



Memorandum

To: USG Staff
From: Office of Human Resources
Date: August 12, 2020
Subject: Guidance for Essential Staff Reporting to Campus

As USG Leadership continues to plan for the gradual, phased transition of faculty, staff and students back to the physical campus, the Office of Human Resources (OHR) would like to provide critical information so everyone is aware of new guidance, requirements, and resources. A small number of staff members have continued to work on campus throughout the period, as we have been primarily operating in a remote environment. Departments and units that are approved to increase on-campus operations are communicating directly with their employees. Please continue to stay home and work remotely unless you are one of the designated employees who is scheduled to come to campus. We ask that all employees who have previously not completed and submitted a [Telework Agreement](#) to OHR, to do so now. This tool will clarify expectations for both supervisors and employees.

In order to help you better understand the basic steps that you need to complete to work on campus, OHR has created handbooks for [employees](#) and [managers](#). More information and resources, including leave options related to COVID-19 are available on the [Return to USG](#) webpage. We strongly urge you to read and refer to these resources regularly. As the situation continues to evolve, these guidelines and best practices will be reviewed and updated periodically.

We will be hosting a Q&A session on Thursday, August 20, 2020 from 10:30 am to 11:30 am. More information and invite is forthcoming.



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Before Returning to Campus

Initial Actions

- All essential staff members reporting on campus must view a [short training video](#) on LinkedIn Learning about working on-campus and the Community Pledge embedded in the video. If you do not have access to technology to review the video, you should work with your department to identify the best way to complete this requirement. We are asking managers to be helpful in identifying solutions.
- The University System of Maryland (USM) recently implemented a testing mandate for all faculty, staff and students returning to any USM campus this upcoming fall semester. This mandate states that "anyone returning in-person to a USM institution must be tested for COVID-19 within 14 days prior to their arrival and must provide university officials confirmation of a negative COVID test result." USG staff are eligible to participate in the upcoming University of Maryland College Park (UMCP) testing event. You can register [here](#). A recent communication was sent out from the Office of COO with more detailed information.

Daily Actions

- Before returning to campus for work each day, employees are expected to review a list of COVID-19 symptoms, including feeling feverish or having a temperature of 100.4 degrees Fahrenheit or higher.
 - For those with access to a computer, this is to be done by completing the [COVID-19 Employee Screening Checklist](#).
 - For those without computer access, complete your symptom check at home and report to work only if you do not have symptoms.
 - If you experience any of the symptoms listed on the screening checklist, you should notify your supervisor and do not report to campus. Seek advice from your healthcare provider or, if you do not have a health care provider, contact the University Health Center nurse line at (301) 405-4325.
- Information that is obtained from daily health symptom monitoring is only made available to the University Health Center. Supervisors will be told if someone who reports to them is advised to check with the healthcare provider, but they will not be provided with specific symptoms recorded.
- Supervisors will have the ability to retrieve reports to confirm that the training module and the daily symptom monitoring form has been completed by all employees working on campus.

It is important that we all engage in healthy behaviors in our efforts to halt the spread of COVID-19. In keeping with the guidance from CDC, we ask that you practice the following safety protocols in addition to the aforementioned requirements:



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- If you are sick, do not report to work.
- Wear a face covering at all times indoors and outdoors when other people are nearby.
- Stay at least 6 feet apart from others at all times.
- Wash your hands frequently or use hand sanitizer if soap and water are not available.

Please continue to follow all appropriate safety guidelines, and we thank you for doing your part in keeping USG safe and healthy.

Should you have any questions or concerns, please contact the [Office of Human Resources](#).