

COVID-19 RETURN TO THE WORKPLACE STAFFING PROTOCOL



CREATING YOUR STAFFING PLAN

As we gear up for our return to campus, we are guided by our mission to provide a high-impact learning environment and high-engagement teaching. The University is working to ensure the safest facilities possible while following guidance from the CDC and state and public health officials.

Appointing officers (and their designees) should create a staffing plan and incorporate creative work arrangements as it is feasible to reduce onsite density, provide ample space for social distancing in the work areas, and consider the employee's personal circumstance. This may include planning for staggering on-site work schedules; a mixture of on-site and remote work time; allowing fully remote work if it is feasible based on the essential functions of the role and staffing needs for your area; moving an employees work area/desk to enable social distancing; and other considerations.

The following guidance will go into effect on June 22, 2020 to coincide with the start of the Return to the Workplace ramp up timeline. Please contact [Deb Sanders, Director of Staff Relations](#) with any general questions or if you need assistance, or [Ed Aboufadel, Associate Vice President for Academic Affairs](#), for faculty specific questions. Please note, University policies, collective bargaining agreements, existing guidelines and procedures should also be referenced, **and remain in effect.**

Given the unprecedented time we are navigating, planning and processes will be iterative, and the campus will continue to update and improve the model based on feedback received from the campus community. Continue to refer to <https://www.gvsu.edu/lakerstogether/> for the most up-to-date information on all aspects of Lakers Together Fall 2020.

Visit the the [Lakers Returning to the Workplace webpage](#) for more specific scenarios and FAQs.

STAFFING PLAN CHECKLIST

- 1.** Determine needs to ensure operational and academic continuity in your area.
 - All offices must have some presence beginning July 27
 - Consideration for the start of classes on August 31
- 2.** Analyze the work of your area and determine
 - What work must be done on-site
 - What work can be completed remotely
- 3.** Review your physical work space, consult with facilities planning as needed to
 - Ensure maximum safety during the on-site work time
 - Support and enable physical distancing
 - Eliminate shared working areas
- 4.** Incorporate working arrangements to reduce onsite density, including but not limited to:
 - Staggering on-site work schedules;
 - Blending on-site and remote work time;
 - Allowing fully remote work if it is feasible based on the essential functions of the role.
- 5.** Ask employees of their needs in returning to the campus
 - Appointing officers should ask employees what obstacles they may have in coming back to campus and do their best to accommodate the needs of their employees while maintaining operational and academic continuity.
 - If your employee identifies a COVID-19 related need to work remotely, the employee should submit [a request to work remote form](#). The process for considering these requests is outlined online in the [Employee Scenario and Guidance FAQs](#).
- 6.** Create your staffing plan
 - Identify gaps based on staffing needs and employee needs ([refer to Employee Scenario and Guidance FAQs](#))
 - Consult with [Deb Sanders, HR Director of Staff Relations](#), if you have questions or need assistance
 - Include in your overall Return to the Workplace Plan to be reviewed and approved by your Executive Officer by June 5, 2020