

Williams College Return to Campus Department Plan Template

Department Name:

Purpose: To assist and prepare departmental leaders with the development of an office specific plan for re-opening offices and determining protocols for services being provided.

Assumptions:

- Robust testing and contact tracing will be available
- Employees will wear masks or face coverings in ALL shared spaces (hallways, elevators, stairways, classrooms, common spaces, etc.) and anytime social distancing is not possible
- Social distancing practices will be maintained (6 feet)
- Departmental and Building Kitchenettes will be closed. No shared appliances will be permitted such as refrigerators, coffee machines, microwaves, etc.
- Cleaning responsibilities for some spaces will be the responsibility of users. Facilities will engage in advanced cleaning protocols, but will not be able to clean every single space.
 - Facilities will clean shared spaces, including bathrooms, on a daily basis
 - Department heads should expect and discuss shared responsibility of all department members to clean and sanitize shared spaces after each use
 - Individuals will be responsible for cleaning their own offices and spaces, including sanitizing their desk, keyboard, mouse, telephone, etc., and for placing their own office trash into shared space trash cans
- Local schools may not be open for in person teaching; departments should attempt to maximize flexibility for employees wherever possible
- Childcare may continue to be an issue due to reduced class sizes and safety issues; departments should attempt to maximize flexibility for employees wherever possible
- Travel will be extremely limited and those returning to campus from work or personal travel may be required to self-quarantine for a defined period of time
- Campus will be closed to visitors (i.e., anyone who is not a faculty or staff member employed by, or a full-time student at, Williams) with limited exceptions (example: contract vendors for construction, repairs)
- Badge or key access will be required to enter all facilities
- Employees who can work remotely will continue to be encouraged to do so

Framework: The framework attached as *Exhibit A* provides a structure for departmental managers to develop a plan for the return of faculty and staff to campus and think through how that might be accomplished.

Proposed / Anticipated New Policies or Guidelines:

- Williams College Public Health Commitment: All faculty, staff, and students will be required to review and acknowledge the applicable Williams College Public Health Commitment. This document outlines our shared commitment to keep our community healthy and safe through appropriate behaviors and healthy practices.
- Worker Exemption Guidelines: HR and the Dean of Faculty will create guidelines that communicate exemption groups--for example, CDC-defined high risk, primary caregiver for someone in a high risk group, affected by Covid-19-related childcare coverage issues--required documentation (i.e., from a healthcare provider), and a process for how to request exemptions.
- Sick & Personal Time Usage: Sick and Personal time policies will be updated to address Covid-19 related requirements for self-quarantine, travel, etc.
- Travel Policy:
 - Work Travel: Limiting of all business travel unless approved by appropriate senior staff member.
 - Personal Travel: If employees travel for personal reasons, they must use vacation or personal days to cover all time, including the possibility of self-quarantine imposed by state regulations after their trip.
- Campus Visitor Policy
 - Only faculty and staff employed by, and students enrolled full time at, the college are permitted on campus. Visitors to campus are prohibited with the exception of approved service vendors, construction and facilities management contractors, mail and delivery personnel, and other visitors granted permission to be on campus.
- Built Environment Policies that address:
 - Use of common spaces
 - Limits to capacity in meeting/conference rooms
 - Use of living/waiting room, break-room, kitchen spaces
 - Building access

Departmental Designation:

Based on the provided framework, what designation would you assign to your department (high contact, low contact, etc.)? Some departments may have employees that fall into different or multiple categories. If that is the case, try to outline the % of your department falling into each category.

Are there situations or particular functions your department performs that would increase the amount of contact and exposure to other people for your staff and therefore change the general designation provided above?

Are there mission-critical processes or functions that must be performed by your operation that conflict with the proposed assumptions and guidelines (e.g., mandatory 6-feet social distancing rule)? If so, please propose a plan that would help protect/maximize the safety and health of the people involved.
Due to the nature of work employees will be doing, do you envision having employees sign a specific acknowledgement outlining additional expectations or processes employees will be required to follow? If yes, please attach a sample document for review and detail major items or concerns below.
Are there federal, state, local or professional association guidelines for your particular operation that require specific protocols or employee accommodations? Provide appropriate links to guidance in response.

Staffing / Key Individuals: Based on the framework and your understanding of staff whose return to campus or ability to work (even from home) may be affected by Covid-19-related factors, do you have specific staffing concerns? Additional staffing needs?
Do you have suggestions on specific guidelines or policies that will assist with supporting individual faculty or staff with their return-to- campus questions or concerns?

If you have staff who will continue working from home, what information, guidelines or policies will be most pressing for you as you think about communicating expectations and answering questions for staff in this next phase?

Process/Service Changes:

Are there specific processes or service levels that you might need to change in order to alleviate staffing challenges or limit staff exposure? You may already have some of these practices in place; would they continue?

Are there process changes or practices that have been successful that you might continue, even after operations have returned to “normal”?

Personal Protective Equipment (PPE), Supplies, and Physical Space Modifications:

Do you have any specific PPE or supply needs in order to resume operations on campus? For reference purposes, OSHA has provided the following [document](#) regarding required PPE and regular updates via their [website](#).

Are there specific spaces within the department that require additional considerations or alterations to make them functional and safe from your perspective?

Equipment or Special Procurement Needs:

Do you have any specific equipment or procurement needs for your department in order to return to campus?

If you have staff who will continue working from home, have there been serious challenges around equipment, for example, IT needs? Please consider if there are flexible, creative ways to work with equipment already made available. If the need still exists, please explain your plan to consult with OIT, or other relevant offices, on your specific needs.

Please note: Any equipment that is purchased will need to be sourced through the applicable department (e.g. OIT), and approved by the appropriate senior staff member. If there are costs associated with procurement, your department budget may be responsible.

Communication:

What information or decisions do you still need from the College (Facilities, HR, Senior Staff, etc.) in order to enact this plan?

Have you developed a plan for soliciting input from and communicating information, updates, and plans to your staff? How might you keep them informed as information develops and changes?

Additional Information:

Are there any areas of additional concern or specific processes you would highlight that were not addressed by the questions and information provided above?

Plan Governance Information:	
Author of Plan:	
Initial Creation Date:	
Links to Relevant Exhibits or Additional Plan Materials:	
Version History & Dates:	
Review Date with Subcommittee:	
Subcommittee Approval / Recommendation Date:	
Legal / HR Review Date:	
Senior Staff Member:	
Senior Staff Member Approval Date & Signature:	

Approved Plan Distribution / Workflow:	
Subcommittee Receipt of Approved Plan - Date:	
Distribution to Facilities for Physical Alteration Requests (Date):	
Distribution to OIT for Equipment Purchases or Upgrades (Date):	
Distribution to Human Resources for Hiring or Position Adjustments (Date):.	