**MSU Denver 2021 Phased Return to Campus | Department Planning**

**COVER LETTER**

In preparation for MSU Denver’s full fall 2021 return to campus, the following guiding principles, assumptions, phases and planning tools have been provided.

**SAFE RETURN GUIDING PRINCIPLES**

Grounded in MSU Denver’s mission and values, the following principles were developed to improve decision-making and consistency.

* Our top priority is the continued health and safety of our students, staff and faculty, which will continue to be informed by public health guidelines from the Centers for Disease Control and Prevention, State of Colorado, the City and County of Denver, and our on-campus health professionals at the Health Center at Auraria.
* We will continue our mission to provide a high-quality, accessible college experience that meets the needs of our students through a reimagined in-person experience for fall semester 2021.
* MSU Denver serves a diverse student population requiring a full return plan that is reflective of our principles and commitment to equity and inclusion.

**FULL FALL RETURN ASSUMPTIONS**

The following assumptions are based on feedback, perspectives, opinions and ideas gleaned from numerous efforts to engage all members of our campus community. Additionally, while Covid-19 health and safety protocols continue to evolve, MSU Denver is confident that our vaccination requirement and Covid-19-related policies will create a safe environment for all members of the campus community.

* **Physical environment**
  + Students are coming to campus to learn and engage.
  + Faculty are coming to campus to teach and engage.
  + Staff are coming to campus to work and engage.
  + No social distancing requirements will exist in classrooms, offices, restaurants, common areas, etc.
  + The majority of the campus will be accessible during normal business hours Monday-Friday from 8 a.m.-5 p.m. and to accommodate class schedules beyond those hours.
  + Events and meetings will be held in-person/hybrid on campus.
  + People are commuting to and from campus.
* **Service level**
  + All University services will be functioning at maximum efficiency/availability necessary to accommodate the newly re-imagined possible.
  + Service excellence will continue to be provided.
  + On-campus services are desired and are therefore will be available in a variety of in-person, hybrid and remote formats.
* **Work environment**
  + Supervisors will have assessed the service and business needs of their unit.
  + Alternative work arrangement discussions will have taken place with individuals to meet the service, business and the individual’s needs.
  + Teams will have experimented with different arrangements, work hours, etc. to find the maximum state of service operations.
  + Teams will have experimented with workspaces becoming more fluid and shared.

**MSU DENVER PHASED RETURN APPROACH**

Within the phases listed above, Vice Presidents and Associate Vice Presidents are empowered to determine their return plans. **Departments are to submit their high-level return plans to their Vice President/Associate Vice President and Edward Brown:** [**ebrow100@msudenver.edu**](mailto:ebrow100@msudenver.edu) **by May 26.**

* **Phase 1: May - June “Plan ahead with a gradual return to work out the kinks”**
  + Departments are developing and implementing a plan for their return.
  + Departments are providing on-campus services to meet the needs of their on-campus customers.
  + Departments are cycling through their staff returning to campus over the summer, while maintaining capacity limits to test out their return, technology and cleaning protocols and/or needs.
* **Phase 2: July 6 – August 23 “Fully returned and running smoothly”**
  + Departments have all staff members who are returning to campus, with alternative work schedules in mind, back full-time by July 6, assuming capacity limits have increased, and the 6’ social distancing requirement has been eliminated.
  + In preparation for the start of the fall 2021 semester on August 23, we request all staff that are returning to campus, be up and running, at their optimal capacity and productivity, no later than July 6.

**2021 Phased Return to Campus: Department Planning Tool**

*This tool is to assist departments think through their return to campus. Each department must complete this form by May 26 and submit this page only to their Vice President/Associate Vice President and Edward Brown, chief of staff, Office of the President:* [*ebrow100@msudenver.edu*](mailto:ebrow100@msudenver.edu)*. Fill in all areas labeled in blue.*

**UNIT/DEPARTMENT RETURN GUIDING PRINCIPLES**

* Start with the customer experience and create a plan to address those needs.
* Work with your employees to be equitable and fair, recognizing that everyone’s circumstances are different.
* Acknowledge the difficulty of the last year and the associated impact of the return.
* Plans developed by units will inform the transition of employees back to their worksites. Operating procedures will be evaluated during the month of July, once staff have resumed their on-campus presence. These plans will be based on science and public health guidance, and we will communicate regularly as guidelines may change.

**HIGH LEVEL RETURN PLAN**

1. **Department Information:**
   1. Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. VP Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Number of employees within department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Department offices building and suite location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Description and amount of workspaces (i.e., cubicles, offices, hybrid): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Phased Return Plan:**
   1. **Phase 1: May - June “Plan ahead with a gradual return to work out the kinks”**
      1. General statement of department’s return in Phase 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. Example: Department X is providing on-campus services to meet the needs of their on-campus customers. Department X is cycling through all its staff returning to campus over the summer, while still being within the allowable capacity limits to test out our return health/safety protocols, technology and cleaning protocols.
   2. **Phase 2: July 6 – August 23 “Fully returned and running smoothly”**
      1. General statement of department’s return in Phase 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. Example: Department X has all staff members that are returning to campus, with alternative work schedules in mind, back full-time starting on July 6 assuming capacity limits have increased, and 6’ social distancing requirement has been eliminated.

