Summary

Over the last year, many employees have quickly adapted to new modes of work. While we continue to build on what we have learned about remote working over the past year, we recognize that many departments will need faculty and staff regularly on-campus to support students and on-campus operations for the Fall 2021.

The expectation is that the use of on-campus and remote staff resourcing will require a blended approach by most departments: to serve Brandeis' educational mission and department operations as well as to consider the benefits of flexibility for our community.

Determining the appropriate operational support needed by each department will be done by managers and department leaders, in consultation with staff. The completed plans will be reviewed and approved by the Deans and VPs, as well as Human Resources, to ensure consistency, fairness and equity. The consolidated plans will be submitted to the Provost and EVP for Finance and Administration.

Instructions

- ✓ Each manager and/or department leader should complete this plan for their areas.

- ✓ Please utilize the following tools/forms in this work:

    - o Fall 2021 website for managers.
    - o Return to Campus Checklist for Managers.
    - o Fall 2021 Planning Phases.
    - o Workday report of staff (see website for details).
    - o Department Space Planning Checklist.

- ✓ We encourage managers and department leaders to consult with staff as the plans are being determined and finalized. Final approval of resourcing needs will rest with the manager and department leader.

- ✓ Completed forms need to be submitted for review and approval by the respective Dean or VP.

Section 1: Summary

Please describe your overall Fall 2021 operational plans and how you will provide support to the Brandeis community. Please consider and include:

- The core components of support needed for the Brandeis community.
- How the department will be staffed to serve these needs.
- Any barriers or challenges that you anticipate.

Section 2: Resourcing Needs

Please summarize the staff resourcing needed to support department activities. Please provide a summary of the positions that will be primarily on-campus* and those that will be primarily remote. *

For positions that are <u>primarily on-campus*</u>, please describe:
- Which positions and how many staff will be working primarily on-campus?
- If you will utilize alternative work schedules (hours, some days on-campus and some days remote).
- When you need these staff back on-campus (Summer, Fall 2021)?
- How and when will you communicate with these staff regarding their return (should be a minimum of 2 weeks advance notice)?
- How will you acclimate your staff back to campus?
- Any barriers or challenges that you anticipate.

For positions that will be <u>primarily remote*</u>, please describe:
- Which positions and how many staff will be working primarily remote?
- How this work will be accomplished remotely and what steps you will take to monitor and adjust these arrangements as needed.
- Any barriers or challenges that you anticipate.

*(*See considerations on page 8).*

Section 2: Resourcing Needs (continued)

Section 3: On-campus Workspace

Please summarize your workspace needs and any changes necessary to support staff who are working primarily on-campus. Please provide details on:

- Physical modifications to the workspace that may be necessary for positions that are primarily on-campus.
- Changes that may be necessary for other department areas - including front facing areas, travel flow, conference rooms and common space - to ensure health and safety measures.
- New or modified equipment or technology to support workspace adjustments.
- Any barriers or challenges that you anticipate.
- The need for shared 'hotel space' including individual workspaces and "huddle" (small, private spaces) rooms.

Section 3: On-campus Workspace (continued)

Section 4: Health and Safety Measures

Please summarize how you will ensure the necessary health and safety measures for staff who work primarily on-campus including:

- How you will track who is on-campus and where for each workday.
- The use of masking, social distancing, hand washing and department level cleaning.
- How you will monitor and ensure compliance with required health and safety measures for all staff including, the completion and use of the Passport, testing, daily health assessment and required training.
- How you will ensure the proper use of conference rooms, printers, shared kitchens, refrigerators, eating areas and coffee/water dispensers.
- Any barriers or challenges that you anticipate.

Section 4: Health and Safety Measures (continued)

Section 5: Department Management and Communication

Please summarize:
- The ways you will integrate and unify the operations and communications for staff primarily on-campus <u>and</u> staff primarily remote.
- How you will acclimate and welcome back staff to an on-campus setting for those who are working primarily on-campus (refer to manager checklist)?
- What steps will you take to communicate prior to a return, during the return and ongoing for staff who are working primarily on-campus?
- Any barriers or challenges that you anticipate.

Section 5: Department Management and Communication (continued)

Section 6: Other Information

Please provide any additional information that you feel is important for your Fall 2021 department planning.

Section 6: Other Information (continued)

Completed By:	
Date Completed:	
Department/Unit:	
Dean/VP Name:	
Dean/VP Approval:	

*Considerations for determining if a position should be primarily on-campus or primarily remote.

Primarily On-Campus:

- o The position needs to have face-to-face contact with staff, faculty, students, community members or the public.
- o The position needs to work with equipment, materials, files or data that can only be physically accessed and used on the Brandeis campus.
- o The position supervises others who work primarily on-campus.
- o The position requires regular on-campus collaboration and/or interactions with other staff or managers to fulfill department operations.
- o The position has other non-transferable duties that can only be fulfilled while working on-campus.

Primarily Remote:

- o The on-campus factors above do not apply.
- o The primary duties of the position can be fulfilled remotely.
- o The employee can effectively perform most tasks without in-person supervision.
- o The employee has not experienced performance issues working remotely.