

HR Guidance for Remote Work

As stated in the *Plan to Restart Campus and Restore Normal Operations*, dated 9 June 2020, all endeavors must be considered to protect the health and safety of each UW community including staff, faculty, students and citizens of the regions where UW teaches, learns and works. Staffing plans shall be implemented with the goal of trying to reduce the density in the workplace, minimize exposure, and meet the needs of faculty and staff who have, or live with someone who has, a condition that places them in a high-risk category, to the extent possible.

For new requests, University personnel are encouraged to use one or more of the following factors to mitigate risk:

1. **Remote Work.** You may continue to encourage employees to work away from the traditional work location (e.g., home office), for employees whose jobs lend themselves to doing so.
2. **Work Shifts.** A modification to start and stop times earlier and later in the day, or longer work shifts, for example four ten-hour days, may be appropriate for some employees.
3. **Split Shifts.** You may consider work schedules where the workday is split into two or more parts (e.g., 6:00am-10:00am and 4:00pm to 8:00pm).
4. **Weekend Work.** A reduction of hours during a typical Monday-through-Friday schedule, with additional hours on Saturday or Sunday may be appropriate for some employees.
5. **Shift Responsibilities.** Consider shifting work responsibilities from one team member to another to further enable remote work.
6. **Timing.** Determine when and why various team members should start returning to campus in preparation for Fall 2020 semester.
7. **Video Conferencing.** Continue to encourage use of video conferencing in place of face-to-face meetings whenever possible.
8. **Unit/Sub-Division Workspaces.** Consider reconfiguration of workspaces that are controlled by the Unit to ensure that adequate social distancing can be maintained, and minimize employees facing each other or sitting directly behind or in front of one another.
9. **Unit Waiting Areas.** Consider reconfiguring seating to encourage adequate social distancing.

ADA and Workplace Exceptions guidance for High Risk COVID-19 Health Conditions or disability accommodations

Employees who are requesting remote work and fall in the high risk categories for COVID-19, or who reside with, or care for others in high risk categories, in addition to any accommodations requested by individuals with qualified disabilities pursuant to the ADA need to be directed to Human Resources for discussion. See specific guidance below relating to ADA and Workplace Exceptions relating to remote work.

To help in the reduction of the density in the workplace and minimize exposure, Human Resources has developed the following guidelines to apply for the *duration of the pandemic*.

1. If there are no health risks and the employee and the department agrees that remote work is productive, there is no need to contact HR to go through the identified processes, and remote work may continue.
2. Similarly, if the employee is in a high risk category or has a family member at home who is high risk due to COVID-19, and remote work has been successful thus far, then the department may continue to allow that employee to remote work for the duration of the pandemic. HR does not need to be consulted.
3. If the employee does not fall under (1) and (2) and is requesting remote work and either:
 - Has a disability protected under the ADA or
 - Falls into one of the CDC COVID-19 High Risk Categories or has other reasons for the requested exception to policies

Direct them to HR's [ADA Accommodation/Workplace Exception website](#) to fill out the ADA Accommodation/Workplace Exception intake form. The ADA Case Manager will determine if medical documentation is required and requests medical information from employee and/or Health Care Provider, if needed. The ADA Case Manager will determine whether you have a disability as defined by ADA or that the request is a Workplace exception and should go through the workplace exception process. Once the process is complete, the employee will be contacted in writing as to whether or not the accommodation or exception has been approved.

4. If the employee does not receive an accommodation under the ADA or a workplace exception is not feasible due to the nature of the position, it is suggested that the department evaluate if the duties may be adjusted, or if transferring employee within the department is reasonable. If the duties cannot be adjusted, or if transferring employee within the department is unreasonable, the employee may take their sick and vacation leave and then request leave without pay. Leave without pay may continue for up to 3 months, and the employee will be responsible for the payment of their health coverage. The Leave without Pay form will need to be completed and sent to HR immediately.