

Since March 17, 2020, the Collaborative leadership team has worked closely with SoNHS Interim Dean Joy Roberts and UMKC leadership to make decisions about the safest possible work arrangements for team members. These work arrangements have included fully remote work with closed campus offices and partially closed campus offices with limited and voluntary Collaborative staff time in the office. As of April 2021, we are continuing to work with campus leadership to stay abreast of university, SoNHS, and Collaborative plans for eventual return to the workplace.

On March 22, 2021, the UMKC Chancellor’s office sent a [university-wide statement](https://t.e2ma.net/webview/2x53rf/caf158ba6f1a220712597df60c066628) that communicated that UMKC is currently planning to return to pre-pandemic learning modes for fall semester 2021. A final decision will be made in the next few months. The Collaborative leadership team met with Dean Roberts on March 25, 2021, to gather more information about how SoNHS is preparing to meet the university plan for return to campus. Dean Roberts shared these guiding principles she is following for the school:

* Flexibility will be necessary, as no one rule or strategy for returning to campus will work for everyone at the same moment in time.
* Requirements for a physical presence on campus will vary somewhat between faculty and staff and their need to interface with students.
* The SoNHS and the university will continue to follow local and national public health experts' guidance as it relates to mask-wearing, social distancing, and hygiene.

Because we cannot be certain of public health or regulatory requirements at any point in the future, this is a dynamic process. The Collaborative leadership team is doing the very best we can to make plans to return to campus. As of the first week of April 2021, the following are preliminary guidelines for the Collaborative:

1. The UMKC campuses are open. Team members who wish to work one or more days each week from the office may do so. If your workspace is in a shared office, please coordinate with your office mate.
2. As of April 9, 2021, Collaborative team members should plan to come back to the office beginning Monday, August 16, 2021, which is in line with the university’s and school’s plans for returning to campus for the fall semester. This date is subject to change if the university’s and/or school’s plans change and/or they issue different guidance.
3. If you were hired with the expectation that you would work in the office, then please read carefully, as this represents an expansion of our work-from-home guidelines. Previously, team members were only allowed one day a week to work at home. The following options are now being offered:
   1. If you come to the office three to five days a week, you will be assigned a dedicated workspace. The Collaborative leadership will do our best to make it easy for you to work from home or in the office in terms of having a monitor and docking station in both locations. We ask that you have a consistent schedule to the greatest extent possible, with the same in-the-office days each week.
   2. If you decide to work in the office one to two days a week, then you will have access to a flex workspace. You will sign up for a spot in a flex workspace for the days you want to be in the office. You will only be provided with a monitor and docking station for your home office. You may be able to connect to a shared monitor/docking station if one is available in a flex workspace. You will be expected to sanitize the flex workspace at the end of each day.
   3. Unless you have made a specific accommodation through Affirmative Action, working from home is considered a privilege. Continued work from home is contingent upon a team member’s satisfactory performance. It may be revoked upon recommendation from the supervisor or CAHS leadership.
   4. There are times when team members are needed on site. Unless you have made a specific accommodation, team members are expected to work on-site if requested by their supervisor or a member of CAHS leadership.
   5. There is no travel reimbursement for team members working partially at home and partially in the office to travel into the office, even if they typically work from home and are specifically requested to be on-site by a supervisor or CAHS leadership.
   6. All team members are expected to follow public health guidelines for mask-wearing, social distancing, and hygiene in the office. CAHS leadership will work with team members to arrange shared office spaces to optimize the ability to follow social distancing guidelines.
4. If you were hired as a permanent remote employee (e.g., it was agreed at the time of your hire that you would not live close enough to the greater Kansas City area to work in the office), then you will continue to follow Collaborative work-from-home standard operating procedures.
   1. You will be provided with a UMKC laptop, which you will use for your university-related work and return if you leave your position at UMKC. You will also be provided with a monitor, docking station, and other peripheral equipment as approved by CAHS leadership.
   2. You may sign up and use the Collaborative’s flex workspace when in Kansas City, as needed.
   3. Remote team members may attend other team meetings online.
   4. If travel is required for grant-related activities (e.g., exhibiting or presenting at conferences, attending meetings with the grant funder at the funder’s headquarters), then the travel will be paid for by the grant budget.
5. All Collaborative team members will follow these guidelines when in the office until public health restrictions related to the COVID-19 pandemic are lifted:
   1. M**aintain social distancing of 6 feet between individuals, including** corridors, common spaces, elevators, stairwells. ([www.umsystem.edu/ums/hr/working-through-covid-19](http://www.umsystem.edu/ums/hr/working-through-covid-19)) (Walking past someone within 6 feet in a hallway is not considered an exposure risk.)
   2. Pay attention to the total density of people in a space.
   3. [Use face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) when it is not possible to keep a six-foot distance. (CDC guidelines recommend wearing cloth face coverings at other times, and individuals may choose to do so.)
   4. Virtual meetings, especially with those outside the UMKC community, are preferred. If a meeting must be in-person, it must be in a room that permits attendees to be six feet apart. Be sure to check with Alison Carden ([cardena@umkc.edu](mailto:cardena@umkc.edu)) in the SoNHS administrative offices if you are planning an in-person meeting. There are restrictions on how many people can be in various rooms in the building as the university is still following, as of the date of this writing, the 25% capacity rule.
   5. Break rooms/lunchrooms and gathering areas are closed for social gatherings. They may be used for food and drink preparation and consumption (one at a time, or multiple people as long as six-foot social distancing can be maintained).
   6. People should travel to sites with one person per vehicle. If that is not possible, all people involved should wear a cloth face covering and certify they have not exhibited symptoms similar to COVID-19, according to CDC guidelines.
6. The university continues to allow for arrangements and accommodations. Please see: <https://www.umsystem.edu/ums/rules/hrm/hr700/hr700>

