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.
How do we fulfill these values in a creative, compassionate, flexible, and safe environment? In collaboration with your supervisor, you could consider:

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
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)