

RETURN-TO-CAMPUS ASSESSMENT: A GUIDE FOR MANAGERS

To protect and maintain the health of the Montgomery College community, the Office of Human Resources and Strategic Talent Management (HRSTM) is assessing its preparedness for employees to safely return to campus.

Purpose

As a result of the COVID-19 pandemic and the College's current remote teaching and working status, HRSTM created an assessment tool to inform the development of return-to-campus (RTC) plans. There will be a limited number of employees and supervisors authorized to work on-site at a campus or other College location for the foreseeable future. The Employee RTC Plan is being developed in accordance with Centers for Disease Control and Prevention (CDC) guidelines, under the direction of the College's Coronavirus Advisory Team (CAT) and in alignment with the [Fall 2020 Schedule Transition Plan](#). The information in this guide coincides with each phase of the College's resilient response to COVID-19. This guide will be updated as new information from national or local experts becomes available. Upon completion of the RTC assessment, HRSTM, along with supervisors/managers, will be able to:

- Determine which employees can continue to work remotely through 2020
- Identify which tasks cannot be performed remotely
- Establish a sustained approach to support the College's continuity of operations

HRSTM, in consultation with the Office of Facilities/Public Safety and Emergency Management, will work with the unit administrators to review and finalize their area's on-site work schedule.

Completing the Assessment

Please read the entire guide before completing the assessment. When completing the assessment, it is important that unit administrators, in collaboration with their direct report supervisors, assess employee job functions to determine which phase an employee might return to campus while maintaining physical distancing.

Use the following guidelines when considering a physical return:

- The best scenario is remaining fully remote—no physical return is ideal;
- To the extent a physical return is necessary, employees should be scheduled on alternate days so no two employees are in the same location (cubicles, offices, suites, classrooms, and/or common areas) at the same time—this is less than ideal, but is the next best option;
- If alternate days are not possible, consider scheduling employees to return for alternate times (e.g., one in the morning, one in the afternoon, one in the evening) so no two employees are in the same location (cubicles, offices, suites, classrooms, and/or common areas) at the same time—again, this less desirable;
- When alternating days and shifts are not possible, consider scheduling employees to return, but create schedules that afford the shortest amount of time in overlap (see sample staggered on-site workforce schedule).
- Information on vulnerable populations is provided on [page 4](#).

Instructions for Unit Administrators

Unit administrators will receive an email from their HRIC with a link to the assessment. If the administrator is completing the assessment, follow the instructions below for supervisors/managers. If the administrator is not completing the assessment, follow these steps:

1. Forward the email with the embedded link to designated managers/supervisors who will be completing the assessment for their given area.
2. Once managers/supervisors complete the assessment, unit administrators will review and approve the assessment.
3. Upon approval of the assessment, unit administrators will notify their HRIC.

Instructions for Supervisors/Managers

Supervisors/managers will receive an email from their unit administrator with a link to the assessment. To complete the assessment, follow these steps:

1. Click on the link and open the assessment in OneDrive.
2. Filter on supervisor/manager name in column A (supervisor) to view direct reports.
3. Verify campus location provided in column D, and make corrections if necessary. If the office location is not on campus, enter "offsite".



4. Populate column E (campus building, cubicle, suite, and/or unit number) for each direct report. If the primary location is offsite (i.e., local high school or library), enter the specific location.
5. Manually enter temporary staff/contractor's information in columns A through H, if applicable.
6. Answer the questions in columns I through P for each direct report/temporary staff/contractor. **Do not copy, download, or move the assessment spreadsheet. Changes to the assessment will automatically be saved in the OneDrive folder.**
7. When the assessment is complete, notify the unit administrator for approval.

Preview of Assessment Questions

Question 1

Can this employee continue to fully work remotely?
If yes, skip to question #8.

Select Yes or No.

Question 2

If not, what percentage of work cannot be completely remotely?

Select a percentage between 5%–100%.

Question 3

Select a reason why the functions/tasks cannot be completely remotely.

Select a reason why the employee is required to be on campus.

Question 4

List a brief description of specific software or office equipment that requires access on campus.

Open ended response.

Question 5

List a brief description of functions or tasks that require access on campus.

Open ended response.

Question 6

How many campus based hours per week will the employee require?

Select between 0–40 hours.

Question 7

How many campus based days per week will the employee require?

Select between 1–5 days.

Question 8

In which phase should the employee return to campus?

Select from option of phases.

