

PATHWAY TO FALL

First Information Session

for Supervisors

May 2021

*Facilitated by
Faculty Affairs and
University Human Resources*



**Oregon State
University**



Welcome!

This is the first in a planned series of Pathway to Fall sessions

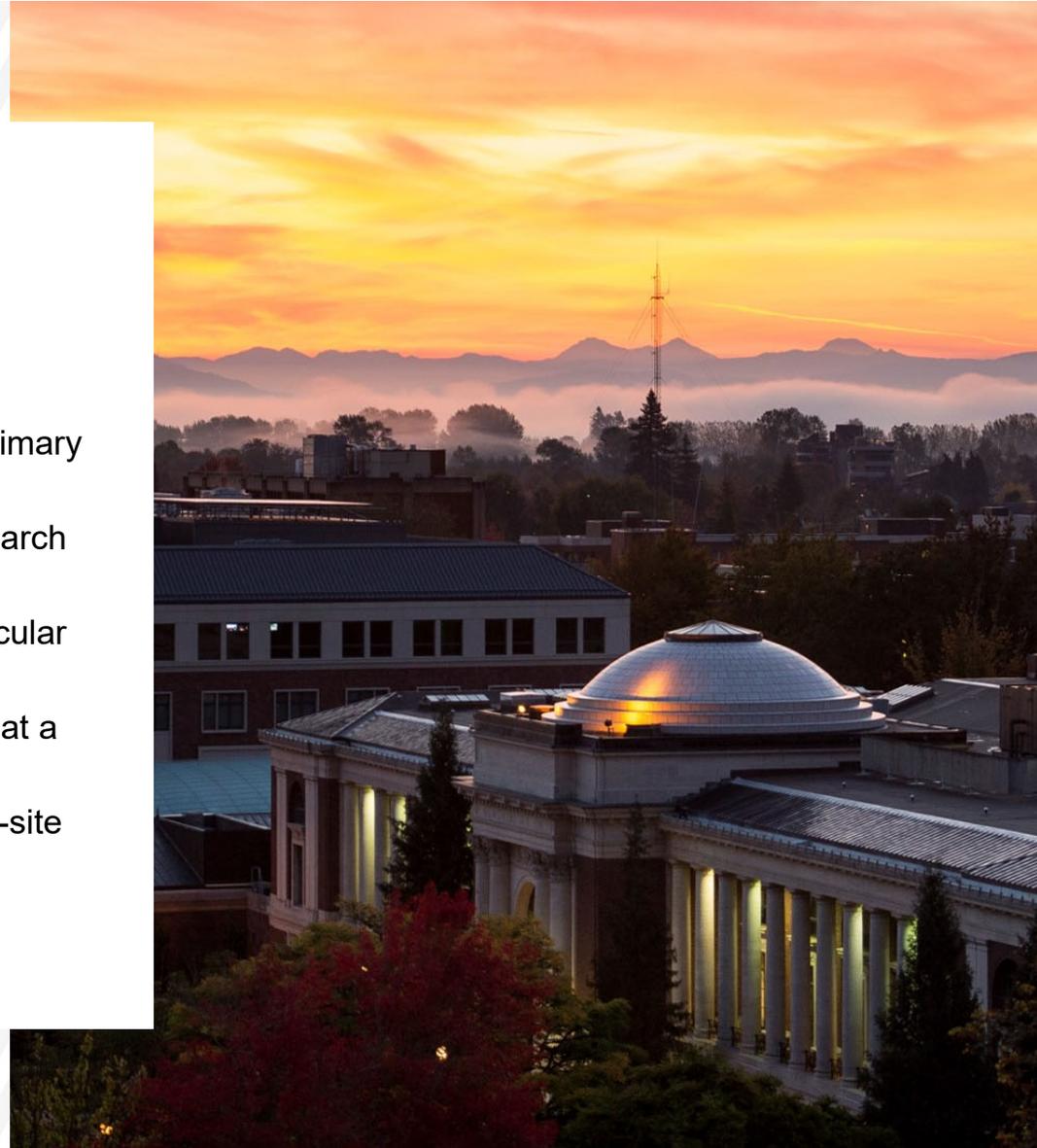
- Sessions are recorded and will be posted
- Please keep yourself muted unless called on
- Reserving time for questions at the end if possible
- Use Zoom to raise your hand in participant list or ask questions
- Slides available after presentation
- Survey after presentation



Pathway to Fall

- Resumption of in-person administrative and operational services.
- Resumption of in-person instruction as the primary modality of delivery at all OSU locations.
- Resumption of in-person and site-based research and fieldwork.
- Resumption of in-person and on-site co-curricular and extracurricular activities.
- Expansion of on-campus housing to function at a more traditional capacity.
- Collegiate athletic competition with limited on-site fan attendance.

