PATHWAY TO FALL
First Information Session for Supervisors
May 2021

Facilitated by
Faculty Affairs and
University Human Resources
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?
OSU’s mission of teaching, research and outreach & engagement is the reason we exist.

What pandemic-specific health and safety guidelines influence how we deliver on the mission?

If those guidelines keep changing, how do we plan for the future?

Establish goals that serve the mission and stay flexible.
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
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

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.

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
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](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

1. Discussion between employee and supervisor
2. Dependent upon existing business needs and future workforce strategies
3. Additional information and approval steps must be completed for remote work outside the State of Oregon or Internationally.
4. If approved, documented in Remote Work Agreement

Guidance on remote work options available at [https://hr.oregonstate.edu/remote-work](https://hr.oregonstate.edu/remote-work)
“How do I talk with my team about all of this?”

- LinkedIn Learning Communication Collection
  [https://beav.es/3qq](https://beav.es/3qq)

- Employee Assistance Program recorded webinar on Managing Staff Through Stressful Situations:
  [https://attendee.gotowebinar.com/register/7065910733802280720](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/](https://blogs.oregonstate.edu/inspire/2019/01/18/3-difficult-conversation-frameworks/)

- Ask your [HR Strategic Partner](https://www.oregonstate.edu/hr) for guidance
What should I look for next?
Possible updates to OSU standards

- Face coverings
- Physical distancing
- Cleaning
- Ventilation
- Vaccination approach

These are the details needed for more planning
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

As we learn more
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](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
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!