RETURNING TO CAMPUS
While essential employees continued to report to campus, many of our employees, in accordance with an Executive Order by the New York State Governor, worked remotely. In line with New York Forward, and with the approval of the New York State Governor and the State University of New York, Stony Brook University has begun gradually returning employees to campus.

The following information and resources have been created to assist you with communicating Department plans and modified campus work rules to staff as they prepare to return to campus. For more information, on Returning Remote Workers to Campus click here.

DEPARTMENT PLANNING
Supervisors are encouraged to work with staff in implementing approved return to campus plans, which meet the operational needs and, where possible, also address employees’ unique personal situations. It is recommended that all supervisors review the Return to Campus Information and Exemptions. This document provides guidance on addressing employee requests to telecommute or for alternate work assignment.

PHASED RETURN
In line with the Governor’s strategy for the State, we have adopted a phased approach to the return to campus. The dates below represent the phase beginning dates during which staff can be scheduled to return.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Group</th>
<th>Phase Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employees who remained working on campus</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Researchers &amp; supporting staff</td>
<td>June 10, 2020</td>
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<tr>
<td>3</td>
<td>High Priority</td>
<td>July 15, 2020*</td>
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<tr>
<td>4</td>
<td>Medium Priority</td>
<td>August 12, 2020*</td>
</tr>
<tr>
<td>5</td>
<td>Low Priority</td>
<td>TBD*</td>
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*dates may be subject to adjustment as needed

In the Return to Work Plan document each department proposed the phase during which employees would return to campus, remaining cognizant of the importance of a gradual return to help accommodate the required social distancing.

If adjustments are needed, discuss with your Department head, Dean or Vice President’s office.

HOURS & SCHEDULES
To comply with the Center for Disease Control (CDC) and the New York State Department of Health (NYSDOH) COVID-19 prevention and social distancing guidelines, supervisors may choose, with the necessary department approvals, to expand business operating hours to allow for staggered work schedules (without increasing the number of hours employees are required to work) and/or provide staff with flexible schedules.

**Expanded/Flexible Work Schedule Examples**
- Expanded business hours i.e. 6:00am - 8:00pm as opposed to 8:00am - 5:00pm
- Staggered work week or workdays
- Rotating schedule
- Full-time or intermittent telecommuting

Again, this flexibility does not authorize supervisors to require employees to work longer or extended hours and supervisors must adhere to the terms of applicable collective bargaining agreements, including seniority provisions, if applicable. For assistance, contact Employee & Labor Relations.

WHAT TO EXPECT
It’s important to prepare staff for the changes on campus that have occurred since they were last in the workplace. Those essential employees who remained working on campus are also immediately subject to the new work rules and should be included in discussions along with their remote team members. Supervisors should communicate the important steps that have been taken to help protect the Campus community, and reinforce that we are all working together to help create a safe workplace. Supervisors should also be prepared to answer questions/concerns that employees may have regarding the return. VP Coordinators, department Business Partners, HRS, and the Health Information Line are available to assist you in addressing inquiries.

**Required Training**
Before returning to campus, all employees are required to complete the Return to Work training video. To access go to SOLAR → For Employees → Learning & Development.

**Required Face Coverings or Masks**
Employees must wear face coverings which cover their nose and mouth when required social distancing is not possible.
Employees will be provided with two (2) face coverings or may opt to wear their own face coverings. As we return, departments may contact their Building Manager to request disposable face coverings.

**Social Distancing**
Social distancing requires that employees remain 6 feet apart from one another. The Returning Remote Workers to Campus document outlines different physical separation and social distancing measures to help prepare your department for employees’ safe return. Where assistance is needed with physical workplace adjustments please contact your Building Manager. Safety Tips Flyers to post in Departments can be downloaded here. Departments should contact their building manager for additional social distancing signage.

**Daily Health Self Screening**
Employees are required to conduct a brief daily health care self-screening before coming to campus. This daily self-screening involves a temperature check and a self-assessment for COVID-19 related symptoms. The new online self-screening tool is now available here. This will provide Supervisors with access to a SOLAR report on health screening completion. No confidential health information is shared with the supervisor. Employees unable to use the online application must continue to complete the paper COVID-19 Daily Health Self-Screener log and notify their supervisor that this has been completed.

**Cleaning Protocols**
It’s important to communicate to staff that cleaning and disinfecting protocols meet CDC guidelines and details can be accessed at Stony Brook University Facilities & Services Protocols for Regular Cleaning and/or Disinfecting. Each office should arrange to have disinfectant wipes and hand sanitizers on hand to facilitate employees cleaning their personal work spaces daily and practicing safe hygiene.

**Kitchens & Breakrooms**
Departments may opt to close shared kitchens or break rooms. If your department closes a shared kitchen or break-room, please share dining information with employees.

Campus Dining is open to provide safe and convenient touchless food service that adheres to strict Covid-19 safety guidelines. For more information visit:

- West Campus Dining
- East Campus Dining
- Vending Options

**COVID INFORMATION LINE**
Contact Information
Telephone (631) 632-5000

**Health Information Line** (Option 1)
This line is staffed by licensed health care providers who are available to answer medical concerns related to COVID 19. Employees who identify themselves as having COVID related symptoms through the daily screener, test positive, or have recently been exposed, should contact HIL. The healthcare professionals will ask for information about any employees who may have been exposed for appropriate follow up.

**Human Resources Line** (Option 2)
This line provides general information to State and Research Foundation employees regarding alternate work arrangements/locations and the use of accruals and leaves.

**TRAVEL SELF-QUARANTINE REQUIREMENT**
Governor Cuomo is currently requiring a 14-day self-quarantine upon entering New York State from certain states. The list of impacted states can be found on the New York State Department of Health website. The requirement and list of states is subject to change.

Supervisors should refer to the Travel Advisory issued by Human Resource Services which details the required self-quarantine and the possible impact to employees who elect to voluntarily travel to an impacted state.

Ensure that you communicate this information to staff, and consider the total time the employee will be out of work (vacation request plus quarantine period) when reviewing time-off requests.

**COMMUNICATING THE DEPARTMENT PLAN**
The discussion and agreed upon plan should be communicated to your employees. This can be accomplished for example, via Google Hangouts or Zoom to allow for collaborative discussion and planning.

Employees should be advised of their return to campus phase and scheduled return to campus date and, if applicable, the agreed upon temporary work schedule or hours. The communication should also include a summary of the COVID-19 practices implemented, how to report COVID exposure or positive test result, travel quarantine requirements and the COVID information line at (631)632-5000.

**LEADING THE RETURN**
As a leader your return to campus will require you to adapt to a new environment as well. Your return might include supervising some staff remotely and others on campus, or with new temporary business hours and staggered shifts. We have provided information below to assist you in managing this transition.

- Resources for Business in the Age of COVID
- Safety Tips Flyer
- Responding to Change and Transition
- Supporting Teams
- Enhancing Communication
- Coming Back Safe and Strong

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