From: hrpartners-bounces@lists.uoregon.edu on behalf of Sandee Bybee
To: hrpartners@lists.uoregon.edu
Subject: [Hrpartners] FW: COVID-19 Update on continuity of operation for campus
Date: Monday, March 16, 2020 6:42:15 PM
Attachments: ATT00001.txt

*****Sent on behalf of Mark Schmelz, Chief Human Resources Officer*****

Dear HR Partners,

Let me begin by saying how much I appreciate the work you are doing within your unit or department as the university responds to COVID-19 (coronavirus). Our HR community is uniquely situated to assist and facilitate as the UO continues to monitor the situation and make operational modifications as advised by national, state, and local authorities. Together we will navigate this fluid and dynamic situation.

I am forwarding you an email that was recently sent to academic and administrative leadership to keep you up-to-date with the latest information. ***Please share this update with the supervisors and managers in your unit or department, so they too can stay informed.***

I want to take this opportunity to address a few key HR issues:

- ***Student Employees***
  We are fielding many questions about expectations for student employees and how they should be managed during the university's response to COVID-19. In general, please consider the following from the published student employee impact FAQ:

  How are student employees impacted by the campus decisions around COVID-19?
  Units are implementing a variety of social distancing strategies, including flexible work arrangements (i.e staggered schedules, remote work). Any arrangements or planning must include student employees. Students who remain on campus should continue to report to work as scheduled unless specifically notified about changes to their individual schedule. Department time off and scheduling processes and procedures remain in effect. Student employees should coordinate with their supervisor regarding schedule and time-off requests. Refer to the important considerations for flexible work provided for unit leaders on the HR website as your unit discusses flexible work arrangements for all employees, including students.
- ***Distancing Measures Including Flexible Work Arrangements***
  Managers and supervisors are required to implement distancing measures to assist with reducing the impact of COVID-19 while we remain open and operational. They should refer to the guidance in the message below and document the arrangements with flexible work forms. Flex work arrangements put in place in response to COVID-19 should include language making it clear the arrangement is a temporary measure using

the following suggested language: "this arrangement is being put in place in response to university and State of Oregon efforts to manage COVID-19 and may be modified or ended as the situation dictates." Agreements for these purposes do not require Vice President approval (unless a Vice President indicates otherwise).

- ***HR-Related Questions***
  Please help us be responsive to the campus community. Utilize the COVID-19 HR FAQ to answer the questions you can. If an answer is not readily available, please get those questions to us so we can provide answers.
  - General questions that do not involve information specific to an employee and their circumstance(s) should be submitted through the UO inquiry web form.
  - Specific questions regarding an employee and their circumstance(s) should be submitted to Employee and Labor Relations at uoelr@uoregon.edu.

- ***Topics Currently Under Review—Compensation, Leaves, Job Searches and Interviews***
  It is clear that the campus community has many questions related to compensation and leaves. University leadership is actively discussing options and policy decisions for these types of issues, and we will communicate information as soon as it becomes available. I also expect new guidance to be issued soon for interviewing as part of ongoing search processes.
  As this situation evolves, these issues as well as others will continue to develop. We may not have all the answers to share now, but we will update the COVID-19 resources on the HR website and the HR FAQ regularly as new information and guidance is issued.
- ***HR Community of Practice Webinar—Tuesday, March 17, 2:00 – 3:00 p.m.***
  Please join us for the HR Community of Practice webinar tomorrow using this Zoom link: https://zoom.us/j/927067496. I will be sharing how the university and Human Resources is responding to COVID-19 and planning for its impact on our campus community.

Please continue to pay close attention to your university email and frequently monitor the UO's coronavirus website as the best place to get the latest information about the UO's institution-wide response to COVID-19.

As we adapt to the COVID-19 situation, I want you to know that my office is working hard to address the needs within our campus community, and I am asking you for your patience while we manage this transition. Be assured that we are doing all we can for you and for your employees during this process. Thank you for your continued leadership and resilience.

Sincerely,

Mark Schmelz
Chief Human Resources Officer and Associate Vice President

BEGIN FORWARDED MESSAGE

From: aallist-bounces@lists.uoregon.edu <aallist-bounces@lists.uoregon.edu> **On Behalf Of** Provost
Sent: Monday, March 16, 2020 2:54 PM
To: aallist@lists.uoregon.edu
Subject: [AALList] COVID-19 Update on continuity of operation for campus

A message from Provost Phillips, VP Moffitt, Chief Resilience Officer Le Duc, and Chief Human Resources Officer Schmelz.

Dear campus leaders,

We have both an opportunity and an obligation to protect our campus and surrounding community by supporting core educational and research services while implementing social distancing measures to reduce the potential spread of COVID-19. Campus is open, and we are specifically focused on supporting members of the University of Oregon community, including students, faculty, and staff. Our operations status could change with little notice and we need to be ready to act. We need your assistance to ensure that departments and programs do all they can to prepare for maintaining academic, research, and administrative services while employing appropriate social distancing and remote work options.

Call to Action
Prevention, response, and continuity is a shared responsibility. Last week, we asked campus to implement social distancing and are calling on you, as campus leaders, to continuously evaluate and adjust your operations as needed to support students and the UO's core educational mission during this critical time. Below are actions we need from you and your teams as the situation evolves.

- Effective immediately, direct faculty and employees to begin working from home if they can do so in ways that do not inhibit the university's ability to provide core services or delivery of education to students. We know that working remotely is not an option for all employees, but implementing it where practical can go a long way to enhancing social distancing and reducing risk both for those working at home and those who remain on campus. IS has developed a website with resources for remote work you can visit for more information. Please review this page for work that requires a VPN connection. We do not want to overload current VPN capacity.
- For those who cannot work remotely or whose jobs require them to be on-campus to support core services and/or the delivery of education, managers need to review and assess work and workspaces (offices, labs, etc.) for appropriate social distancing and hygiene measures. Please make adjustments so that 6 feet of space can be maintained between individuals, including

faculty, staff and visitors. Also, consider whether split or staggered shifts (e.g., some employees work early morning hours and other employees come in later in the day) are an option.

- Refer to the resources put together by Human Resources for social distancing in the workplace, including flex work, student employees, and leave options (forthcoming) in this unique situation as you plan and implement those plans.

Accessing resources:

- Continue to pay close attention to your university email and frequently monitor the UO's coronavirus website as the best place to get the latest information about the UO's response to COVID-19.
- Questions, concerns, or suggestions should continue to be directed to the inquiry web form.
- For HR questions regularly review the COVID-19 Resources for Faculty and Staff webpage website as it provides consolidated information that managers and employees may find helpful at this time.
- On Friday, each unit received an email and Smartsheet link that included administrative continuity plan information gathered in the fall, along with instructions for updating these plans. If you have questions, please contact Amanda Hatch (ahatch@uoregon.edu).
- For faculty engaged in lab or human subjects research, please see the updated FAQs at https://research.uoregon.edu/covid-19

We greatly appreciate your leadership and flexibility during these extraordinary times. Our resilience is the ability to adapt to an ever-changing environment and still meet our core mission. Together we can empower our campus community to stay aware, stay engaged, adapt, and make good decisions during this critical time.

Sincerely,

Patrick Phillips
Provost and Senior Vice President

Jamie Moffitt
Vice President, Finance and Administration and Chief Financial Officer

Andre Le Duc
Chief Resilience Officer and Associate Vice President for Safety and Risk Services

Mark Schmelz
Chief Human Resources Officer