

# RETURNING TO WORK ON-CAMPUS AT FAMU

OFFICE OF HUMAN RESOURCES

JULY 2020



PROTECT THE  
FAMILY

# THE BIG PICTURE

- TRANSITION BACK TO CAMPUS WILL BE DONE IN FIVE PHASES, ALIGNED WITH THE GUIDELINES PROVIDED BY THE CENTER FOR DISEASE CONTROL PREVENTION (CDC) AND UNIVERSITY LEADERSHIP.
- THE PHASES RUN FROM JUNE 15, 2020 THROUGH AUGUST 17, 2020. EXACT DATES FOR EACH AREA'S RETURN TO CAMPUS WILL BE COMMUNICATED BY THAT AREA'S LEADERSHIP.

SOURCE: FAMU 2020-21 RE-OPENING PLAN PHASED RETURN IMPLEMENTATION

# EMPLOYEES: PREPARING FOR RETURN TO CAMPUS

- ALL EMPLOYEES ARE STRONGLY ENCOURAGED TO TAKE ADVANTAGE OF FREE COVID-19 TESTING AT BRAGG MEMORIAL STADIUM.
- ALL EMPLOYEES ARE REQUIRED TO UNDERGO THE COVID-19 RETURN TO WORK TRAINING.
- ALL EMPLOYEES ARE REQUIRED TO USE FACE COVERINGS WHEN AT WORK.
- BRING ANY FAMU TECHNOLOGY AND EQUIPMENT BACK TO CAMPUS.
- LET YOUR MANAGER KNOW IF YOU HAVE CONCERNS ABOUT RETURNING TO WORK ON THE TIMELINE ESTABLISHED BY YOUR DEPARTMENT. YOUR MANAGER WILL WORK WITH YOU AND HR TO DETERMINE RESOURCES OR TOOLS AVAILABILITY TO ADDRESS YOUR ISSUE. FOR EXAMPLE:
  - ALTERNATE/FLEXIBLE WORK SCHEDULES
  - RESOURCES FOR LIVING (EMPLOYEE ASSISTANCE PROGRAM)
  - REGULAR FAMILY MEDICAL LEAVE ACT (FMLA)
  - FIRST FAMILIES CORONAVIRUS RESPONSE ACT (FFCRA)
  - REASONABLE ACCOMMODATIONS (OFFICE OF EQUAL OPPORTUNITY PROGRAMS)
  - ORGANIZATIONAL DEVELOPMENT & TRAINING

## STRIKE OUT CORONAVIRUS

*Tip 1:* AVOID CLOSE CONTACT WITH PEOPLE WHO ARE SICK.



## STRIKE OUT CORONAVIRUS

*Tip 2:* COVER YOUR COUGH OR SNEEZE WITH TISSUE.



## STRIKE OUT CORONAVIRUS

*Tip 3:* AVOID TOUCHING YOUR EYES, NOSE AND MOUTH.

## STRIKE OUT CORONAVIRUS

*Tip 4:* CLEAN AND DISINFECT FREQUENTLY TOUCHED OBJECTS



## STRIKE OUT CORONAVIRUS

*Tip 5:* STAY HOME WHEN YOU ARE SICK



## STRIKE OUT CORONAVIRUS

*Tip 6:* WASH YOUR HANDS WITH SOAP FOR AT LEAST 20 SECONDS.



## STRIKE OUT CORONAVIRUS

# EMPLOYEES: RETURNING TO CAMPUS

- SELF-SCREEN AND MONITOR FOR SYMPTOMS RELATED TO COVID-19. IF YOU ARE SHOWING ANY SYMPTOMS, DO NOT COME TO WORK. CONTACT YOUR HEALTHCARE PROVIDER AND FOLLOW YOUR DEPARTMENT CALL-IN PROCEDURES OR CONTACT YOUR SUPERVISOR OF NEEDED ABSENCE.
- PRACTICE SOCIAL DISTANCING: STAY 6 FEET AWAY FROM OTHER PEOPLE AND KEEP MEETINGS TO 10 PEOPLE OR LESS.
- RIGOROUSLY PRACTICE HAND HYGIENE, COUGH ETIQUETTE, AND SANITATION.
- WEAR CLOTH FACE COVERINGS WHILE AT WORK.

