

Dear Supervisors:

As President Gash shared in last week's President's Briefing, the state has released an accelerated plan to reopen in response to positive trends in statewide COVID-19 vaccination and case rates. As case rates continue to drop, the University anticipates being permitted to offer increasing on-campus student services, creating a need for more employees to return to our physical campuses.

You are responsible to prepare your employees now for their own expected return and on related University safety and social distancing guidelines. You are also responsible to prepare for the needs of your staff, student workers, and department during this period of transition into increased on-ground services. We understand that we may not know the exact timing of our employees' return or the exact allowances and occupancy rates they will be operating under. However, there is much we can do now to facilitate a smoother transition, and to encourage the communication that will be so critical to our success.

Please use the checklist below to plan now for a new work arrangement, many items of which are likely familiar. Remote work will continue even as some employees return to campus due to continued health and safety protocols.

### **ANTICIPATING AND RESPONDING TO CONCERNS, MEDICAL DOCUMENTATION, AND LEAVES**

- **Determine which of your employees need to report to campus and which can continue working remotely.** Every employee whose position requires them to be present on-campus full- or part-time as on-ground

services return is expected to do so, including student employees.

- **Ask your employees now if they foresee any issues regarding their on-campus or remote work.** Notify your employees of who is needed on campus and when, as you receive notice of an authorized return to campus; this timing is at your discretion and based upon the employee's position, service to constituents, etc. Please ask your staff to notify you now regarding any needs or concerns regarding their on-campus or remote work for planning purposes. If you need your employees to work on campus but they are unable to do so, please utilize the [COVID-19 Pay Flow Chart](#), [Staff COVID-19 Leaves Policy](#), and [Faculty COVID-19 Leaves Policy](#). Of course, Human Resources remains available to assist you.
- **Expect to receive questions and requests.** Prepare for a range of employee needs during this time of transition back to campus. Consider ahead of time how you may be able to meet varying requests from your staff while providing excellent service and a welcoming environment to your constituents. Please review each employee's needs on a case-by-case basis, be as flexible as possible, and employ creative solutions. Human Resources is available to assist you.

## **ENSURE A HEALTHY WORK ENVIRONMENT**

- **Ensure your employees and student employees complete a [Daily Wellness Check](#).** In accordance with the University's return to work protocols, all faculty, staff, and students must complete a Daily Wellness Check each day prior to arriving on campus. Time spent completing these assessments is considered compensable time and should be recorded accurately on timecards.
- **Notify the Student Health Center immediately if one of your employees exhibits COVID-19 symptoms or has been exposed to COVID-19.** Please review, and ensure your employees review, the Student Health Center's [COVID-19 Reporting Guidance for Faculty and Staff](#) prior to returning to campus. Prompt communication and compliance with the University is expected and critical for ensuring the Pepperdine community's well-being.
- **Ensure your employees and student workers adhere to the University's guidance on healthy behaviors.** All community members are expected to follow the University's [Face Covering/Social Distancing Policy](#) and to follow each building's directional foot-traffic instructions, among other protocols. Please contact your major area leader to receive updated building foot-traffic instructions. Currently, at all times while on any Pepperdine campus, with limited exceptions, employees, students, and visitors will be required to wear a cloth face covering that should cover their nose, mouth, and chin. Face coverings should be washed daily. At all times while on a Pepperdine campus, employees, students, and visitors to campus

will be required to maintain a minimum distance of six feet from one another. Human Resources is available to speak about non-compliance issues.

- **Create a plan for the regular sanitizing of your office spaces.** Please review, and ensure your employees review, the University's [Cleaning and Disinfecting Protocols](#). In addition to University cleaning, your department will be allocated a certain amount of cleaning supplies at designated times for the regular sanitizing of shared spaces. Please consider implementing additional office protocols for cleaning shared items, such as those in the breakroom, door handles, copiers, shared workspaces, etc. Discontinue handshakes or other forms of greeting that break physical distance. Use digital files in place of paper files whenever possible. The University will provide hand sanitizer in many common areas. Please take measures to both effectively utilize and preserve the cleaning supplies when universal demand is high. Please call Warehouse Services for additional cleaning supplies: 310.506.4268.
- **Limit desk and equipment sharing.** Whenever possible, employees and student workers should not share desks or office supplies until further notice. If employees are using a shared office space on alternate days, employees should clean and disinfect this shared area at the beginning and end of each day. Employees and student workers should wipe down shared desks and equipment (such as telephones, keyboards, staplers, etc.) between uses. Communal equipment, such as copiers, should also be cleaned between uses.
- **Other items to consider.** If your employee has not been to campus in several months, you may need to share with them how the campus might look a little different. For example, there may be plexiglass and socially distanced furniture, not all restrooms may be open, there may be updated parking instructions, Intellikeys may need to be reactivated, and Internet connection may need to be reauthenticated.

## PLAN WORK SHIFTS

- **Plan for staggered work shifts for your department.** Due to social distancing requirements, it may be that not all of your employees can report to work on the same day. Consider the spacing in your office to help determine when employees should report to campus. For example:
  - **WEEK 1:** Shift A works on campus 8 AM–5 PM Monday, Wednesday, and Friday; Shift B works on campus 8 AM–5 PM Tuesday and Thursday.
  - **WEEK 2:** Shift A works on campus 8 AM–5 PM Tuesday and Thursday; Shift B works on campus 8 AM–5 PM Monday, Wednesday, and Friday.

- **Consider staggered arrival times for your department.** Determine if flexible hours are an option for your department based on your work and service to constituents. Staggered arrival times could not only help social distancing requirements, but could potentially be a business benefit by providing constituents with expanded business hours and services. For example, perhaps your department is open 7 AM–6:30 PM, whereas it was previously open 8 AM–5 PM.

## UPHOLDING STANDARDS

- **Ensure your staff's job manuals are current and available.** You may need to reassign duties within your team if some employees are unavailable to work due to personal needs, and redeployed staff members will benefit from duty instructions.
- **Regularly assess your employees' performance.** During a challenging and sensitive time, it is important that all employees are fully engaged in work for which they are paid. For myriad reasons (fiscal, operational, and morale, among others), please assess your employees' quality of work, workload, service to constituents, responsiveness and availability, etc. Human Resources is available to speak and provide suggestions to assist with this.
- **Address employee absenteeism immediately.** Please work with your employees as they transition back to campus and understand their varying needs. Note and address employee absenteeism right away; there are a number of COVID-19 related and other leaves available for employees ranging from a health leave to a child care leave.
- **Provide employees with support resources.** The University recognizes some community members may be experiencing ongoing feelings of weariness, uncertainty, anxiety, or isolation. Please remind your employees of the Employee Assistance Program and pastoral care available to the University community.

Thank you for your leadership as we collectively navigate the ambiguity of this pandemic. Showing compassion and flexibility toward employees, while still upholding standards of excellence for our students and constituents, embodies the Pepperdine mission and culture. Please let us know how Human Resources can support you as we once again demonstrate the very best of our University.

Human Resources  
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