

# Spring Semester – On Campus HR Registry

## On-Campus Registry

### **PURPOSE:**

1. To maintain a low density of on-campus employees
2. Have a roster of employees for baseline and surveillance testing.
3. To ensure we invite all employees to baseline testing from Jan. 2-19.

### **SCOPE:**

As they did for the fall semester, HR will be asking us to identify employees (faculty, staff, and post-docs\*):

1. Returning to campus for the spring semester;
2. Already on campus;
3. Remain telecommuting during the spring semester.

### **DUE DATE:**

On-Campus Registry entries due to the Dean's Office no later than Dec. 8

*\*As with the regional campuses, graduate assistants at Storrs will be tested using the student strategies that will be communicated by Student Health and Wellness.*

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### Criteria:

According to HR, employees should return to or be on campus only for the following reasons:

- **Direct contact with / support for students:** defined as close professional contact with students within 6 feet for more than 15 minutes as a primary job function. For example, a classroom instructor in front of students, residential life staff, certain academic functional assignments, staff providing continued window service, or a food/retail service professional. Even with these roles, where telecommuting or rotational programs can be supported, they should be.
- **Critical infrastructure support:** defined as a role with or without direct student contact on a full-time basis where all primary job functions cannot be done remotely, such as facility operations, police/fire, or animal care. It does not include work that is “preferred” to be accomplished on site or non-critical infrastructure work by an employee or manager, or any such work that can continue to be done remotely in areas outside these critical infrastructure responsibilities.
- **Part-time or rotational critical support functions:** defined as roles that include some and limited critical administrative functions that cannot be done remotely, such as financial, payroll, administrative, and HR functions for a small number of hours per day for one to two days per week. It does not include work that is “preferred” to be on site or non-critical infrastructure work by an employee or manager, or any such work that can continue to be done remotely. Employees and those in this category should be less than 15 to 25% of a manager's staff.
- **Research:** any research faculty or staff employees currently approved to be working in labs via the Office of the Vice President for Research (OVPR). Those unable to work in the labs or who cannot telecommute should be noted.

***For those of you who are not in any of these groups but might need to be on campus to pick up a book, for example, or bring a computer in for a repair, registration is not required. However, we ask you to work with the Dean’s Office to ensure we know you will be on campus for a few hours on a temporary and not regular basis.***

# Surveillance & Potential Exposure Testing

## **Surveillance Testing:**

Throughout semester break, HR will continue to invite 400 RANDOM employees not experiencing COVID-19 symptoms to test each week at Storrs.

## **Potential exposure testing for their employees not experiencing symptoms:**

During this break, HR will also be asking specific communities on campus to ramp up potential exposure testing for their employees not experiencing symptoms. Employees are encouraged to ask their managers for this testing even if it means you are tested every week. Managers are asked to send these requests to HR at the links mentioned below.

**NOTE:** *Any employee invited for a test during semester break who does not intend to be back on campus until the start of spring semester is not required to come to Hawley for a test during break. Testing is encouraged, but not mandatory. In fact, the University recommends you do not come back to campus for a COVID test if you otherwise do not have to for work-related purposes until you are invited to baseline testing, which occurs Jan. 2-19 in preparation for spring semester.*

# Change in Testing Method and Site Location

## **Update on Faculty and Staff Testing Effective Immediately – Storrs**

- Beginning on Nov. 16, the University has moved on-campus testing from the Depot Campus Brown Building tent to the main Storrs campus at Hawley Armory\*.
- HR might later add more time to this schedule, but for the time being, testing at Hawley will occur as follows:
  - Mondays: 1:30 p.m. to 4 p.m.
  - Wednesdays: 8:30 a.m. to 11:30 a.m.
  - Fridays: 8:30 a.m. to 11:30 a.m.
- Effectively immediately and until further notice, all COVID-19 tests at Hawley Armory will transition to the [anterior nasal](#) test, which is less invasive than the current testing method.

\* Due to Hawley's location and accessibility, special accommodations will be made available as necessary. Please let HR know in advance of any special needs.