Adhering to UVM’s Health & Safety Requirements for Employees Working 100% Remotely

According to UVM’s temporary telework guidelines, employees may be approved for temporary remote work arrangements. More information can be found here.

Being considered 100% remote exempts the employee from some of the COVID-19 requirements; however, it also means that the employee is not authorized to come to campus for any non-incidental work-related reason during the semester, such as for meetings, research, lab work, or administrative tasks. In accordance with UVM’s Telecommuting Policy, remote work requires prior supervisor and/or dean or department head approval.

Requirements for 100% remote employees

Employees who have been approved to work 100% remote are neither expected nor scheduled to perform work on campus for the duration of the Spring 2021 semester.

Employees working 100% remotely:

- **Do not** need to fill out the UVM Employee Health Check-In since it is assumed that they are not coming to campus.
- **Do** need to complete UVM’s required “Protecting Community Health & Safety” training (also known as VOSHA training) and the “Spring 2021 Health & Safety Refresher” training.

If a 100% remote employee needs to come to campus

Employees working 100% remotely may come to campus occasionally for incidental work activities such as:

- Obtaining a COVID-19 test at the Davis Center
- Picking up supplies, files, mail, equipment, or materials from their office
- Watering office plants
- Picking up materials from the library

If a 100% remote employee needs to come on campus occasionally for incidental work activity, they should first discuss their planned activity with their supervisor and then they must fill out the UVM Employee Health Check-In for that day. If the health check-in instructions provides a “restricted” status based on the employee’s responses, the employee is not permitted to come to campus for any reason.

Changing remote status

If the business needs are such that an employee must come to campus for non-incidental work-related activities during the semester, then they are no longer considered a 100% remote employee. For example, if an employee teaches remote courses but needs to meet with students on campus on certain days, that employee is not considered a 100% remote employee. Similarly, employees who work mostly from home, but who are needed to come into the office to meet with approved vendors are also not considered 100% remote.
If an employee’s remote status changes during the semester for any reason, they must work with their supervisor to amend their existing telecommuting agreement. Once they are no longer designated as a 100% remote employee, they will be required to fill out the UVM Employee Health Check-In before starting each workday and must complete the “Protecting Community Health & Safety” training.

**Units working 100% remotely**

If everyone in a unit can work 100% remotely while providing the same level of service to the UVM community and without any interruption in services or operations, the unit supervisor or designee may submit a Spring Operations Plan indicating that everyone in the unit will be 100% remote for the Spring 2021 semester. This requires prior approval from the unit’s dean (academic units) or vice president (administrative units).

If the unit’s remote status changes at any time during the semester, the unit supervisor or designee must update the unit’s Spring Operations Plan. This update will require that a full plan that includes details on how the unit will comply with UVM’s COVID-19 Safety Guidelines be submitted and approved before resuming operations.

**Questions**

For questions about remote work or telecommuting agreements, please contact UVM Human Resources at [HRSInfo@uvm.edu](mailto:HRSInfo@uvm.edu)

For questions about UVM COVID-19 safety requirements or Spring 2021 Operations, please email [UVM.strong@uvm.edu](mailto:UVM.strong@uvm.edu)