As our division returns to work on campus, we must practice social distancing and safety measures while effectively serving our scholars and campus community.

UT has developed a Return to Work guide regarding campus-wide procedures to ensure the health and safety of scholars, faculty, staff, and the greater UT community.

The division created a complimentary document that speaks explicitly to the steps our Student Success team will take when returning to campus later this summer.

Return to Work Philosophy:
We must find creative, compassionate, flexible, and safe ways to deliver on our mission and values.

Division of Student Success Mission:
Helping each scholar maximize their strengths and understand how their strengths contribute to their academic dreams, career paths, and personal well-being.

Student Success Core Values:

**Discovery:** We immediately and continually introduce scholars to different cultures, ideas, people, majors, and careers.

**Strengths:** We design interactions to enhance every scholar’s strengths.

**Flexibility:** We want every scholar to leave UT with an agile, responsive mind.
Finding innovative ways to meet with scholars to explore their interests and discuss their next steps via in-person and virtual options:

- Offer in-person appointments in larger public spaces, including outside, conference rooms, lobbies, etc.
- Offer appointments via Zoom
- Consider expanding office hours beyond 5:00 p.m. to encourage social distancing
- Stagger appointments, events, and meetings to reduce overlap and contact
- Consider flexible office staffing options, including hybrid remote work and working from the office, when appropriate. Offices should be adequately staffed during normal business hours.

Using safety measures when meeting in-person to promote social distancing and model expected behavior:

- Plexiglass screens, when possible
- Masks/face coverings
- Meetings in open areas/outside versus in offices
- Hand sanitizer
- Personal Protective Equipment (PPE)

Offering scholars innovative ways to participate in events and workshops in a hybrid model to include:

- Require sign-ups for in-person events to ensure we meet social distancing guidelines
- Hold events outside, when possible
- Host multiple, smaller events instead of one larger event
- Consider virtual options for large events, such as career panels, job fairs, and more
RETURN TO WORK

Top Tips to Ensure your Safety:

- **Wear a face-covering around others** - Remember to wear a face covering, especially when social distancing is not possible and when traveling throughout buildings.
- **Wash your hands often** - For at least 20 seconds with hot water. Avoid touching your face.
- **Practice social distancing** - Employees should maintain a six-foot separation and practice social distancing as work duties permit. Workspaces, classrooms, labs, meetings, and activities should be evaluated and adjusted as necessary to maintain proper social distancing.
- **Clean and disinfect spaces** - Clean and disinfect frequently touched surfaces each day following CDC recommendations.
- **Check your temperature** - Employees are required to do self-temperature checks before arriving to work and are required to stay home if they have a fever over 100.4 degrees °F.
- **Get a flu shot and/or appropriate vaccinations** - Faculty, staff, and students are required to get the flu vaccine. Students and employees can, however, request an exemption.
- **Most importantly, be aware of coronavirus symptoms** - These include fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or loss of taste/smell. If you experience these symptoms, stay home, seek medical attention, and notify your supervisor.

Flexible Staffing:
Supervisors are encouraged to work directly with their staff to develop flexible work schedules that provide services to scholars while promoting health and safety measures. Examples of flexible practices include:

- Rotating schedules
- Coordinating schedules for those in cubicles to allow for social distancing
- Staggering entry and exit times
- Limiting the number of attendees for in-person meetings
- Continue to utilize technology (e.g., Zoom, Microsoft Teams) for meetings, appointments, etc.
- Developing flexible schedules, telework, and leave options for employees caring for children impacted by school and daycare changes/closures and/or vulnerable family members

Time between classes has been extended to promote social distancing. Classes will end at 8:05 p.m. on Mondays, Wednesdays, and Fridays and 7:25 p.m. on Tuesdays and Thursdays. Departments should consider extending their hours and adjusting staff schedules to meet scholars’ needs.

Monitoring:

**Screenings** - Employees will confirm to their supervisor via the self-screening app daily that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.

**Self-isolation** - Those who are self-isolating will complete the reporting form. For a list of who should self-isolate, click here. Contact your supervisor to discuss alternative work arrangements.