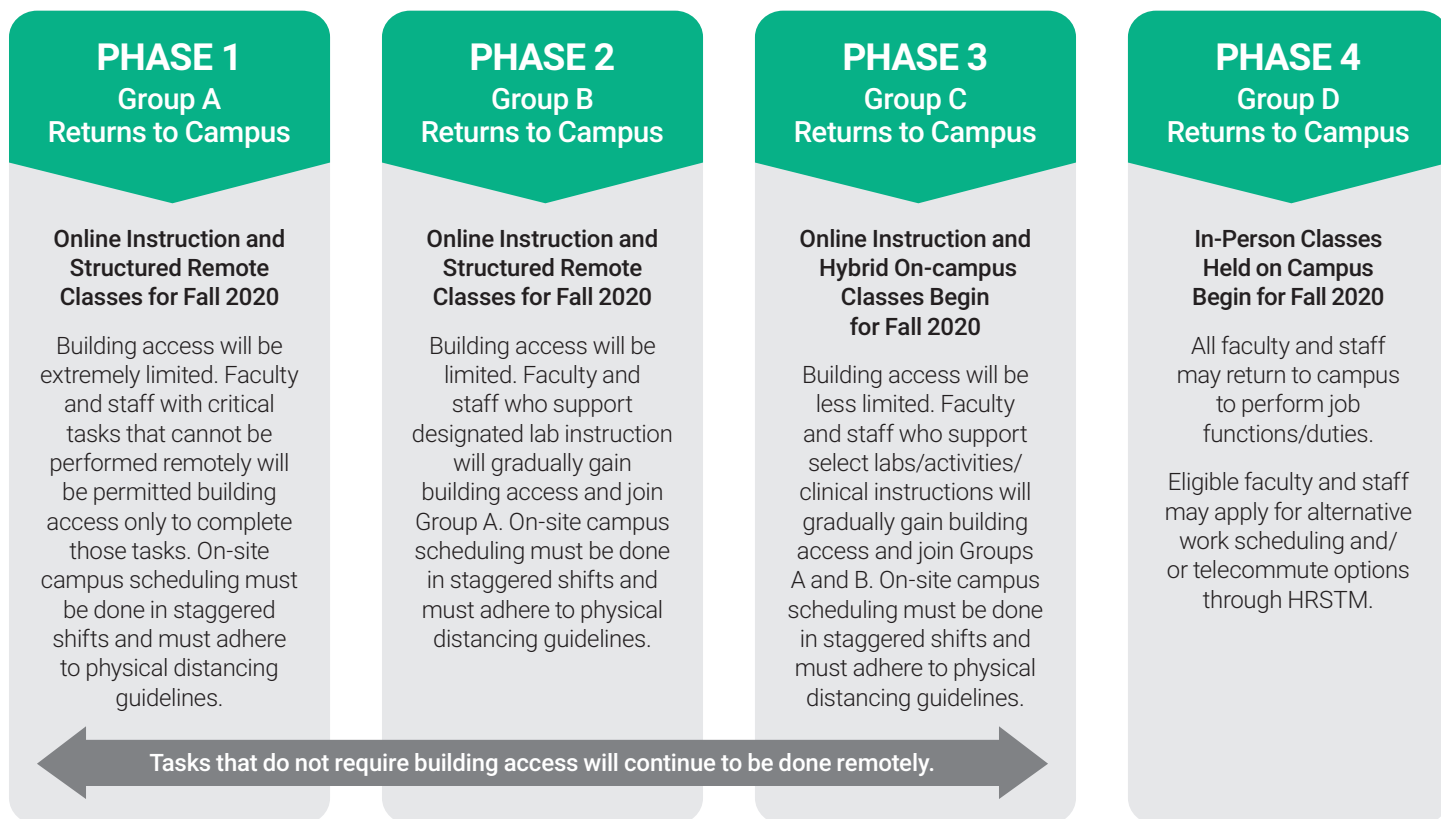
Assessment Outcome

1. HRSTM, in consultation with the Office of Facilities/ Public Safety and Emergency Management, will assess the information provided by each department and will work with each area/unit to confirm who will be granted access to return to campus for each phase.
2. HRICs will notify supervisors about which phase their employees are approved to return to campus.
3. Supervisors, in conjunction with the Offices of Facilities/ Public Safety and Emergency Management are responsible for creating a staggered on-site workforce schedule (see sample schedule).
4. Supervisors will develop, implement, and monitor a staggered on-site workforce schedule throughout all of the return-to-campus phases.

Sample Staggered On-site Workforce Schedule

	LOCATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
John D.	CT-E102	8 a.m.–noon	8 a.m.–noon		8 a.m.–noon	
Janelle D.	CT-E102	1–5 p.m.	1–5 p.m.		1–5 p.m.	
Dion S.	TPSS-P2	7 a.m.–3 p.m.		7 a.m.–3 p.m.		7 a.m.–3 p.m.
Amir D.	TPSS-P2	6–10 p.m.		6–10 p.m.		6–10 p.m.
Maria S.	RV-HU		1–5 p.m.		1–5 p.m.	
Mei Y.	RV-HU		8 a.m.–noon		1–5 p.m.	

Return-to-Campus Plan





Employee Guidance for Vulnerable Populations

COVID-19 is a new disease; as a result, there is limited information regarding risk factors. Based on currently available information and clinical expertise, we do know that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Visit the [CDC website](#) to learn more about vulnerable populations.

Employees may be personally vulnerable and/or reside with someone in a vulnerable population and may not feel comfortable returning to campus. These employees may request a [work adjustment](#) to continue to work in remote status. The College does not anticipate making generalizations and assumptions about vulnerabilities on a large-scale or generic level. The College will collaborate with each employee to help navigate the specific circumstances that each employee may be facing.

If a supervisor learns of such concerns about returning to campus, they should direct employees to the contacts below to request a [work adjustment](#).

Contacts for Employees to Raise Concerns About Returning to Work

Human Resources Internal Consultants (HRIC)

Central Services, Germantown Campus, and the Office of Facilities/Public Safety and Emergency Management at the Rockville Campus

[Leslie Jones](#)

Cell Phone: 301-852-0095

Takoma Park/Silver Spring Campus and Westfield South

[Ashley Roberts](#)

Cell Phone: 301-852-0213

Rockville Campus and GBTC

[Carla Ammerman](#)

Cell Phone: 301-852-0029

NOTE: The College will protect and keep private any personal information related to an employee's request. Any personal/medical information provided to support requests will be submitted to [Rowena D'Souza](#), HIPAA privacy official in HRSTM, 240-567-5370.