Always subject to change as situations evolve





**Why return to
in-person and
onsite work?**

OSU's mission

*As a land grant institution committed to **teaching, research, and outreach and engagement**, Oregon State University promotes economic, social, cultural, and environmental progress for the people of Oregon, the nation, and the world.*

Fulfilling our mission requires us to plan for flexible, gradual resumption of in-person and onsite services.





More reasons to return

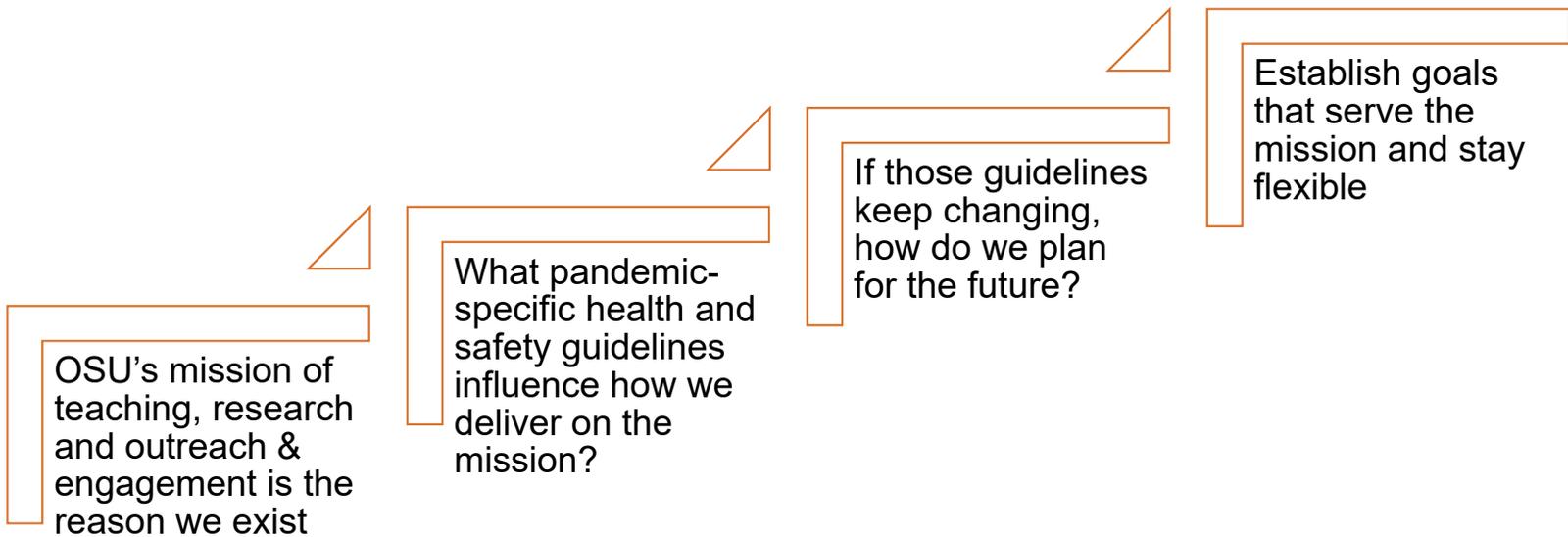
- Serendipitous collaboration
- Effective and efficient meetings
- Focused environment free from “home” distractions
- The commute
- Clear guardrails on the workday



**Why isn't there a
detailed plan
covering every
step?**



Building the principles





Guidance will change between now and Fall term

Our mission and principles won't change





**What can I do
right now?**



Supervisors: What to do now

1. Remind yourself that we're planning for the transition period, not forever

- It's okay to not know everything now
- Be ready to listen and learn through the transition period



Supervisors: What to do now

2: Connect with your senior leader

- Understand their vision for how to resume teaching, research, outreach, engagement and/or administration
- Understand your leader's timeline for resumption of in-person and onsite work and how it will translate to your team
- Develop a consistent message about how your department will approach the transition
- Help your leader develop any or all of the above. We're all in this together.



