Fall 2021 Planning
Staff Training

May 2021

Office of Human Resources and Campus Operations and Planning
Fall 2021 Planning for Staff

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Fall 2021 Planning

Human Resources – Staff Planning
Guiding Principles for Fall 2021

Brandeis is deeply appreciative of the efforts made by our faculty and staff over the past several months to support the mission of the University. This includes our dedicated essential staff as well as faculty and staff who were asked to work remotely.

Over the last year, many employees have quickly adapted to new modes of work. This newly gained flexibility has benefitted our faculty, staff and the University.

While we continue to build on what we have learned about remote working over the past year, we recognize that many departments will need faculty and staff regularly on campus to support students and on-campus operations for the Fall 2021.

Brandeis will continue to follow state and federal COVID guidance as well as required Brandeis health and safety protocols, including Passport, DHA, testing, distancing, face coverings and cleaning/hygiene.
Staff Guidelines – High Level Expectations

The expectation is that the use of on campus and remote staff resourcing will require a *blended* approach by most departments: to serve Brandeis’ educational mission and department operations as well as to consider the benefits of flexibility for our community.

Determining the appropriate operational support needed by each department will be done by department leaders, in consultation with staff.

The department staffing plans created by managers and department leaders will be reviewed and approved by the Deans and VPs, as well as Human Resources, to ensure consistency, fairness and equity. The consolidated plans will be submitted to the Provost and EVP for Finance and Administration.

Human Resources and Facilities will provide training and guidance to managers and department leaders to support the planning process.
Staff Guidelines – Timing

- Communications from the Steering Committee to the Brandeis Community detailing Fall 2021 goals and planning process.
- Website made available for information.
- Virtual sessions w/ HR & Facilities for managers and department leaders.
- Managers and department leaders begin review of departments & solicit employee input.
- Managers and Department Leaders submit Department Staffing Plans to Dean or VP.
- Consolidated Department Staffing Plans are due to Human Resources from the Deans and VPs.
- Human Resources reviews & submits the completed and consolidated Department Staffing Plans to the Provost and EVP for F&A.
- Fall 2021 plans in place.

Staff Guidelines – Process

Planning process begins with managers/department leaders evaluating the services and work their departments perform, as well as the benefits of flexibility afforded by remote work for our staff and faculty, and developing corresponding Department Staffing Plans.

- Department Staffing Plans should address:
  - The core components of support needed for community.
  - How will each department be staffed to serve these needs?
  - Physical modifications to the workspace that may be necessary for positions primarily on-campus, as well as any technology and equipment needs.
  - The remote working performance of staff over the past year in determining whether a primarily remote mechanism is appropriate.
  - The need for possible on campus presence to support and promote team collaboration and interactions.
  - Sufficient notice to staff who may be asked to return to campus.
Staff Guidelines – Support

Fall 2021 Planning Website

➢ Information for faculty, staff and managers/department leaders.

➢ For Managers and Department Leaders

  □ Department Planning:
    • Planning Template (detailed plan for larger areas)
    • Planning Outline (simple outline for smaller areas)

  □ Workday Staff Report:
    • Log into Workday, type ‘staff resource planning’ into search line.
    • In the ‘Worker Type’ field, select ‘Employees,’ select ‘OK’ then export to Excel by clicking on export.

  □ On-Campus and Remote Resources

  □ Checklist for Staff Working On-Campus

➢ Human Resources will follow existing policy and procedures for managing reasonable accommodation requests. Contact the Employee Relations team.
Staffing Plan Outline

1. Resourcing Needs
   - Summarize the staff resourcing needed to support department activities.
   - Provide a summary of the positions that may be primarily on-campus and those that may be primarily remote.

2. On-Campus Workspace
   - Determine the physical modifications to the workspace that may be necessary for positions that are primarily on-campus.
   - Identify changes that may be necessary for other department areas - including front facing areas, travel flow, conference rooms and common space - to ensure health and safety measures.
   - Summarize new or modified equipment or technology to support workspace adjustments.

3. Health and Safety Measures
   - How you will track who is on-campus and where for each workday.
   - Summarize how you will enforce the use of masking, social distancing, hand washing and department level cleaning.
   - Summarize how you will monitor and ensure compliance with required health and safety measures for all staff including, the completion and use of the Passport, testing, daily health assessment and required training.
   - Summarize how you will ensure the proper use of conference rooms, printers, shared kitchens, refrigerators, eating areas and coffee/water dispensers.

4. Department Management and Communications
   - The ways you will integrate and unify the operations and communications for staff primarily on-campus and staff primarily remote.
   - How you will acclimate and welcome back staff to an on-campus setting for those who are working primarily on-campus?
   - What steps will you take to communicate prior to a return, during the return and ongoing for staff who are working primarily on-campus?

5. Other Information
   - Include any other information that may be helpful in your Fall 2021 planning.

* Note: Completed plans need to be submitted to respective Dean or Vice President.
Medical Concerns

- All faculty and staff may request reasonable accommodations at any time.

- Reasonable accommodations are tools or modifications that help faculty and staff perform the essential functions of their positions.

- Reasonable accommodations cannot remove essential job functions.
Definition of Reasonable Accommodation:

Reasonable Accommodation (RA) is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

- Person is otherwise qualified for job/academic program with (or without) accommodation.
- "Undue hardship" means significant difficulty or expense and focuses on the resources and circumstances of the employer in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

Note: There are several job modifications that are not considered reasonable accommodations. For instance, an employer is not required to remove the essential functions of a position. Employers are not required to lower production standards or provide personal use items, such as wheelchairs, to employees.
In order to evaluate reasonable accommodation requests, Human Resources Staff must understand the essential functions of faculty and staff roles. For staff, this can be done via a position description.

