

SOM GUIDANCE – EPISODIC/TEMPORARY/PRN STAFF CRITICAL TO RETURN TO CAMPUS

The SOM continues align with the [University's 'Return to Campus' guidance](#) that all faculty and staff who are able to work remotely continue to do so unless otherwise instructed.

We recognize for business continuity that some departments/business units may have an episodic need for certain individuals to perform duties on-campus that cannot be managed remotely.

We have established the following guidelines to allow temporary, episodic safe visits to campus. SOM will revisit this guidance periodically in collaboration with University partners.

	Episodic/PRN/Temporary Administrative Staff ONLY this category of administrative support/functions are ALLOWED to be on campus at this time	Clinical Research	Future Considerations: ALL Other Administrative Staff
EXAMPLE POSITIONS	<ul style="list-style-type: none"> Executive Leadership, including Dept. and Div. Admin. IT - Device Installation, AV and Support/Education Departmental Facilities Personnel (i.e. deliveries) Select AAs and Program Support UME/GME/On-site Recruiting (i.e. clerkships/residency/fellowship coordinators) Post Doc Office 	TBD	<ul style="list-style-type: none"> Financial Personnel Research Administration Program Coordinators/Managers Faculty Development HR personnel IT - General Help Desk and other
PROCESS	<ol style="list-style-type: none"> Department must approve work justification for individuals returning per criteria and requirements set forth by the SOM ONLY Department Administrators, in partnership with their leadership, can submit names via email in SOM spreadsheet format to Kayla Sharpe twice a week (Tuesday and Friday) SOM will review/approve submitted names and Kayla Sharpe will forward approvals to Darryl Barr (SOM) and Peter Buch (EU) Peter Buch will automate email to individuals that will provide directions to complete the current five-step HR process for return to on-campus work Employee and Supervisor of record in PeopleSoft will receive notification of ability to return to on campus work 	TBD	TBD
CRITERIA	<ol style="list-style-type: none"> DO NOT include those with on-campus work environment preference No individual may be on site for more than two occurrences or three cumulative hours per week Per EU guidelines, avoid convening in groups of any size as this increases the risk of viral transmission 	TBD	TBD
REQUIREMENTS	<ol style="list-style-type: none"> Employee can ONLY be on-campus for stated and approved need; must leave promptly after activity is complete Department MUST oversee required social distancing and PPE. This includes wearing a mask or face covering while on campus and maintaining at least 6 feet (about 2 arms length) from other people at all times. Department is responsible for the CADENCE and SPACING of PRN activity to ensure a safe environment 	TBD	TBD