Supervisors: What to do now

3: Connect with your team

- Share the vision, timeline and approach to transitional flexibility at a team meeting
- Meet individually with team members to understand their transition concerns before you respond to any one person
- Consider the body of work the team provides and the needs of the people who rely on it
- Identify which positions on your team have similar tasks and responsibilities and have similar performance standards (“similarly situated”)
- Provide comparable flexibility during transition period to those who are similarly situated
- Confirm transition plans that allow continuation of remote work (partial or full) with each employee via the Remote Working Agreement



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Scenario: On-site return

Question: “My team is already asking me whether they can continue to work remotely full- or part-time. What authority do I have to approve their requests?”

Answer:

- Talk with your own supervisor and the leadership in your department
- Remember that we’re planning for the transition
- Encourage your team to be vaccinated if they are eligible



If you believe you may have been exposed to COVID-19, or are experiencing symptoms

Stay home

Avoid close contact with others

Contact your primary health care provider for medical advice

Upon exposure, if symptomatic or if confirmed to have COVID-19, you are required to notify your supervisor that you can't report to on-site work. You do not have to provide any detail about testing, diagnosis, symptoms or other specifics.

If you do test positive, are presumed positive or have likely been exposed, use the Positive Case Communication tool to initiate contact testing as soon as possible.

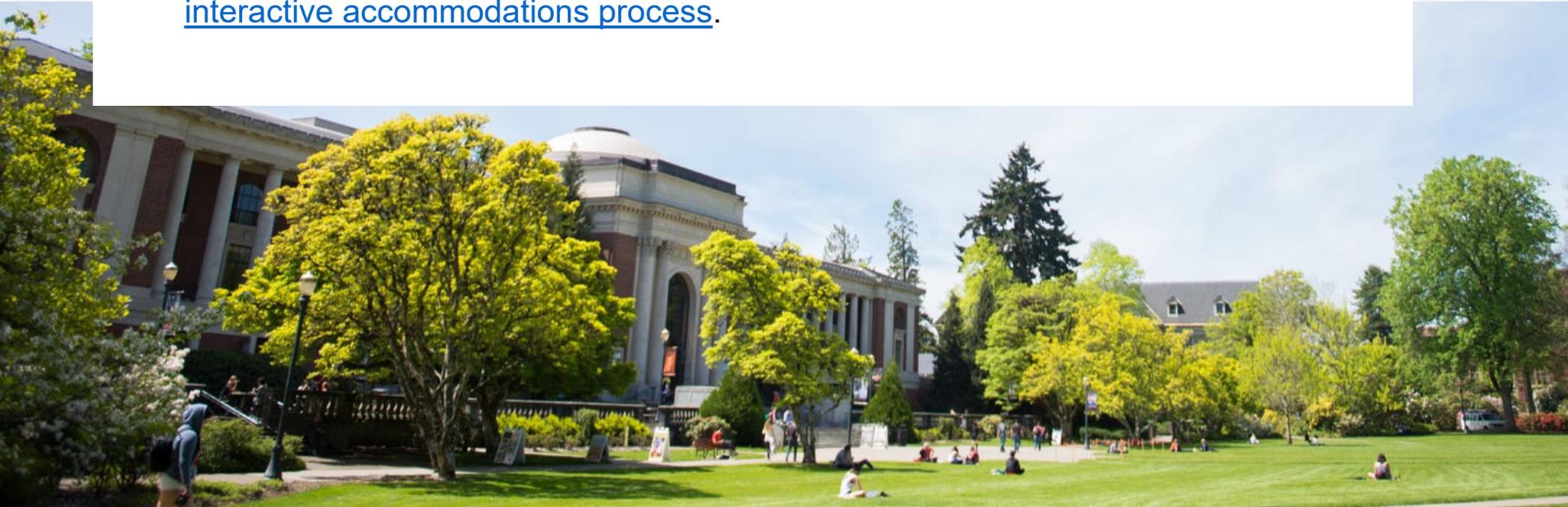
(<https://hr.oregonstate.edu/covid-19-resources/positive-case-communication>).

