



To: Dean's Council

From: Taya Jackson Scott, EdD, Vice Dean 

Re: Office Safety Plans

Date: July 23, 2020

Thanks for all you have done already to think through, and document at a high level, when individual staff are returning to our buildings. As a companion to that effort, **this memo asks you to develop one or more Office Safety Plans** that outline specific safety strategies for all the people who are in your unit. To help with this effort, we are attaching two documents:

1. An **Office Safety Plan template** you can use to document plans for your unit.
2. A completed **draft Office Safety Plan** developed for Instructional & Information Systems (IIS), so you can see how one unit is thinking about space plans.

If you have faculty and/or staff returning on or around the semester start of August 10, please complete plans for all faculty and staff (including student workers) who report up through your unit **by Friday, July 31** and submit them to Brent Wishart, Facilities Manager and Kathy Anderson, Associate Dean for IIS and Planning, with a copy to your department chair or unit head (if applicable). We will review and notify you that individuals covered by the plan may return to campus. If everyone in your unit will return to campus later than August 10, you may delay submitting a safety plan until no later than 10 days before the earliest planned return to campus date.

We are asking for your Office Safety Plans so we can:

1. Ensure that we **maximize safety for each employee** returning to Gillings buildings this fall. For example, the plans will help us document how many people are in shared workspaces and whether and how employees will stagger their days or weeks in the office, particularly for those in shared office spaces.
2. Better **plan for parking, transportation, CPE and other services**.

For your part, we urge you to use your completed Office Safety plan as a **tool for dialoguing with employees** about how we will ensure their safety. This is also likely a great opportunity to seek *their* input and ideas for maximizing safety.

Thanks very much for your help in this effort. NOTE: You may wish to develop your "return to the workplace" plans in concert with your Office Safety plan. For your convenience, we are attaching the "return to the workplace" memo dated July 22, along with a "return to the workplace" decision tree from the Office of Human Resources that you may find useful.

Also, please watch for an announcement soon about a tool for all Gillings employees to quickly input days/weeks they will be onsite. This data will help us better understand building load, help with reporting and more.

If you have any questions about the Office Safety plan, do not hesitate to reach out to Brent Wishart (brent_wishart@unc.edu) or Kathy Anderson (kathy_anderson@unc.edu). Thank you!