







Campus Scaling Up Checklist

Brandeis is committed to the health and safety of our students, faculty, staff and visitors. As the University moves into a scaling up of operations and a potential return of faculty and staff to campus, it is important that all departments consider the specific needs of their area/department. The Scaling Up Checklist is designed to enable supervisors, managers and department leaders to conduct a needs assessment and to implement a scaling up plan to support department and University operations.

Once complete, the department plan should be reviewed and approved by the respective Dean, Department Chair VP or Senior Leader prior to the implementation of the items on this checklist. Departments with essential staff or union employees should contact their Dean, VP or Senior Leader for guidance.

The checklist contains several areas of focus:

 Staffing Options	 Social Distancing	 Safety Practices	 Cleaning Protocols	 Facility Controls	 Communication
Staffing plans to balance population density on campus	Controlling the density of campus populations and maintain 6 ft distancing	All faculty, staff, students and visitors must wear a face covering on campus	Campus wide cleaning procedures based on CDC and OESO guidelines + department cleaning	Controlling the access to and use of buildings and shared indoor and outdoor spaces	Frequent and detailed communication of status, guidelines and expectations

The checklist includes specific items for consideration in each of stage of the University’s Scaling Up Plan. It is important that you review this plan in detail and consider your department’s operational needs in all three stages.

Questions on staffing, policies, employee needs:

Office of Human Resources 781-736-4474 or humanresources@brandeis.edu.

Department Staffing and Operations

Item	Department Needs		
	Stage 1	Stage 2	Stage 3
1. Identify the critical operations in your area that may need on-campus resources.			
2. Identify the minimum number of staff from your department needed on campus to support critical operations.			
3. Communicate the key considerations of your scaling up plans (initially and ongoing) to your staff to ensure full transparency and to manage expectations.			
4. Review new policies, protocols (i.e. masking) and ongoing department expectations with staff before they are asked to return to campus.			
5. Conduct a position review to determine: <ul style="list-style-type: none"> a. Which positions are needed on campus during all stages? b. Which positions may need to be added on campus as scaling up efforts continue? c. Which positions can continue remotely over the short term and which can continue remotely indefinitely? d. Can a hybrid plan be implemented with some staff working remotely and some staff on campus? e. Is a staggered weekly/daily schedule needed to rotate staff from remote working to on-campus working? 			
6. Identify and resolve ongoing barriers that may be impacting remote working for staff.			
7. Consider staggering employee shifts and allowing employees who utilize public transportation to commute and work during off peak times to minimize exposure. Advise employees with private offices to keep their doors closed.			

Item	Department Needs		
	Stage 1	Stage 2	Stage 3
8. Determine if you need a manager or supervisor on campus to provide oversight of staff who return to working on campus.			
9. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.			
10. Provide employees with reasonable notice regarding their return-to-work date in order to allow them to prepare (two weeks' notice is recommended where possible).			
11. Respond to and be understanding of each individual employee's needs. Encourage continued remote working in compliance with federal, state, and local guidelines, especially for at-risk populations.			
12. Be prepared to respond to and document employee complaints regarding health and safety. Ensure employees are not being retaliated against or treated unfairly for raising concerns and complaints. (Contact HR for guidance).			
13. Consider appointments, rather than walk-in traffic. If walk-ins are allowed, consider having visitors sign in for purposes of contact tracing.			
14. Other items as needed.			

On Campus Physical Space Needs

Item	Department Needs		
	Stage 1	Stage 2	Stage 3
<p>1. Determine the specific needs of ‘front facing’ staff and what specific changes to workspace or equipment may be needed.</p> <ul style="list-style-type: none"> • Plexiglass barriers? • Additional hand sanitizer stations? • Cleaning supplies? • Other? 			
<p>2. Review workspace floor plan and adjust the flow of foot traffic into and/or through your department workspaces to ensure proper social distancing.</p>			
<p>3. Review all common/shared spaces for faculty, staff, students or visitors and determine if these spaces can be cordoned off or reconfigured to support social distancing.</p>			
<p>4. For shared staff workspaces, build a plan to separate or rotate staff members to support social distancing.</p>			
<p>5. Stagger the return of your staff on-campus to minimize the number of staff in your department at any one time.</p>			
<p>6. Determine appropriate use of conference rooms and if they can be cordoned off to avoid gatherings and to support social distancing.</p>			
<p>7. Develop protocols for workspaces that have kitchens including social distancing, cleaning and daily use of appliances (microwave, coffee machines, refrigerator).</p>			
<p>8. Develop cleaning protocols for shared equipment (printers etc.) that multiple staff will be required to use.</p>			

Item	Department Needs		
	Stage 1	Stage 2	Stage 3
9. Determine if you need signage for your department work areas to communicate important directions or guidance to students, faculty, staff or visitors.			
10. Maintain a log/schedule of staff who are on campus (when and where) to support contact tracing if staff become symptomatic.			
11. Review and determine if administrative functions can be re-designed to enforce social distancing and minimize unnecessary touching of surface areas. Conduct an assessment of the department workspace configuration to allow appropriate spacing between workstations.			
12. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.			
13. Space configuration - six-foot separation; adjusting desks and chairs to be six feet apart; marking the floor to denote six-foot distances; separating chairs and tables in break rooms to be at least six feet apart; designating and posting the direction of foot traffic in narrow hallways.			
14. Other items as needed.			