Return to Workplace:
Supervisor Information

As a supervisor, you've played a vital role through Clemson's pivot to mostly remote operations in response to COVID-19. Thank you for your leadership in supporting your employees, developing remote work assignments and adjusting to all the changes.

As we prepare to return more employees to their workplaces, the Office of Human Resources recommends you take the following return-to-workplace actions. Items in orange are links to resources you can use.

1) Download and send a Return-to-Workplace Notification to employees before expected return.

The SC Division of State Human Resources and Clemson's Office of Human Resources strongly recommend you provide a minimum of seven calendar days' notice to employees before they are expected to return to the workplace.

Purpose:

A return to the workplace may involve the employees you supervise temporarily working staggered and alternating schedules. Additionally, advanced notice gives employees time to make any personal arrangements necessary to enable their return to the workplace. (See **Section 4** below for special work arrangement options.)

Download the return to workplace notification template.

2) Communicate return-to-workplace expectations.

Establishing expectations will provide a safer work environment and will facilitate a smoother transition back into the workplace. Documented expectations remove confusion among your team members. Consider including expectations as part of the Return-to-Workplace Notification or sharing them as a separate message prior to return.

Depending on your specific workspace, you may use the General Expectations document or customize your expectations by downloading the Fillable Supervisor Expectations document. The template assists you with the proper framework to develop your own communication of established expectations.

- General Expectations: Return-to-Workplace Expectations (PDF)
- Editable Template of Expectations (optional): Fillable Supervisor Expectations (DOC)

3) Understand your responsibilities if an employee is sick or tests positive.

As a supervisor, you are responsible for taking specific actions related to an illness or positive test result within your team. This includes the following activities:

- Verifying the employee has the information needed for medical consultation and treatment.
- Reporting the buildings, rooms, and dates an ill employee has visited in the previous two days.
- Providing return to workplace guidance to the employee.

If you have an ill or COVID-19-positive employee, consult the reference guide linked below for the most up-to-date information, as medical guidance continues to evolve.

COVID-19 Reference: What to Do (See specifically the section for "Supervisors.")

4) Remain updated on employee flexibility options and accommodations.

- Be open if an employee reaches out to you about an accommodation. Have the employee complete the Special Request for Reasonable Accommodation during COVID-19 form. Note accommodations may be requested for a condition covered by the Americans with Disabilities Act (ADA) or non-ADA-related concern.
- Understand that some employees may benefit from a hybrid on-premises/remote schedule (e.g., remote work every-other-day). Consider utilizing the Telecommuting Policy and Agreement Form to document this agreement.
- Some employees may request a flexible work schedule. Guidance on establishing a flexible work schedule can be found in the Workweek Policy.
- You may want to consider staggered arrival/departure times to help encourage physical distancing during peak arrival and departure times.
    - If you have multiple employees on your team, it may be helpful to create a spreadsheet with everyone's schedule.
    - Communicate with your employees that guidance and schedules can change at any time based on updates provided to the University from the state and medical consultants.

5) Stay informed and share information with your employees.

- COVID-19 information is developing rapidly. Reference the COVID-19 website frequently. Updates to information and guidance will be posted there.
- Continue to read the biweekly OUR Clemson employee newsletters, Special OUR Clemson and Special Inside Clemson communications for COVID-19 updates.
- Share Clemson's Return to Workplace Guidance Document with the employees you supervise.
- Encourage the employees you supervise to complete COVID-19 Return to Workplace Training when it becomes available in Tiger Training**.** This training will be automatically assigned to them, and they will receive email notification and reminders from Tiger Training.

Visit Additional Resources:
- Self-Assessment Tool
- COVID-19 website
- Employee Assistance Program
- Frequently Asked Questions

If you need assistance or if have questions that are not addressed in this message or the FAQs, contact Ask-HR.