Requesting an Accommodation



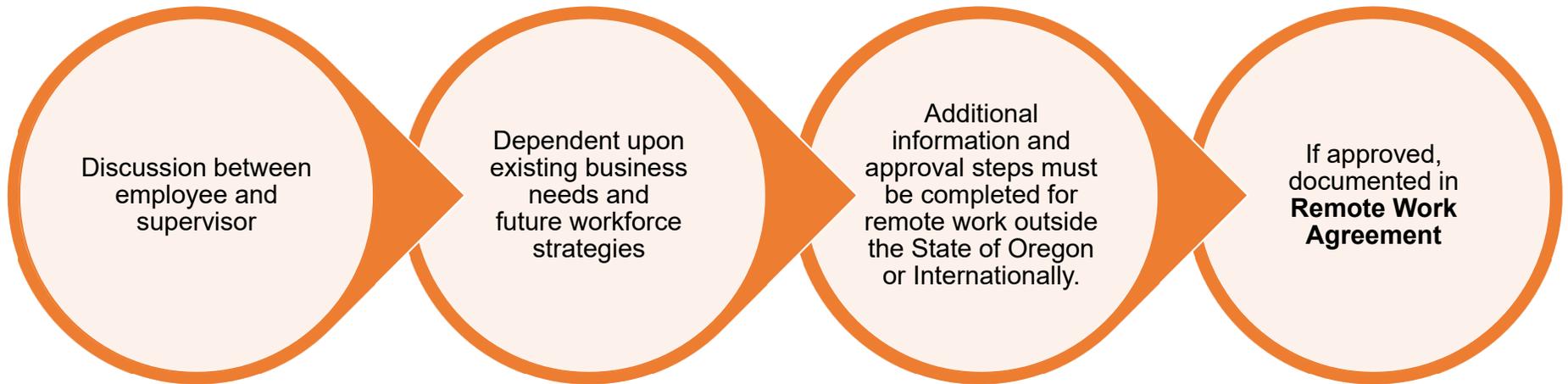
Question: “One of my team members told me they have a health-related reason that they cannot return to on-site work. Who should I tell?”

Answer: Reach out to Equal Opportunity and Access Office to engage in the [interactive accommodations process](#).