Reasonable accommodations are tools or job modifications that help qualified individuals with disabilities perform the essential functions of their position. Reasonable accommodations do not remove essential job functions.

If remote work is the requested job modification, and an essential function of a position requires an on-campus presence, a job may not be made fully remote, even if the employee has a qualifying disability under the ADA.

Reasonable accommodations can also include special equipment, technological aids, changes in hours, and as a last resort, assignment to a vacant, open position.
How to Request Reasonable Accommodations

- Reasonable accommodation requests are made to the Labor and Employee Relations Unit:
  - Liz Tierney, Suzanne Albright and Deborah Jenkins (currently on leave)
  - A letter will be sent to requesting faculty or staff member asking for their medical provider to provide information on the individual’s medical condition, how it impacts their work performance, and what accommodations would be helpful.
  - This request for information is accompanied by a position description.
  - Only limitations are shared with supervisors to determine if requests are reasonable.
  - Anything that is denied may be appealed to the VP of HR/Director of OEO.
  - Leave is also an available option.
Office of Campus Planning & Operations
Workspace Planning – Capacity

Contact Susan Feaster (Campus Planning) for information

Starting August 1, the state plans to remove all industry regulations, capacity will increase to 100%, and gathering limits will be rescinded.

**Building capacity** – Brandeis currently limits building space capacity to 25% maximum capacity; however, Fall planning should assume 100% capacity.

**Physical distancing** – Brandeis and the state currently require 6’ physical distancing between people indoors; however, Fall planning should assume 3’ or no distancing requirements.

**Gathering size** – Brandeis currently limits indoor gathering size to 10 people; however, Fall planning should assume no limitations on gathering sizes.

If state regulations change to become more restrictive, Brandeis will revise its plans.
Workspace Planning – Space Modifications

Contact Casey Russo (Capital Programs) for guidance

**Plexi-glass** – Determine if plexi-glass is needed to provide a barrier between front-facing staff who engage in close-contact, in-person activities and visitors.

*Request a workspace safety review or submit a work order to Facilities Services listing the location and contact.*

**Furniture** – Determine if existing furniture needs to be removed or reconfigured in order to accommodate a 3’ distancing assumption.

*Request a workspace safety review or submit a work order to Facilities Services listing the location and contact.*

**Signage** - Determine if signage is needed to communicate important directions or guidance to students, faculty, staff or visitors.

*Submit a work order to Facilities Services with a request.*
Workplace Planning – Additional Resources

**Work Place Protocols** – Review sample return to campus protocols for guidance and ideas in developing protocols specific to the department related to space use.

*Kristen Morris (Facilities Administration Business Ops)*

**Beyond Fall 2021** – Begin to consider how our experiences from 2020 and 2021 may influence our longer-term workspace planning.

*Ginelle Lang (Campus Planning)*

**Personal Protective Equipment (PPE)**

*Courtney Sampson (Procurement)*
Contact Lori Kabel (Facilities Services) for guidance

Cleaning vs Disinfecting

- **Cleaning** – Surface, normal or general cleaning with a multi-purpose cleaner– return to normal operations (pre-COVID protocols)
- **Disinfecting** – Applies an agent designed to inactivate, destroy or eliminate microorganism that is manually or through a mister – applied after a positive case has been identified to be in an area

**Hand Sanitization** – Hand sanitation stands are located at entrance/exits and by elevators. It is recommended that signage be used to encourage employees to wash their hands with soap and water frequently.
Cleaning Protocols

Contact Lori Kabel (Facilities Services) for guidance

**Disinfecting protocols** – If a positive COVID-19 person has identified being in a certain area for more than 15 min, disinfecting protocols will be applied.
  - Open all doors/windows if possible
  - Once 24 hrs. have passed since member in area; cleaning staff will clear area and disinfect. Area can be re-opened once disinfecting is completed

**Shared Spaces** – No restrictions on use of kitchenettes, refrigerators, microwaves, etc.

**Cleaning Kits** – Cleaning kits will be provided on a case-by-case basis if needed. Please submit a work order if you feel kits are needed.
Ventilation

Contact Lori Kabel (Facilities Services) for guidance

**Building Air Circulation Improvements**
- All HVAC units have been evaluated and working properly
- Preventative Maintenance has increased to constant evaluate systems
- Outside air increased to at least 25% minimum (may differ depending on bldg)

**Air Filters**
- Upgraded to MERV13 filters where possible
- Filters changed quarterly (annually is manufacturer’s recommendation)

**Open Windows/Exterior Doors** – If/when possible keep doors and exterior doors open to help with ventilation. If you have Air conditioning, keep doors closed and have windows open no more than 6 inches.
Procurement Services–Purchasing Personal Protective Equipment (PPE)
Procurement Services – Personal Protective Equipment (PPE)

- Personal Protective Equipment (PPE) is equipment meant to minimize exposure to elements which may cause injury or illness. These items include but are not limited to:
  - Masks
  - Googles
  - Glasses
  - Gloves
  - Face Shields
  - Gowns
  - Sanitizer

In most cases, faculty, staff and students will be required to wear their own masks while on campus. Should your mask fail, break or if an extra masks is needed, there will be supplies available on campus.
Procurement Services – Personal Protective Equipment (PPE) continued

- Over the last several months Procurement Services has worked to centralize the ordering of all Personal Protective Equipment (PPE) for general campus needs.

- PPE is being provided for essential staff whose roles are front facing to larger community audiences (Health Center staff, Facilities Services, Public Safety, Community Living, etc).

- PPE needs for research, whether COVID related or other areas where specialty equipment is needed is also being managed centrally.

Faculty and Staff who have questions or concerns related to PPE should email us at: procurement@brandeis.edu
## Fall 2021 Planning - Support

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