Advancement Roundtable: Returning to Work in a Hybrid Environment

Thank you for joining us today!

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Associate Vice President of Human Resources
Today’s Agenda

• Review of Frequently Asked Questions
  • Health & Safety on campus
  • Training
  • Building Access
  • Face Coverings
  • Physical Distancing
  • Vaccinations
  • Telecommuting
  • Transportation
  • Ventilation

• University Advancement Hybrid Work Arrangement

• Open Q&A
Frequently Asked Questions

FAQs can be found here:
**Health & Safety FAQs**

- **Will employees need to complete the daily health screening?**
  - Yes. The screening may be completed in the SF State mobile app, on the web and with Gator Ambassadors at campus building entrances.

- **Should employees stay home if they are ill?**
  - Yes. Please stay home if you feel sick or ill and notify your supervisor.

- **What if employees require accommodations to return to on-site work?**
  - Please contact the Disability Programs and Resources Center for accommodation requests. Email: dprc@sfsu.edu

- **Where can I direct employees who may need mental health or other support, as they return to campus?**
  - Please refer any employees to use their benefit called LifeMatters (the Employee Assistance Program): website and code “sfsu”: [https://hr.sfsu.edu/employee-assistance-program-eap](https://hr.sfsu.edu/employee-assistance-program-eap)
Will employees be required to take training prior to returning to campus?

- Yes → link to training can be found on CSULearn (found at top of HR webpage under Professional Development)
  - Employees and student assistants must complete the “SF State: Working Safely During the COVID-19 Pandemic” before returning to campus. (see next slide)
  - Managers must complete Managing During COVID-19.
  - Students can access the training via Single Sign on “Safety at SFSU During the COVID-19 Pandemic” online training: https://ds.calstate.edu/?svc=skillsoftstudent&org=sfsu&env=prod&uri=/skillportfe/main.action?path=summary/CUSTOMER_DEFINE_D/_scorm12_spcentralsta_sfsu_covid19

*Managers must complete two trainings: SF State: “Working Safely During the COVID-19” and “Managing During COVID-19 V4” (once completed, you must check the box in CSU Learn that says you completed it, to receive confirmation).

How many times can employees take the trainings?

- Once employees complete an assigned course, they may re-take the course up to 20 times.

How do I access the trainings even if I did not receive a prompted email?

- You may access the courses by logging into CSU Learn, find the course and re-take it. Courses that are housed in a curriculum require the user to re-register for the course to take it again.
CSU Learn Training: SFSU: Working Safely during the COVID-19 Pandemic V4

- **Principal Investigator Responsibilities V4**
  - Curriculum for principal investigators in laboratory operations that use hazardous materials. Covers lab management requirements.
  - [SFSU-CURRIC-PL_LAB_MGMT_V4](#)

- **Responding to Chemical Releases**
  - Overview of how to respond to chemical releases for employees who handle hazardous materials.
  - [SFSU-CURRIC-CHEM_RELEASE](#)

- **SFSU: Working Safely during the COVID-19 Pandemic V4**
  - Covid work practices for SFSU employees, version 4 with accessibility features. August 12, 2020, Updated February 2021.
  - [SFSU-CURRIC-COVID-19_V4](#)

- **X-ray User Safety**
  - Training for users of x-ray producing devices or machines, non-medical. Linda Vadiura, EH&S at SFSU 2021 last update.
  - [SFSU-CURRIC-XRAY_USER](#)
Do employees need permission to access the buildings?
- Employees are welcome to return to campus for brief visits as long as their building is open, have proper approval and follow the steps for coming to campus. Employees who have been asked to return to onsite work should have already received formal approval and communication from their appropriate administrator.

Which buildings are open?
- Most buildings are currently open at least three days per week. Please check the Buildings and Available Spaces page for details. We expect all buildings to reopen fully on August 9.

Are visitors allowed to enter campus buildings?
- Visitors entering campus buildings must be hosted by an employee and must comply with SF State health and safety measures. More info found on the Campus Plan Website, on the Buildings and Available Spaces page.

Is the University open to conferences and retreats for external groups?
- No. Hosting external groups for conferences and retreats at the main campus remains suspended.
Are employees still required to wear masks on campus?
- Yes, unless an individual is in an office alone with a door that can be closed, regardless of vaccination status. Face coverings are not required outdoors on campus.

Do employees still need to maintain six feet distancing?
- Physical Distancing requirements have been lifted by local and state agencies and CalOSHA regulations. In addition, there are no capacity limits in campus spaces.

Are employees allowed to eat indoors?
- Consuming food and beverages indoors is only permissible when students, faculty, and staff can socially distance by at least six feet. Receptions and other meetings with shared (e.g. “potlucks”) or catered food and beverages are not permitted. Faculty and staff may provide their own food and beverage (not shared) and enjoy them outdoors. No serving or eating/drinking utensils can be shared.

