

Staffing Plan (Staff and Student Employees)

Department: Type your name here

Form Completed by: Type who completed this form here

1. Identify bodies of work needed to support the fall operational needs.

Click or tap here to enter text.

2. Establish service levels and delivery methods in effort to minimize unnecessary exposure. Can you rethink how work is being done? Are there other technology solutions that could help?

Click or tap here to enter text.

3. Can the work be done remotely? Working remotely is the lowest-risk option—this eliminates workplace exposure to COVID-19.

Yes

No

- a. Identify bodies of work that can be accomplished remotely, and individuals suited to perform the work, including student employees

Click or tap here to enter text.

- b. Assess staffing level needs (Same? Increase? Decrease?)

Click or tap here to enter text.

- c. Establish schedules, expectations for coverage. Consider flexible or alternative schedules for individuals balancing care for others in their homes.

Click or tap here to enter text.

- d. Revise telework agreements, as needed ([Telework Policy and Agreement](#))

4. What work must be performed on campus? For employees who return to the workplace, consider limiting the number of people in the workplace in order to maintain strict physical distancing practices as outlined in the Return to Campus and Return to Workplace guides.

- a. Identify bodies of work that must be accomplished in person and individuals suited to perform the work, including student employees. Consider new bodies of work necessary to ensure the health and safety of our campus community, including implementation and monitoring of safety plans and expectations.

Click or tap here to enter text.

- b. If there are on-site tasks needed, can these be grouped to a small number of people for a limited amount of time, keeping other work remote?

Click or tap here to enter text.

- c. Assess staffing level needs (Same? Increase? Decrease?)

Click or tap here to enter text.

- d. Conduct a hazard assessment for each position (when, where and how likely the individual in the position may be exposed to COVID-19 based upon job functions) in effort to minimize and adjust activities that present greater risk. See the exposure control plan for more detailed guidance.
 - 1. Assess all job tasks performed by or job categories held by employees to determine which job tasks or job categories involve occupational exposure.
 - 2. Consider, among other things, exposures from members of the public (e.g., customers, visitors) with whom employees interact, as well as exposures from close contact with coworkers in the workplace.
- e. Establish schedules, expectations for coverage (consider flexible or staggered schedules to minimize risks associated with close interaction)

Click or tap here to enter text.

5. What work is not necessary?

- a) Explore options for voluntary reductions in FTE. Before proceeding, ensure that the work will not be necessary in the future thereby necessitating requests for backfills or delegation of work to others. (insert link to new resource pages)

Click or tap here to enter text.

- b) Do any individuals have excess capacity given a shift in operational priorities? Can these resources be reallocated or redeployed?

Click or tap here to enter text.

- 6. Identify needs for cross-training and/or coverage for individuals unable to work due to COVID-19 related reasons (see Decision Tree). Consult with your Human Resources Business Partners to strategize options, Brian Cash, bpcash@middlebury.edu (Central Administration) or Chelsea Daneault, cdaneault@middlebury.edu (Academic & Athletic Administration) for support for individuals who are unable to work at this time.