



OFFICE OF THE VICE PRESIDENT  
FOR FINANCE AND ADMINISTRATION  
Vice President Todd Foreman

June 11, 2020

Dear Colleagues,

Beginning the week of **June 15, 2020** employees who cannot perform all or portions of their job duties from home will be required to report to work to perform those specific on campus functions. Critically, if you can perform all of your job duties from home utilizing current telecommuting arrangements, you will continue to telecommute.

We have created a comprehensive document to address workplace safety specific to COVID-19. The [UAlbany Guide to Returning to the Workplace](#) covers the policies and protocols for responding to the COVID-19 pandemic which of course are rooted in safety for our faculty, staff, and students and for the public with which we interact.

The following is a quick overview for employees returning to the workplace.

**When do I come back to the office?**

Beginning June 15th, employees with on-campus responsibilities should be scheduled to return for the minimum time required by their supervisor. Please contact your supervisor to coordinate your return date. Do not assume that you are or are not returning to the workplace; communication with your supervisor is required to make this determination.

Those returning to the workplace can anticipate reporting in a coordinated and/or staggered manner, in order to maintain a reduced population density. Therefore it is imperative that you communicate with your supervisor prior to returning to work.

**What do I need to do before I return?**

1. **Watch a safety video.** Prior to June 15<sup>th</sup> or your return to campus date, whichever is later, employees must watch a 12-minute training video entitled “New York State COVID- 19 Response: Return to Work Training”. State Employees must log into the Skillsoft portal at <https://ualbany.skillport.com> in order to track your compliance. Again, this requirement applies to employees who are just returning to the worksite and those who remained on site.

Non-state employees will view at <https://vimeo.com/424237420> Password: *employeesback*. Your Human Resources Office may have additional instructions.

2. **Coordinate with your supervisor to obtain a university provided cloth mask.** To obtain a face mask, contact your supervisor first as they are the point of contact. If you encounter an issue locating or using your mask, please contact the Office of Environmental Health & Safety (“EH&S”) at (518) 442-3495 or via email at [EHS@albany.edu](mailto:EHS@albany.edu). **You may use your own face mask/covering as long as it covers both your nose and mouth.**
3. **Complete a daily Health Screening Assessment.** Each day you will be on campus all employees are required to submit a Health Screening Assessment via MyUAlbany , prior to, or within one hour of, being on campus. Employees without web access will be provided a paper form from their supervisor.
4. **Read the UAlbany Guide to Returning to Work.** You are required to read this document in full prior to returning to the workplace. If you have any questions, please contact your supervisor. If your supervisor cannot address your question, you will be referred to the appropriate University office or official.
5. **Update your Telecommuting Work Plan.** If you are not returning to your in-office work location full time, you need to coordinate with your supervisor to modify your established telecommuting work plan. This is not the form that is filed with HR; it is the plan you and your supervisor agreed to with respect to the work you would do remotely. With some in-office work being completed on a weekly basis and other work being done remotely, you and your supervisor will need to re-coordinate the best schedule, work flow and re-establish or re-evaluate priorities, as needed.

The University is committed to providing a safe and healthy workplace. As we continue to work through this pandemic, together, we look to each other as a community to be supportive, kind, caring and mindful of the welfare and well-being of ourselves and all of those around us. This is why we are so dedicated to the appropriate use of PPE and adherence to the Return to Work Guidelines. As we begin to return to work in Phase 2 of the County's reopening plan, we are collectively prepared to responsibly return to work and we look forward to having you back on campus.

Thank you,

Todd

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Vice President Finance and Administration

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