Will employees be able to meet in person given that the physical distancing requirement has been lifted?
- For now, virtual meetings are the preferred method for conducting meetings and in-person meetings cannot be mandatory. A virtual alternative must be available for employees or students who are not attending in-person. Employees and students must comply with SF State health requirements regardless of where the meeting is held, and in-person meetings must be approved by the hosting division’s vice president.
 Are employees required to be vaccinated if they return to work on-campus during the summer?

- All employees are highly encouraged to get vaccinated as soon as possible. However, CSU announced its intention to require COVID-19 vaccinations for students, faculty and staff who will be physically present on campus in the fall, pending FDA approval. Currently, the Chancellor’s Office is in the process of meeting with the unions on a system-wide Vaccination Policy. SF State is also working on a Draft Vaccination Policy once the System-wide Policy is implemented. Please find the CSU requirement for vaccination.

 Do I need to share my vaccination status with my supervisor?

- Supervisors should not ask employees about their vaccination status

 Are vaccination appointments available on campus?

- Currently, SF State has no on-campus vaccination site. However, Walgreens located at 200 West Portal Ave. has appointments available from 11am to 5pm, including walk-ins. SF State is working on another opportunity to host an on-campus vaccination site.
Telecommuting FAQs

- **Will students and faculty have a choice of attending/teaching online/in-person classes?**
  - Fall semester will continue to be a transition for students, faculty, and staff, with both on-line and in person opportunities for students. Some faculty will teach in-person and others will continue to teach via virtual modalities. Many staff will have the opportunity to work in a hybrid model if the positions allow for telecommuting.

- **Will employees be allowed to work remotely during the phased return to campus?**
  - Depending on your position, employees may be allowed to continue to telecommute in a hybrid model. Staff employees must complete a temporary telecommuting agreement and it must be signed by an appropriate administrator. **Temporary Telecommuting Form** is available via DocuSign & more details can be found here: [https://hr.sfsu.edu/forms](https://hr.sfsu.edu/forms)

- **Will staff be allowed to telecommute long-term, meaning after the Fall 2021?**
  - SF State is drafting a long term Telework/Telecommute plan. During the fall, it will go through the appropriate approval channels.

- **How will the University deal with the issue that some employees have relocated out of the area and may be out of state now?**
  - Employees, without HR’s knowledge, who may have been allowed to work out of the area for a period of time while under strict COVID restrictions, will be required to return to on-site work at the direction of the appropriate administrator and Vice President. If you fall into this category and have not been notified by your supervisor, please contact the AVP of Human Resources at icwilliams@sfsu.edu for further guidance.
Where can employees find information on resources related to carpooling and rideshare?

The University understands that some employees are still not comfortable with riding Bart and other forms of public transportation. The Parking and Transportation Office has information on their website about carpool and rideshare options located at https://parking.sfsu.edu/ridematch-zipcar. However, the office is also working on a possible agreement with a ridesharing company that would provide discounts if their ride services are used within approved geographical areas/zones.
How do I know that my building HVAC system is working properly?
- Alarms are sent to Facilities Personnel if monitor points are out of established parameters (running, temp, filter flow etc.).

What kind of air filters do we use?
- All HVAC systems on campus were upgraded in 2020 to MERV13 filters (as recommended by the CSU Mechanical Review Board) which are capable of catching virus size particles (including COVID19).

How often do you change filters on the campus?
- Filters are changed at a minimum annually (or sooner if the monitoring show excessive pressure).

Do our HVAC systems use 100% outside air?
- We attempt to use outside air whenever possible but outside air (up to 100%) is supplied based on varying factors like building duct pressure, flow and temperature needs. NOTE: ALL air regardless of whether it is outside or return air is always cycled back through the main MERV13 filters before it is supplied to the building.

How often is cleaning and or disinfecting done on the campus?
- Facilities Services staff never left the campus during the COVID19 pandemic. Building cleaning schedules and protocols remained in place based on CDC and SFDPH guidelines and campus usage. At this time, many classrooms, bathrooms and public spaces are cleaned a minimum of 2 times a day.

What types of cleaning supplies/equipment does the campus use?
- The campus uses several types based on the space being cleaned. Some examples: Electrostatic Foggers, Kaivac no touch cleaning systems for bathrooms, manual spray bottle and surface disinfectant wipes. NOTE: ALL cleaning agents used in 2020/2021 have been listed on the EPA virus kill list.
Hybrid work arrangement for UA will be **minimum 3 days** in the office and **max 2 days** remote.

- Each office and or team must have at least one person in the office every day; no office or team can be entirely remote on the same day to ensure continuity of service to other parts of Advancement and to campus colleagues.

- Schedules must be regular (i.e., the same days in/remote each week).

- On an occasional basis, VP of Advancement will ask everyone to work in person on the same day, with as much advance notice as possible – for division-wide gatherings (like All Advances or for major undertakings like Commencement) that require all-hands-on-deck.
Open Q&A
Please use the “raise hand” icon to be called upon, then unmute when ready
OR
Type your question in the chat, or Direct Message Catherine if you wish to ask anonymously
Thank you for attending!

WE’RE HERE TO HELP! PLEASE CONTACT HR IF YOU NEED ASSISTANCE

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