**SECOND LEVEL OF DETAIL RETURN PLAN**

*This portion of the tool does not need to be submitted to the Office of the President. However, a department’s Vice President/Associate Vice President may request a completed copy of this form. Fill in all areas labeled in blue.*

1. **Alternative work arrangements:**
   1. Have you discussed and finalized alternative work arrangements with each of your team members? Y/N
   2. Have you discussed and finalized team agreements such as hybrid meetings and workspaces to accommodate alternative work arrangements? Y/N
2. **Facilities arrangements:**
   1. Have you reviewed the need for plexiglass in customer-facing locations within your department and submitted a request for materials to [facilities@msudenver.edu](mailto:facilities@msudenver.edu)? Y/N
      1. **NOTES:** The University is only considering needs for plexiglass in customer service locations if 6’ social distancing requirement has not been eliminated.
      2. 30-day notice required; however, due to possible change in protocols, the University is not ordering plexiglass until 7/19/2021.
   2. Have you submitted a request for a department cleaning kit? Y/N
      1. **NOTES:** Department cleaning kit swill include a spray bottle and paper towels. If supplies are available, it will include cleaning wipes, hand sanitizer and any additional cleaning supplies.
      2. If you require hand sanitizer, use your current container to refill at the JSSB front desk or from one of the containers by the elevators or front doors of the buildings.
      3. Send requests to [facilities@msudenver.edu](mailto:facilities@msudenver.edu) with a “request to receive by” date that is prior to when your team will begin arriving back on campus. Please allow 5-7 business days for Facilities to fulfill your request.
   3. Have you set up a day(s) to have your team members come in prior to July 6 and clean their personal office spaces, remove old food, check for pest issues, etc.? Y/N
   4. With your alternative work arrangements in mind, have you discussed and reviewed your office layout for possible shared desks, hoteling and square footage savings? Y/N
      * 1. **NOTE:** Facilities is currently not able to provide additional office chairs to support multiple work locations for individuals planning to work a hybrid schedule – a mixture of on campus and remote work.
        2. **NOTE:** Individuals are responsible for moving any furniture they are returning to the office, back in the same way they removed it. If you have a physical limitation, please contact: [facilities@msudenver.edu](mailto:facilities@msudenver.edu).
3. **ITS Infrastructure and Support:**
   1. Have you planned for each team member to verify their MSU Denver hardware is in working condition and able to connect to MSU resources from their campus office location? Y/N
      1. Please click on this link to view our ITS support safe return schedule to help plan your team’s return to campus. Coordinating your team’s return with this schedule will ensure ITS staff are on site and available to answer questions and help connect devices to MSU Denver resources. [https://www.msudenver.edu/technology/safereturnschedule/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.msudenver.edu%2Ftechnology%2Fsafereturnschedule%2F&data=04%7C01%7Csschulz8%40msudenver.edu%7Ccb4369bf0bb54d97c1e108d909cdff15%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637551602612447366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cttdge4Fwvc8soygJ0T0FgwlnsQVk4l6O7X%2Fp2Za63g%3D&reserved=0)
      2. **NOTE**: Support is also available through the ITS help desk, though in-person response times will be significantly longer during the dates listed in the linked schedule.
   2. Have team members defined their primary work location and therefore where their singular setup of MSU Denver-owned ITS support equipment (monitors, docking stations, etc.) will reside? Y/N
      1. **NOTE:** ITS is currently not able to provide additional monitors and docking stations to support multiple work locations for individuals planning to work a hybrid schedule – a mixture of on campus and remote work.
      2. **NOTE:** Individuals are responsible for moving any equipment they are returning to the office, back in the same way they removed it. If you have a physical limitation, please contact: [facilities@msudenver.edu](mailto:facilities@msudenver.edu).
   3. Have you reviewed your team’s needs to conduct in-person/remote/hybrid meetings? Y/N
      1. If some staff will be working on campus and some will be working remotely, are your meeting spaces equipped to support a mixture of in-person and remote attendees? Y/N
         1. Please click on this link for hybrid meeting guidance provided by ITS: [https://www.msudenver.edu/technology/hybridmeetings/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.msudenver.edu%2Ftechnology%2Fhybridmeetings%2F&data=04%7C01%7Csschulz8%40msudenver.edu%7Ccb4369bf0bb54d97c1e108d909cdff15%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637551602612447366%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CasWCjfwnLDugF5RvTjqWtoBvgE4ili2gTKNKFgekJM%3D&reserved=0).
         2. If you need assistance or need to discuss A/V technology options, please submit a help ticket before June 1.
4. **Phased return summary:**
   1. Will all your team members that are returning to the office have done so prior to July 6 to work out any kinks in the areas above so they are ready to be fully engaged in their important work for our fall return starting on July 6? Y/N