Appendix C: Department Head Checklist for Returning to Work

The supervisor of a department will play a critical role in ensuring employees are safely returning to work. During these difficult times, employees will be looking to their managers for guidance. Supervisors should use the following checklist to assist with this process as employees return to work:

- Review Appendix B: Guide for Returning to Work
- Ensure employees are wearing a face covering
- Review disinfectant products with Environmental Health and Safety
- Review the campus policy for faculty and staff safety during COVID-19 at https://www.mec.cuny.edu/president-covid19-mediation-plan/reopening-plan
- Review guide and policy with direct reports
- Review office configuration to ensure social distancing
  - Do desks need to be moved?
  - Do I need to place visual cues for those waiting in line?
  - Do I need to place visual cues to mark six feet of space from the front desk?
  - Do I need to place signs to indicate directional traffic flow?
  - Do I need to stagger employee breaks?
  - Do I need to stagger employee meal periods?
- Place signs on office doors
- Review all staffing plans with the director of Human Resources before implementation
- Complete the Staff Planning document

Department Staffing Plan

Each department head should complete a staffing plan before employees return to work on campus. Department heads can use the supervisor checklist as a tool to create their staffing plans. Staffing plans will be in effect until further notice as the College responds to this global health pandemic. The College understands that this crisis is continuously evolving, and staffing plans maybe need to be altered. President’s Council and Human Resources must approve any changes. President’s Council and Human Resources may also require changes to or discontinue staffing plans. Once a staffing plan has been approved, you should share the document with your team.

Department Guidelines

- The break schedule will be as follows, with employees taking breaks at staggered times:
- The lunch schedule will be as follows, with employees taking lunch at staggered times:
- The total number of face masks my department needs:
- Department plan to ensure social distancing (refer to supervisor checklist above):
- Department will participate in alternate staffing. The schedule is as follows:
- Department will participate in telecommuting. All non-essential employees must have an approved telecommuting plan.