriate prioritization to incrementally bring back staff
2. Continue and expand innovative work practices developed during the onset of the pandemic
3. Institutionalize appropriate health and safety mitigations as cultural norms
4. Monitor appropriate health and safety mitigations as cultural norms
5. Implement consistent and flexible mitigation actions as needed based on monitoring

Framework for Reintegration- Anticipated May 4th

Phase One



Protect Physical Health

Address the immediate health challenges COVID-19 presents in the workplace

- **ENCOURAGE TELEWORK/REMOTE WORK:** Continue whenever possible and feasible with business operations.
- **PREPARE FOR RETURN IN PHASES:** Supervisors assess office setup and employee work schedules and plan for a return in phases. Allow gradual return to office up to 25%, which is a guideline, not a requirement.
- **CLOSE COMMON AREAS:** Identify and close areas personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- **RESTRICT TRAVEL:** Restrictions still apply and will be reviewed using the established exception process to include following CDC guidelines regarding isolation following travel.
- **PROTECT VULNERABLE POPULATIONS:** Accommodate personnel who are members of a vulnerable populations or have close family who are members of a vulnerable populations.
- **STATEWIDE EVENTS:** Remain postponed.

Current Status

- Assess Physical Building Locations for UTSA Staff for Occupation Readiness
- UTSA anticipates that most PPE (face masks, hand sanitizer, disinfectant will be available during next 30 days
- Shortage in disinfectant wipes expected through mid-May; rapid COVID-19 tests are unavailable, but TN is offering free public testing on April 18

Framework for Reintegration – Anticipated TBA

Phase Two



Support Emotional Wellbeing

Provide flexibility, adequate notice, and supportive resources to our workforce

- **RETURN TO WORK IN PHASES:** Supervisors enact an alternative work schedule for their departments (i.e. Team Orange in office on Mondays, Wednesdays, and every other Friday/Team White in office on Tuesdays, Thursdays, and every other Friday (Up to 50% workforce in office will be a guideline, not a requirement).
- **MONITOR COMMON AREAS:** Meetings of groups in 10 or less make take place in a common area as long as social distancing measures are in place. Technology should still be strongly considered in this phase for group meetings.
- **RESUME NON-ESSENTIAL TRAVEL:** Can resume if requests comply with CDC and State Department guidance.
- **PROTECT VULNERABLE POPULATIONS:** Accommodate personnel and family members of special populations or vulnerable populations as designated by the CDC.

Current Status

- Pandemic Employee Engagement Surveys have been implemented to determine most immediate needs of our employees.
- Online Resources have been developed to support employees working remotely and managing child care issues and, best practice questions for employee discussions and how to identify signs of isolation

Framework for Reintegration – Anticipated TBA

Phase Three



Enable Business Continuity

Create a phased approach to return the business back to normal operations

NEW NORMAL: Return to full operations, Include enhanced mitigation strategies employed to provide a healthy community which include proper sanitation of office equipment/areas, employees washing hands frequently with soap and water or alcohol-based hand sanitizer when soap/water are not available.

EXPAND INNOVATIVE WORK PRACTICES: Use technology in conjunction with in-person gatherings, replace paper processes with electronic. Return to new normal/full operations.

TELECOMMUTE/REMOTE WORK: Allow flexibility for employees to telecommute when necessary or more optimal.

CREATIVE SCHEDULING: Minimize large gatherings with creative scheduling.


Current Status

- Approximately 90% of UTSA employees are currently teleworking
- Operational and business functions are being met while also ensuring the physical and emotional wellbeing of our workforce

Additional Reintegration Guidelines

- Each campus, institute, and center will develop a phased plan for return-to-work based on common principles and prioritizing essential work.
- Daily coordination and communication of individual business unit plans will occur to maintain alignment (via COVID-19 call and status updates).
- The pace will be informed by Centers for Disease Control and Prevention (CDC), state, and local guidance; regional approaches will be adjusted based on local health conditions.
- Regular deep-cleaning of the workplace and reinforcement of preventative behaviors (non-pharmaceutical interventions), such as social distancing and good hand hygiene, will continue.
- Medical guidance will remain in place until relaxed by CDC; UTSA will continue to closely monitor sick cases.
- An adequate supply of PPE, hand sanitizer and disinfectant, will be maintained.
- The Employee Self-Observation Questionnaire will be used.

Appendix

	Readiness	Escalation	 Peak Impact	Decline & Stabilize	Recover & Reinforce
Pandemic Event	Aware of threat, mobilize Continuity Plans, begin employee communications	Confirmed cases from employees and families, increase in quarantines State/local policy implications Tracking of absenteeism	High turnover and confirmed cases increase, Essential personnel, possible sequestration	Reduction in cases, regionally	Re-engage the workforce, changes in the way we connect, culture implications
Employee Morale	Moderate anxiety and concern for anticipated impacts, some questions and frustration	Anxiety, stress, concern over increased responsibilities at home, concerns over feelings of isolation, EAP support increases, high workload demands in some pockets	Fear and lack of control, possible disorientation, significant workload and responsibilities at home	Relief, reconnecting with a sense of purpose, curious about future	Flexibility, Creativity & Innovation
Workplace Implications	Significant planning efforts, social distancing protocols, teleworking encouraged	Mandatory teleworking, protection of essential personnel	Mandatory teleworking, protection of essential personnel	Tiered approach to returning to the workplace, freedom within a framework	Influx of new ways to perform work and leverage technology
Leadership	Heightened focus on communications and visibility with workforce	Increased focus on facts and sharing of resources (FAQs), encouraging flexibility and employee wellbeing (EAP resources), planned approach to communications	Active listening, virtual team building, inspiration and empathy	Reaffirm behavioral expectations, reflect on learnings, refocus on talent planning and development	Recognition