Overview:
New Supervisory Responsibilities During Covid-19

Human Resource Services

Guidelines
Resources
Q & A
Our Community

- A healthy UVM Community is OUR shared responsibility
- Supervisors play a key role in educating, ensuring and enforcing our healthy and safety procedures
- Supervisors are critical in supporting employees during their return to campus
- Staying safe while honoring Our Common Ground Values is core to sustaining a healthy campus.
AGENDA

❖ Health and Safety Responsibilities
❖ Supporting “At Risk Employees”
❖ Applied Learning Exercises
❖ Best Practices in Remote Supervision
❖ Q & A
Requirements for Being on Campus

- All employees are required to complete the VOSHA training.
- All employees are required to sign and follow the UVM Green and Gold Promise (our health and safety pledge).
- Compliance with worksite health and safety protocols
- Daily Symptom Monitoring: Employee Health Check-In
RESOURCES

- HRS Covid Employee Information
  [www.uvm.edu/hrs/covid-19-employee-information](www.uvm.edu/hrs/covid-19-employee-information)

- An Employee Guide for Returning to Campus

- Fall Return to Campus
  [www.uvm.edu/returntocampus](www.uvm.edu/returntocampus)

- Risk Management and Safety:
  Fall 2020 Operations Planning
  [https://www.uvm.edu/riskmanagement/fall-2020-operations-planning](https://www.uvm.edu/riskmanagement/fall-2020-operations-planning)
Health Check-In Responsibilities

• Review the dashboard daily.

• Ensure all employees have completed the check-in unless they exclusively work remotely or are on approved time off.

• Student employees: verify they have completed the student health screening that day.

• If an employee is not cleared to come to campus you need to connect with the employee to determine if any action is required and plan next steps if necessary.
Positive Results on Health Check-In
Applied Learning Exercise #1

Taylor comes to you to announce they have answered “yes” to one of the symptom questions. What are your next steps?

Taylor comes to your office to report they have been in close contact with someone they suspect has Covid-19. Where would you start your conversation with Taylor? What do you need to know? What actions would you take?

Taylor calls and states they were traveling out of state for the weekend. What information do you need? How would you talk with this employee about the Health Check-In and the University’s guidelines?
Face Coverings

UVM’s Current Guidance on Face Coverings:
https://www.uvm.edu/return
to campus/face-coverings
Face Coverings

• Employees must wear face coverings in accordance with UVM guidance.

• Employees with disability-related needs including needs related to face coverings should contact the ADA/504 Coordinator at accessibility@uvm.edu or 656-0945.

➢ The face covering enforcement question is best framed as: “What are **WE** going to do?”.
Setting appropriate boundaries
Applied Learning Exercise

A co-worker of Tim complains to you about Tim’s behavior. He says he doesn't think Tim washes his hands frequently or is taking the social distancing guidelines seriously. He often stands closer than six feet apart. Tim often rolls his eyes when people are talking about these issues. What are your next steps as his supervisor?
ADA Accommodations During COVID-19 Response Supports

• Employees at risk for serious illness from COVID-19, due to their own medical condition, who have requests for non-telework accommodations

• Employees who have disabilities, unrelated to COVID-19 risk, and are requesting accommodations

➢ Do not ask the employee for any detail about their medical condition or situation that puts them in an at-risk category
# Multiple Leave Options

<table>
<thead>
<tr>
<th>Multiple Leave Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Time</td>
</tr>
<tr>
<td>Emergency Paid Sick Leave</td>
</tr>
<tr>
<td>Public Health emergency Leave</td>
</tr>
<tr>
<td>UVM Temporary Policy Changes</td>
</tr>
</tbody>
</table>
  * Sick Time Deficit
  * Unpaid Personal leave |

**Contact** [HRSInfo@uvm.edu](mailto:HRSInfo@uvm.edu) or your LER Specialist
As a manager receives repeated reports (i.e., one or more) Tim is not wearing their cloth face covering. After talking with him he still refuses to put it on after direction from you and repeated reminders.

How would you approach Tim at this point? Who would you consult with about your options? Would you consult before or after your conversation with Tim?
Summary: Face Coverings Conversations


2. Give the employee time to tell their side of the story.

3. Gain commitment.

➢ Before disciplinary action consult with your LER Specialist
Set the Tone: Communication, Collaboration, Compassion

- **Frequent Communication**
  - Schedule regular team meetings and one-on-ones (and don’t cancel!)
  - Include remote workers if you are in a hybridized environment
  - Make sure communication is two-way
  - Create an “open door” policy – make it known
  - Follow up on questions, even if it is to say there isn’t an answer yet
Clear Expectations – are there new norms?

- Work hours and availability
- Protocol for Away/DND messages/keeping calendar up to date and viewable
- Which technology for which purpose (email, video call, IM, phone call, text)
- Clarify work priorities, provide deadlines
Leadership

- Model the behavior you want to see
- Be flexible but hold employees accountable
- Avoid micromanaging
- Provide opportunities for remote social interaction
- Offer encouragement and support
- Address performance or disciplinary issues
Questions and Answers