

# Staff Return to Campus Information and Updates

Good Afternoon,

We want to remind everyone where we are in the [return to campus timeline](#) and provide clarification about the flexible work policies and COVID-19 protocols in place on campus.

## Returning Phase July 25 - 30

Staff are asked to work in the office one or two days this week to verify that their workspaces are functional ahead of starting our new normal schedules next week. This will help us get ahead of any equipment or facilities issues rather than sorting them all out next week.

## Return to Campus Starts August 2

### Flexible Work Arrangements

Many offices are adopting interim flexible work arrangements, and these may need to be adjusted throughout the semester as we learn what will work best to support our School's community, mission, and each other. Teamwork, flexibility, and prompt communication with your supervisor are essential in making this work.

- Flexible work arrangements are a privilege:
  - If you are ill, please let your supervisor know as soon as possible in the event that another team member will need to work from the office.
  - Those with flexible work arrangements that include remote work are expected to remain available to come in for in-person work if necessary to provide coverage in the event of illness or other absences.
  - Supervisors, managers, and directors, please ensure your office is available for in-person support during core hours regardless of vacation or sick time.
- University policy states that family care demands shall not compete with work except in the case of an emergency when the applicable time off options will be used. Flexible work will not be a substitute for family care demands.

### COVID-19 Safety and Policy Information

Please review the following safety and policy information [about working on campus](#).

- Employees must stay home if they are sick or show symptoms of COVID-19.
- Each day, faculty, staff, students, and visitors of our campus community who will enter campus buildings are expected to check themselves for COVID-19 symptoms by answering a brief set of questions on the [ResponsiBLUE app or website](#).
- Individuals who are fully vaccinated and [self-report](#) their status to the University are generally exempt from indoor masking requirements.
- Individuals must wear a mask during class sessions, on U-M buses, or in healthcare areas in patient settings.
- U-M requires all faculty, staff, students, and visitors who are not fully vaccinated or decline to self-report their status to wear a face covering that covers the mouth and nose when indoors on U-M property in accordance with the [U-M Face Covering Policy for COVID-19](#). Instances where a face covering is not required indoors (in addition to fully-vaccinated status that is voluntarily reported as outlined above) include when you are:
  - alone in a single enclosed private office with your door closed;
  - eating or drinking;

- granted a reasonable accommodation under the Americans with Disabilities Act (ADA);
  - and other specific circumstances as described in the U-M Face Covering Policy for COVID-19
- Requests for exemptions or accommodations related to the U-M Face Covering Policy for COVID-19 should be directed to the [Office for Institutional Equity](#) (OIE). Requests for any other accommodations associated with a medical condition should be coordinated through [Work Connections](#).
- Faculty, staff, students and visitors who are not fully vaccinated are still recommended, although not required, to continue to distance 6 feet from others.
- Employees concerned about the safety of their workspace should speak with their supervisors.
  - University guidance allows a supervisor to request that an employee who reports to them display their verified vaccination status in ResponsiBLUE if not wearing a mask in an indoor setting.
  - Please contact Candace Terhune and Ryan Bankston via [ssw.diradmin@umich.edu](mailto:ssw.diradmin@umich.edu) for questions or clarifications to the current SSW and University COVID-19 policies.

A copy of this information can be found in the [Return to Campus](#) section of the SSW COVID-19 section of our webpage.

Questions about returning to campus are welcome at our next Summer Friday Community Meeting which is scheduled for Friday, August 6 from 11am - 12pm [via Zoom](#). An additional reminder will be sent out next week.

### **Coffee Break on Monday**

Monday, August 2 is our first day back in the SSW building. We invite you to come together for connection and conversation with your colleagues. Coffee, donuts, and fresh fruit will be provided in the SSWB Atrium at 11 am.

Thanks,

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He/Him/His