Return to On-Site Operations Planning Meetings

On June 16, 2020, President Capilouto shared details about our return to campus operations this summer and fall:

You can read more about our next steps in UK’s Playbook for Reinvented Operations in a new website devoted to our restart efforts. There, you also can read background reports, survey summaries and additional data that informed our efforts. You can also view this video about our public health commitment and principles and read this news release about the restart efforts. Our playbook offers a clear path and direction forward, but many details must still be finalized.

Now is the time for decision-makers to determine a phased approach for returning to on-site operations for your area, which includes:

- Assessment of your area’s current status
- Review and implementation of university and CDC guidelines
- Facilitating planning meetings with central decision-makers in your area
- Communicating information to your entire team

Reference materials and resources to assist with your planning efforts:

- University of Kentucky Coronavirus website
  - Campus Restart
  - UK’s Playbook for Reinvented Operations
- Considerations for Institutes of Higher Education (Centers for Disease Control and Prevention)
- Best practices to facilitate meetings about returning to on-site operations
- Tips for engaging meeting participants
- Discussion questions to guide your planning meetings for returning to on-site operations
Discussion Questions: planning for a return to on-site operations

References to UK’s Playbook for Reinvented Operations (UKPRO) page numbers or Appendix locations are provided after applicable questions to assist with making decisions for your area and team members.

Current Operational Status

1. How do we define success of reinvented operations for our area (college, unit, department, etc.)?
   a. What is the desired end state for this planning process—where a gradual process, with multiple phases, may be required?

2. How have we delivered on our mission under current circumstances?
   a. Are any functions not being performed or not being performed well?
   b. Are any functions not being resumed?
   c. Has expanded telework been successful?
   d. What have been the benefits and shortfalls to teleworking?
   e. What additional activities did we undertake that now may be considered new essential functions?

3. How are we accommodating operational needs, both in the office and in non-office settings, such as those working in the field?

4. What critical decisions do we need to make to support our strategy for reinvented operations?
   a. What data or information do we need?
   b. Who can best provide the needed information?
5. **What funding or other resources are required to implement the critical decisions?**
   
   a. What planning factors currently exist within our reinvented operations plans that might drive decision-making?
   
   b. Are those still viable in the current operational environment?
   
   c. What budget changes/reductions are we facing in our area?

6. **How are our regional or field offices participating in this planning (if applicable)?**

   *UKPRO Appendix: Community Partners*
   
   a. What is the decision-making process for our offices in different geographic areas that may be in phases of reinvented operations?
   
   b. Do regional or field office decisions need to be approved by deans, directors, or department heads (if applicable)?
People Considerations

1. How will we determine which employees will return to facilities during each phase, and who is making those recommendations?
   *UKPRO page 13*

2. When considering the return of staff to a given facility, which specific functions should we prioritize?
   *UKPRO page 13*
   a. What factors should be considered?

3. How will we determine who can and/or should return to work in person?
   *UKPRO pages 6, 13; Appendix: Human Resources*
   a. How will we communicate these factors that lead to decisions about returning to on-site work?

4. Have we considered employee needs such as child care and transportation? Can we implement any creative and flexible solutions to help employees meet these needs?
   *UKPRO Appendix: Community Partners, Human Resources*
   a. How will the reduction, limitation or effects of social distancing for public transportation affect employees’ ability to safely access their primary worksite, and how will that affect long-term staffing plans?
   b. How will changes to child care and school schedules (pre-school/primary) affect staffing plans?

5. What other considerations may impact employees’ return to their primary work locations?
6. How will we assess our staff and implement guidance that considers the following categories?  

   **UKPRO page 9**
   
   a. Vulnerable populations  
   b. Employees in good health and under age 65  
   c. Symptomatic employees and contractors  
   d. Employees and contractors who must work on site

7. How will we monitor our workforce for indicative symptoms?  

   **UKPRO page 9**
   
   a. What resource requirements or limitations do we need to consider to implement this monitoring?

8. What new work arrangements will we use to keep the returning workforce safe?  

   **UKPRO page 11**

9. Do we need to contact HR Employee Relations and/or the Office of Institutional Equity and Equal Opportunity to accommodate new work arrangements, or to detail processes for sick employees or those with sick family members exposed to the virus or showing symptoms?  

   **UKPRO page 6**

10. What plans or protocols do we need to put in place to ensure the safety of our employees when reoccupying facilities?  

    **UKPRO pages 6, 9-11**
    
    a. Do our plans incorporate the use and distribution of personal protective equipment (PPE) or other precautionary measures for staff?  
    b. Will there be staff self-health evaluations?
c. Will there be health screenings, such as taking temperatures, or asking risk-based questions, upon arrival?

11. How will we backfill positions that cannot be staffed with employees who are unable to return to on-site work, or redistribute those responsibilities to others who are able to return to our facilities?

12. How will we identify and onboard surge staff to fill needed roles?

   a. If staffing shortages cannot be overcome, which functions will be prioritized?

   b. Who is authorized to redirect staff or resources to those priority functions?

13. With current travel limitations in place, how are we continuing to meet mission needs?

   UKPRO Appendix: Business Processes

   a. How will we ensure the safety of our workforce when travel restrictions are lifted?

14. How do these planning factors and considerations impact near and long-term staffing plans?

   a. Does a hybrid staffing model consisting of telework, shift schedules, on-site staff and the increased use of additional facilities allow for the sustainment of essential functions?