



The Research  
Foundation for

The State University of New York

## RF-Employees: University at Albany UPDATE: COVID-19 GUIDANCE

To All UAlbany Research Foundation Employees:

Beginning the week of **June 15, 2020** employees who cannot perform all or portions of their job duties from home will be required to report to work to perform those specific on campus functions. Critically, if you can perform all of your job duties from home utilizing current telecommuting arrangements, you will continue to telecommute.

We have created a comprehensive document to address workplace safety specific to COVID-19. The [Continuity of Research and Scholarly Activities](#) and [UAlbany Guide to Returning to the Workplace](#) covers the policies and protocols for responding to the COVID-19 pandemic which of course are rooted in safety for our faculty, staff, and students and for the public with which we interact.

The following is a quick overview for employees returning to the workplace.

### **When do I come back to the office?**

Beginning June 15<sup>th</sup>, employees with on-campus responsibilities should be scheduled to return for the minimum time required by their supervisor. Please contact your supervisor to coordinate your return date. Do not assume that you are or are not returning to the workplace; communication with your supervisor is required to make this determination.

Those returning to the workplace can anticipate reporting in a coordinated and/or staggered manner, in order to maintain a reduced population density. Therefore, it is imperative that you communicate with your supervisor prior to returning to work.

### **What do I need to do before I return?**

1. **Watch a safety video.** Prior to June 15<sup>th</sup> or your return to campus date, whichever is later, employees must watch a 12-minute training video entitled "New York State COVID- 19 Response: Return to Work Training". RF employees will view at <https://vimeo.com/424237420> Password: *employeesback*. Again, this requirement applies to employees who are just returning to the worksite and those who remained on site.

2. **Coordinate with your supervisor to obtain a university provided cloth mask.** To obtain a face mask, contact your supervisor first as they are the point of contact. If you encounter an issue locating or using your mask, please contact the Office of Environmental Health & Safety ("EH&S") at (518) 442-3495 or via email at [EHS@albany.edu](mailto:EHS@albany.edu). **You may use your own face mask/covering as long as it covers both your nose and mouth.**
3. **Complete a daily Health Screening Assessment.** Each day you will be on campus, all employees are required to submit a Health Screening Assessment via [MyUALbany Employee Portal](#) (the link should be active June 15<sup>th</sup>), prior to, or within one hour of, being on campus. Employees without web access will be provided a paper form from their supervisor.
4. **Read the UAlbany Guide to Returning to Work.** You are required to read this document in full prior to returning to the workplace. If you have any questions, please contact your supervisor. If your supervisor cannot address your question, you will be referred to the appropriate University office or official.
5. **Update your Telecommuting Work Plan.** If your current telecommuting work plan on file with RFHR is changing, please be sure to update it and send to [RFHR@albany.edu](mailto:RFHR@albany.edu).

Should you have any questions, please feel free to contact RF Human Resources at [RFHR@albany.edu](mailto:RFHR@albany.edu) or 518-437-4500.

Sincerely,

**Tracey A. Williams**  
Director, RF Human Resources