[FAMU.EDU/CORONAVIRUS](https://www.famu.edu/coronavirus)

# MANAGERS: PREPARING FOR RETURN TO CAMPUS

- CONSIDER YOUR AREA'S WORKSPACE, WORKFLOW, AND PRIORITIES. WHICH EMPLOYEES NEED TO RETURN FIRST AND WHICH CAN CONTINUE TO WORK REMOTELY?
- CONTACT EMPLOYEES TO DETERMINE AVAILABILITY TO RETURN TO CAMPUS AND ANY CONCERNS.
- CONTACT HR TO DISCUSS QUESTIONS, CONCERNS, AND FOR FURTHER GUIDANCE ON EMPLOYEES REQUESTS FOR ALTERNATIVE WORK ARRANGEMENTS AND WORKFORCE PLANNING TO MEET BUSINESS NEEDS.
- DEVELOP A PLAN AND SCHEDULE FOR WHO RETURNS AND WHEN.
- COMMUNICATE PLAN AND EXPECTATIONS TO EMPLOYEES.

# MANAGERS: RETURNING TO CAMPUS

- REINFORCE EXPECTATIONS THROUGH COMMUNICATIONS AND DEPARTMENT SIGNAGE.
- SET THE EXAMPLE AND ENCOURAGE TO FOLLOW GOOD SOCIAL DISTANCING AND SANITATION PRACTICES.
- CONDUCT MEETINGS VIA TEAMS OR ZOOM AS NEEDED FOR SOCIAL DISTANCING AND TO INCLUDE EMPLOYEES WORKING FROM HOME.



# EMPLOYEE ASSISTANCE PROGRAM: RESOURCES FOR LIVING

## WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM?

- A CONFIDENTIAL COUNSELING AND REFERRAL SERVICE FOR EMPLOYEES AND THEIR HOUSEHOLD MEMBERS
- A STARTING PLACE FOR ADDRESSING PERSONAL PROBLEMS
- AN AVENUE OF ASSISTANCE FOR MANAGERS AND EMPLOYEES WHOSE PERSONAL PROBLEMS MAY BE AFFECTING THEIR WORK PERFORMANCE

WEBSITE: [HTTPS://WWW.RESOURCESFORLIVING.COM](https://www.resourcesforliving.com)

USER NAME: FAMU

PASSWORD: FAMU

FOR DIRECT ASSISTANCE CALL 1-800-272-7252



# EMPLOYEE ASSISTANCE PROGRAM: RESOURCES FOR LIVING

COVID 19: RETURNING TO WORK

# RESOURCES

- CORONAVIRUS INFORMATION & RETURN TO ON-CAMPUS WORK RESOURCES
  - [FAMU CORONAVIRUS RESOURCES](#)
  - CONTACT HR
    - ORGANIZATIONAL DEVELOPMENT & TRAINING – [ODT@FAMU.EDU](mailto:ODT@FAMU.EDU)
    - ALTERNATE/FLEXIBLE WORK SCHEDULE – [LAKEISHA.BROOKS@FAMU.EDU](mailto:LAKEISHA.BROOKS@FAMU.EDU)
    - RESOURCES FOR LIVING (EMPLOYEE ASSISTANCE PROGRAM) – TIA LLOYD – [TIA.LLOYD@FAMU.EDU](mailto:TIA.LLOYD@FAMU.EDU)
    - FMLA OPTIONS – BRANDI KOONCE – [BRANDI.KOONCE@FAMU.EDU](mailto:BRANDI.KOONCE@FAMU.EDU)
    - REASONABLE ACCOMMODATIONS – [OFFICE OF EQUAL OPPORTUNITY PROGRAM](#)



PROTECT THE  
FAMILY

# QUESTIONS & ANSWERS

## Contact HR/EOP

- Organizational Development & Training – [ODT@famuc.edu](mailto:ODT@famuc.edu)
- Alternate/Flexible Work Schedule – [lakeisha.brooks@famuc.edu](mailto:lakeisha.brooks@famuc.edu)
- Resources for Living (Employee Assistance program) – Tia Lloyd – [tia.lloyd@famuc.edu](mailto:tia.lloyd@famuc.edu)
- FMLA Options – Brandi Koonce – [Brandi.koonce@famuc.edu](mailto:Brandi.koonce@famuc.edu)
- Reasonable Accommodations – [Office of Equal Opportunity Program](#)