

COVID-19: Employee Guidance

The university remains open as campus operations continue, though some in a modified capacity. What is changing is how some of our work gets done. The Centers for Disease Control and Prevention (CDC) guidance recommends that we all practice social distancing. In order to do that effectively while keeping the campuses operating, it is important that we activate remote work arrangements for those whose work can be done from an off-campus location.

If you have questions about your own work location and expectations, please contact your supervisor or HR. Leadership will continue to monitor local and national public health guidance and we will provide regular updates to you regarding the duration of these work arrangements.

Personal Preparedness

All faculty and staff are urged to take basic [preventative measures](#) to prepare themselves and their families to avoid exposure to or infection by the virus causing COVID-19.

Faculty and staff who can work remotely are expected to do so as soon as possible, until notified otherwise.

Remote and Flexible Work Options

We continue to encourage utilization of remote work for employees in cases where it is feasible. Supervisors will work with HR as appropriate to consider remote options while ensuring that departments remain open. Supervisors and employees are also expected to explore flexible scheduling models that take advantage of social distancing while still working on campus for duties that are best performed on campus.

COVID-19: Supervisor Guidance

Remote Work

Use this guide to assist in making remote work arrangements.

Computers used remotely may need to be encrypted and configured for Virtual Private Network (VPN) access to Finlandia servers for university-owned laptops. REMC can assist with this configuration.

Here are some creative ideas we've heard from university colleagues who are experimenting with staff coverage that reduces the number of individuals required to work on campus on a given day while supporting operations:

- Consider alternating or rotating schedules for your team where possible and reevaluate this approach on a weekly basis. The idea is that, in general, team members could share on-site responsibilities but not all members would need to be on-site every day.
- Experiment with different schedules. If you try something one week that does not work for your team, adjust the following week.
- Practice remote work drills. Have boxes ready near desks and ask a couple people on the team to go remote without advance notice.

Key Considerations Checklist



Priorities & Essential Work

Evaluate department/team priorities, considering impact and feasibility of completing some or all of it remotely (with or without adjustments).



Ownership of Remote Work Plan

Supervisors, in partnership with leadership and HR, are responsible for the remote work plan for each department/team.



Timing & Preparation

The university will announce status changes, though departments and individuals may opt to leverage remote work sooner.



Remote Work Scope & Candidates

Determine who, based on job responsibilities, is able to work remotely. Can positions that do not traditionally lend themselves to remote work be temporarily modified to allow for its use (by

focusing on other work elements such as online training, documentation, etc.)? The university encourages supervisors to afford maximum flexibility during this time to help minimize the spread of the illness.



Technology & Internet Connectivity

Identify who has a Finlandia-issued laptop. For employees who do not, find out if a back-up laptop is available. If their only option is to use a personally-owned computer, laptop, or other device, they are still responsible for following all university practices and policies to maintain security on their device. Verify internet connectivity at home.



Contact Information

To the extent possible, compile cell phone and/or home phone numbers for all employees you supervise. Discuss how and with whom this information will be shared.



Remote Agreements & Expectations

Due to the fast pace of evolving health regulations and the anticipated wide use of remote work, supervisors should send an email to the employee and HR with duration, agreed upon schedule (between supervisor and employee), communication approach and expectations.



Schedule

Determine how schedules and availability will be known and communicated to colleagues, students, and others.



Meetings

Determine what tools you will use will you hold meetings virtually. Identify which upcoming meetings can/should be rescheduled if necessary. Practice holding meetings remotely before increasing remote work use.

- [Work Remotely with Zoom](#)



Collaboration/Communication

Determine what the preferred group communication and collaboration tools will be and ensure all team members have access. Determine how frequently you as a supervisor will connect with your team members.

- [Tools for Working Remotely](#)