COVID-19 Updates

Members have received a great deal of information and updates about the COVID-19 protocols since the beginning of the pandemic. The University's faculty/staff reopening page is an entry point for most details. We have summarized the key points here. For more information, please go to **reopen.uconn.edu/**.

WELLNESS

Masks: All faculty, staff, visitor, and vendors must follow all safety protocols including wearing a mask and maintaining physical distancing.

Testing: Members who will be returning to campus must be tested before doing so. A summary of testing is below.

Protocols: Any member who has received a confirmed COVID-19 diagnosis must follow UConn and state and federal public health protocols before returning to the workplace.

Contact Notification: During the semester, any member who receives a confirmed diagnosis must notify their department head/manager and Human Resources immediately so that the University can ensure appropriate notifications, while keeping their information confidential.

HR Support: Human Resources will work with employees who receive a confirmed diagnosis on accommodations and leaves of absence with respect to any leave entitlements.

HUMAN RESOURCES INFORMATION

Telecommuting: HR will provide additional guidance for managers and employees regarding continued telecommuting and flexible schedules during the fall semester.

Rotating Schedules: HR will work with managers to develop schedules for employees to minimize the number of employees in the workplace at one time.

Flexibility: Managers will be directed to be particularly flexible with employees who are in high-risk categories, such as people over the age of 65 and those who have existing underlying health conditions.

Meeting Options: Faculty and staff should make video or teleconference options available for all meetings, including those that only involve employees working on-site.

Employee Sharing: HR will work with managers to facilitate the Employee Sharing Program, which will allow employees to work at full capacity.

REENTRY TESTING SUMMARY INFORMATION

UCPEA members who are required and approved to work on campus to accomplish their primary job functions will have COVID-19 PCR testing made available at reentry at no cost to them through a partnership with UConn Health. Availability of on-site tests at Storrs continues through Aug. 21. Stamford site testing was Aug. 7 and Avery Point was Aug. 13. Waterbury and Hartford campuses will have access to testing at UConn Health's

SICK BANK COMMITTEE SEEKS MEMBER

The Sick Bank Committee is seeking a new member. This individual should have a health care/medical background such as nursing, mental health or psychology in order to provide professional insight on approving Sick Bank time for members who apply for this benefit. The Sick Bank is available to UCPEA members as a source of additional sick time for those with very serious or catastrophic personal illness or injuries when all other options are exhausted.

Please contact: rswift@ucpea.org

Farmington drive-through location. The University expects those who have these tests made available to them to take the test.

WHO WILL BE APPROVED TO BE ON CAMPUS?

The University continues its plans to de-densify the Storrs and regional campuses. If you are working from home now, you should continue to do so unless approved by the University to return to campus. If asked to return, you will receive at least two weeks' notice prior to return to campus where possible.

Most members will telecommute through Dec. 31, 2020 unless the primary duties of the job require them to be on campus full-time or on a significantly limited basis with manager approval and University authorization. The only staff allowed on the campus will be the following categories of employees before, during and after reentry:

- **Direct Contact with/Support for Students** - defined as close professional contact with students within 6-ft for more than 15 minutes as a primary job function. For example, residential life staff, certain academic functional assignments, staff providing continued window service; or a food/retail service professional. Even with these roles, where telecommuting or rotational programs can be supported, they should be.
- **Critical Infrastructure Support** - defined as a role with or without direct student contact on a full time basis where all primary job functions cannot be done remotely, such as facility operations, police/fire, animal care and support. It does not include work that is "preferred" to be accomplished on-site or non-critical infrastructure work by an employee or manager or any such work that can continue to be done remotely in areas outside these critical infrastructure

responsibilities.

Who Will Be Allowed and Approved to be on Campus? (Cont.)