Remote Work Agreement

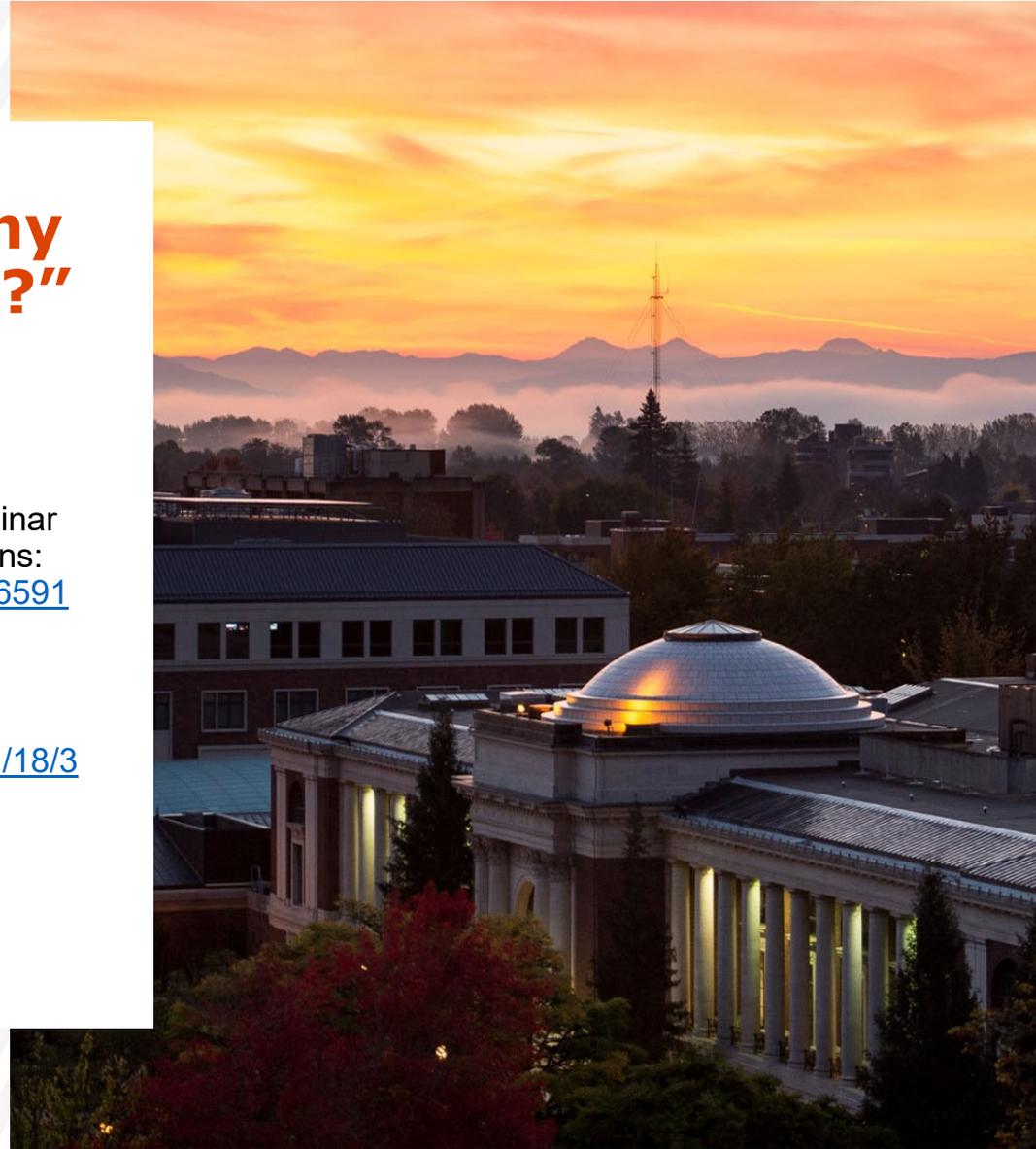


Guidance on remote work options available at <https://hr.oregonstate.edu/remote-work>



“How do I talk with my team about all of this?”

- LinkedIn Learning Communication Collection <https://beav.es/3qg>
- Employee Assistance Program recorded webinar on Managing Staff Through Stressful Situations: <https://attendee.gotowebinar.com/register/7065910733802280720>
- E-campus blog post *3 Difficult Conversation Frameworks*: <https://blogs.oregonstate.edu/inspire/2019/01/18/3-difficult-conversation-frameworks/>
- Ask your [HR Strategic Partner](#) for guidance