Employees in vulnerable populations may return to campus. However, employees and supervisors should work together to develop flexible work schedules. Supervisors who have questions about employees in vulnerable populations should contact Human Resources at HR@utk.edu.
Additional Guidelines for Face Coverings:
These are the university’s guidelines on where to wear face coverings on campus:

- In classrooms
- In elevators
- Outdoors, except in situations where you are certain you can stay at least six feet from others in all directions at all times
- Indoors, except in isolated spaces, such as your private office or room or nonacademic spaces specifically set up for appropriate social distancing where you are certain to maintain at least six feet of physical distance from others in all directions at all times
- On public transportation, such as the T, and while with passengers in university vehicles, as noted in the vehicle use guidelines
- In any indoor or outdoor situation in which you cannot stay at least six feet from other people at all times or do not have control over someone walking into your six-foot vicinity

For more tips and information for UT staff, visit the COVID-19 website at [www.utk.edu/coronavirus/](http://www.utk.edu/coronavirus/).

Additional Resources:
Knox County Health Department: [covid.knoxcountytn.gov/reopening.html](http://covid.knoxcountytn.gov/reopening.html)
STUDENT SUCCESS

Supervisors’ Return to Work Check List

General Workspace Considerations

☐ Seating: Are workspace seats six feet apart or are individual offices available? If so, these spaces are OK.

☐ Workstations: Can the workstations be effectively spread out, or can work schedules be modified such that employees are not present at the same time in order to achieve at least six-foot of separation? If so, these reworked spaces are OK.

☐ Common Areas: Have common areas such as break rooms, lobbies, or meeting spaces been restricted or proper social distancing measures put in place (examples include removing or restricting chairs and/or spacing tables six feet apart)? If so, these reworked spaces are OK.

Face-to-Face Considerations

☐ Customer interface: Does the interface with customers provide a six-foot separation? If so, these spaces are OK.

☐ Floor Signage: Can a six-foot separation be created by signage on the floor? This can be temporarily accomplished with blue painter’s tape, until more long-term signage is available. To arrange for signage and installation, contact Facilities Services at 865-946-7777.

☐ Physical Barriers: If floor signage will not provide a six-foot separation, can a physical barrier (table or stanchions) be placed between the customer and staff to create a six-foot separation? If so, these spaces are OK once the barriers have been installed. To order stanchions, contact Facilities Services at 865-946-7777.

☐ Clear Screens: If physical barriers cannot be used, a clear screen may be necessary to separate the customer from employees. Clear screens are being installed in priority common areas. Supervisors should create a request by visiting fs.utk.edu or contact Facilities Services at 865-946-7777 to request assistance in evaluating an internal space. A representative of the Facilities Services Design team will work with you to evaluate the possibility for installation of clear screens and related cost to the ordering unit.

Signage

☐ Standardized Signage: Print and display the standardized signage available to campus as a download for use within a supervisor’s assigned area. This signage will address general guidelines for social distancing, wearing masks, washing hands, using sanitizer, etc. and can be found at fs.utk.edu. Please do not adhere material to wood surfaces. Do not fasten in or onto walls, ceilings, or countertops.

☐ Common Space Signage: Supervisors are not responsible for signage for common spaces such as building entrances, lobbies, and elevators. Signage for these spaces is being developed and installed.
Order Personal Protective Equipment (PPE) for all staff, including student workers and graduate teaching assistants

- Reusable face masks, disposable face masks, disposable gloves, hand sanitizer, and sanitizing spray and cloths can be ordered through the link above. Check this link often as ordering for face shields will be added once they are available.

Carefully consider and order, as needed, air filtration systems

- Facilities Services is not planning air filtration system enhancements for the Student Union, Student Services Building, Greve Hall, Melrose Hall, or the Howard C Baker Center
- Recommended air filtration systems include:
  - Larger Rooms
    - **Alen BreatheSmart Classic**: $653, covers 1100 sq ft
    - **BlueAir Classic 605**: $829, covers 775 sq ft
  - Smaller Rooms
    - **Levoit Air Purifier**: $90, covers 86 sq ft