

FRAMEWORK for Making Decisions About Who Should Return to Campus

	High Contact Employees	Hybrid Employees	Low Contact Employees	Others
Description	High contact employees are those for whom the vast majority of their job is completed while physically present on campus, and likely requires interaction with students or other employees.	Hybrid employees are those for whom a component of their job requires them to be physically present on campus, and likely requires interaction with students or other employees, but who may reasonably complete other aspects of their job while working remotely.	Low contact employees are those for whom only a minimal amount of their job requires them to be physically present on campus. While components of their job may be more outward facing, these employees are able to work effectively remotely.	Anyone who is not a member of the faculty or staff or a full-time student at Williams College. Examples include, but are not limited to: Parents of current students, alumni, Williamstown and broader area community members, guest speakers or lecturers, prospective students and their families, job candidates and families, etc.
Examples	A dining hall employee, campus safety and security officer, custodial staff	Faculty, facilities department supervisors	The vast majority of administrative offices (e.g., budget office, communications office)	Will most heavily affect departments such as athletics, WCMA, admission and financial aid, college relations, and departments with ongoing searches
Guidelines	When returning to campus, high contact employees would be required to follow the guidelines presented in the Return to Campus Plan	Hybrid employees will follow the guidelines presented in the Return to Campus Plan when it is required for them to be on campus. Otherwise, hybrid employees are encouraged to work remotely.	Low contact employees will complete the most, if not all, of their work remotely to reduce the number of people on campus. In the rare cases when it is required for them to be on campus, they will follow the guidelines presented in the Return to Campus Plan.	Visitors will be prohibited from accessing campus grounds, buildings, and facilities. All buildings will be accessible only with ID card or key access. Departments with high visitor traffic or ongoing searches will be encouraged to leverage technology creatively. Exceptions to the no-visitor rule are outlined in the Return to Campus Plan.
Recommendation	Come to campus for all of their function.	Come to campus when necessary, likely 2 to 3 times per week but not daily.	Come to campus only on occasion, when necessary, likely no more than 1 to 2 times per week, or not at all, and with department head approval.	Restrict access.