- **Part-Time or Rotational Critical Support Functions often with No Direct Contact with/Support for Students** – defined as roles that include some and limited critical administrative functions that cannot be done remotely, such as some financial, payroll, administrative and HR functions for a small number of hours per day for 1-2 days per week. It does not include work that is "preferred" to be on-site or non-critical infrastructure work by an employee or manager or any such work that can continue to be done remotely. Employees and those in this category should be less than 15% of a manager's staff.
- **Research Colleagues** – research faculty and staff working in a lab approved for research reentry under the research ramp up process. Work that may be done remotely should continue to be done so. All sponsored program supported personnel must be working on the aims of the grant as pay for no work expired at the end of June. Any situations where an employee is unable to work in the lab and who cannot telecommute should be noted. In this event, additional information will be forthcoming.

Some individuals who fall within these categories are already on our campuses; if so, if they have not already been provided a University provided COVID test, one will be made available to them by the University.

It will be important and required that all managers and employees adhere to these registry categories of employees approved to be on campus – adherence will be essential to limit transmission, ensure the capability of social distancing, for contract tracing efforts and for contact notification and other important impacts. Any cases of failure to approve by a manager or on-site visits by an employee to campuses for work outside of these requirements will be swiftly addressed by Divisional leaders and the University.

EMPLOYEE EXCHANGE PROGRAM

The University requires that all manager and employees working remotely are able to continue to conduct meaningful and productive work from home as a full FTE. An employee must be able to work at home and deliver on position requirements or --either voluntarily or at the requirement of their manager -- be willing to take a temporary assignment to continue to be paid. For these situations, earlier this summer the Office of Human Resources developed and communicated our Employee Exchange Program and there are many roles that are needed as the University reopens. We ask managers and staff to refer here for more details **hr.uconn.edu/employee-exchange-program/**.

CAMPUS REGISTRY AND TESTING DETAIL

The Work Force Team in Human Resources provided organizational leaders across the University with rosters of employees who are members of their teams and within their accountability. The University will ask organizational leaders to identify those employees who will be telecommuting and those who meet the registry definitions above and are approved to be returning to our campuses along with their reentry date (unless they are already on campus). It is anticipated that a majority of UCPEA members will continue to telecommute during the fall semester. Additional guidance will be anticipated in mid-December, 2020 regarding registration for January and the Spring 2021 semester.

MANDATORY TRAINING

Environmental Health & Safety (EH &S) has developed a return-to-work training for all employees who will be on campus. This training is mandatory for all on-campus employees including regional campuses before returning to campus. More information will be forthcoming from EH &S.

ON-CAMPUS REQUIREMENTS

While on campus, it is required that employees adhere to the following: wear a face mask; maintain a distance of 6-ft with others; and wash hands thoroughly and frequently. EH & S will be providing more guidance about these requirements.
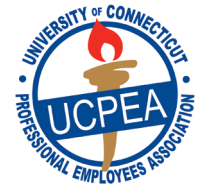
OFFICE STAFF

Elizabeth Sullivan, Executive Director
esullivan@ucpea.org

Lindsay Jenkelunas, Field Representative
ljenkelunas@ucpea.org

Katie Parent, Financial Assistant
kparent@ucpea.org

Roslyn Swift, Administrative Assistant
rswift@ucpea.org

EXECUTIVE BOARD

Michael White, President
michael.white@uconn.edu

Kathy Fischer, First Vice President
collectivebargaining@ucpea.org

Angela Rola, VP Professional Issues
professionalissues@ucpea.org

Peter Morenus, VP Political Affairs
politicalaffairs@ucpea.org

Ken Best, VP Communications
kenneth.best@uconn.edu

Jennifer Morenus, VP Member Services
membershipservices@ucpea.org

Donna Hardaway, VP for Social Justice
socialjustice@ucpea.org

Marita Decozio-Wiley, Treasurer
treasurer@ucpea.org

Jason Escalera, Secretary
secretary@ucpea.org

Rosemary Marcellino, Chief Union Rep
chiefunionrep@ucpea.org