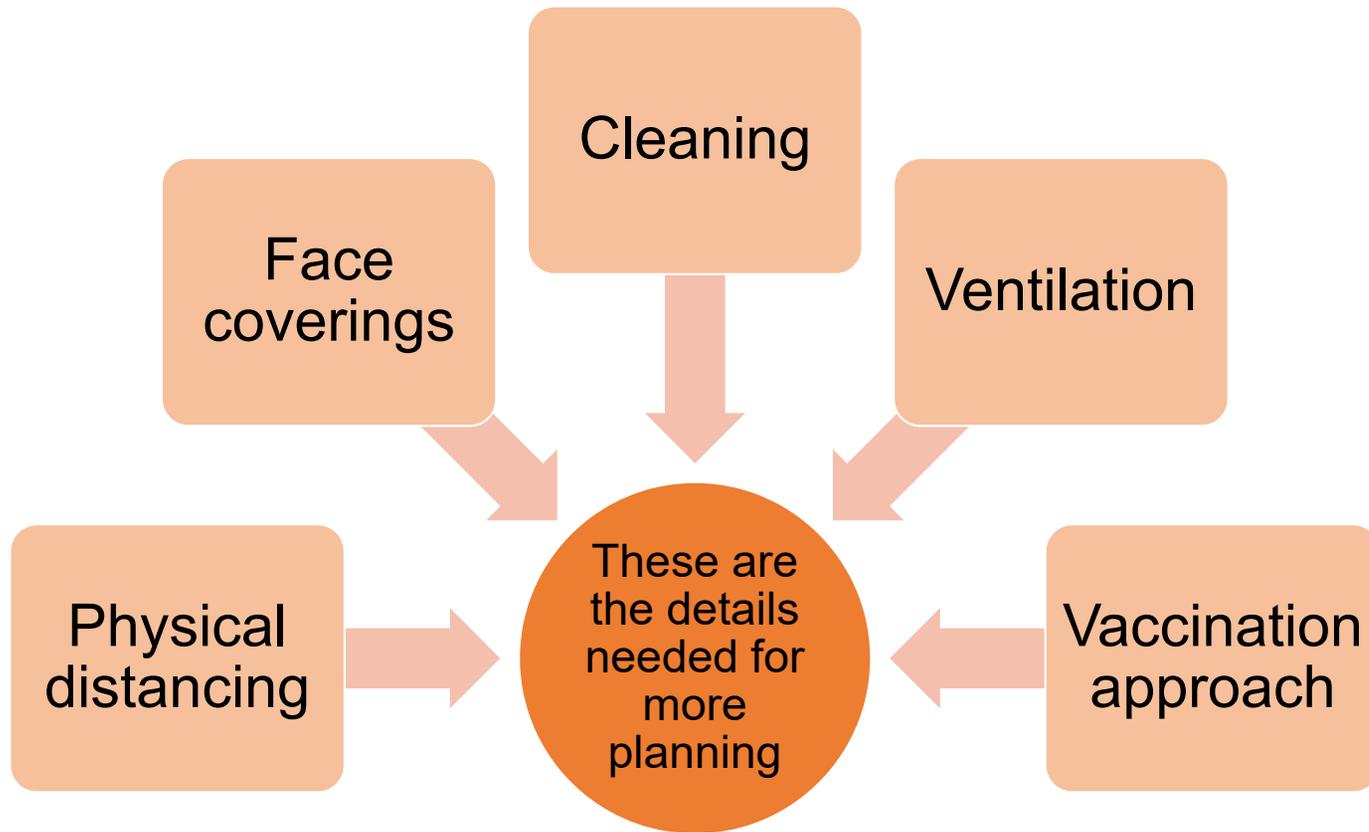




**What should I look
for next?**



Possible updates to OSU standards





As we learn more

Pathway to Fall Sessions

- Creating a series of 30 minute information breaks
- Each recorded and uploaded for you
- Intended for timely response to newly available information

Return to work resource guidance

- What's open?
- Space planning
- Operational planning
- Move-in plans for work-sites
- Return of furniture & equipment
- IT process computer equipment
- Transportation
- Parking

Facility-specific guidance

- Move-in days
- Ventilation and cleaning recommendations
- Occupancy standards
- Foot traffic

Remote Work arrangement guidance

- What is "remote work?"
- Practices for out of state and international employment

Policy and procedure changes

- Face coverings
- Physical distancing
- Others as needed



Resources

When you need a hand



Beyond Benefits: **Employee Assistance Program**

- Phone **1-855-327-4722**
guidanceresources.com
 - Organization web ID: **OSUbeyond**
- Available 24 hours a day, 7 days a week/ Confidential
- Areas of focus include family needs, financial needs, mental/emotional support needs and legal needs.



EAP Recorded Webinars

- <https://beav.es/3qc>



Care.com

- Help finding childcare, eldercare, pet sitting, home care, tutors, pod teachers and more.
- Create a free profile using your ONID email at www.care.com/OSU

Systems of Support available now



Culture of Care Website

<https://hr.oregonstate.edu/work-life/culture-care>

- Recorded presentation on employee resources
- Employee Assistance Program
Available to entire household



OSU Community Hub

<https://familyresources.oregonstate.edu/osu-community-hub>

- Connect, learn & share with other Beaver households
- Get to know other OSU colleagues
- Ask questions about child care, caregiving, community resources



LinkedIn Learning Library

<https://hr.oregonstate.edu/training/linkedin-learning>

- OSU Collections provide curated set of courses responsible to COVID-19
- New content offered on returning to work post-COVID



Helpful Tools and Resources

- OSU's latest COVID-related updates
<https://covid.oregonstate.edu/latest-updates>
- OSU's COVID-related FAQs
<https://covid.oregonstate.edu/faq>
- Find your building manager
<https://my.facilities.oregonstate.edu/buildingMgr/export/PDF/OSU-Building-Managers..20200826.121541.pdf>
- OSU-Cascades Facilities: Submit a work order at <https://facilities.osucascades.edu/> or contact Steve Pitman (steve.pitman@osucascades.edu)
- Environmental Health & Safety guidance on COVID-19 prevention in the workplace
https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/prevention_workplace_covid19_v2_4june_2020.pdf

Quick Reminders

- Each unit, location and college will adjust slightly for their needs; keep checking with your supervisor
- Try to be flexible
- Take care of yourself



THANK YOU!



**Oregon State
University**