



University of Idaho

TO: University of Idaho Faculty and Staff
FROM: Scott Green, President
DATE: May 1, 2020
SUBJECT: University Will Follow Governor's Four-Step Plan to Reopen

Excitement at the end of Spring 2020 semester is high, despite our distance from each other. Student projects, competitions and exhibits are open to broader viewing and greater participation in their new online environments. Social media pages highlight student, staff and faculty awards. The hard work of the year is culminating in different and unique ways. We couldn't be prouder of all the Vandal accomplishments.

The end of the academic year runs parallel to the slow and deliberate steps Gov. Brad Little outlined for reopening the state. This four-step plan, [Idaho Rebounds: Our Path to Prosperity](#), will guide University of Idaho in its steps to bring employees back, reopen buildings, begin travel and, best of all, invite students back to campus. Our progression through the two-week steps will be determined by the state and Idaho Public Health, and a resurgence of COVID-19 could slow the timeline.

The goal is to return all employees to regular work locations by June 15. But we must remain flexible, attentive and proactive. Many of the decisions about events, travel and engagement this summer will be up to the organizing unit. We should all plan for both the best case (hosting events and engagement) and the worst (cancellation close to the event date).

Stage 1 | May 1 to May 15

If you are able to work from home, you should continue to do so. Only those employees unable to work from home should return to work sites Monday, May 4. Supervisors have the discretion to create work shifts, alternating assignments or to temporarily reassign an employee to enhance safety and productivity.

- A face covering should be used when in direct contact with other people or when social distancing is not possible.
- All buildings will remain closed.
- No in-person university events will be held.
- Only essential travel will be permitted, following the governor's guidance for travel and quarantine.
- Classes will remain online/remote.

Stage 2 | May 16 to May 29

If you are able to work from home, you should continue to do so. Employees unable to work from home should continue working on site. Supervisors have the discretion to create work shifts, alternating assignments or to temporarily reassign an employee to enhance safety and productivity.

- A face covering should be used when in direct contact with other people or when social distancing is not possible.
- Some select buildings may open to the public, with vice president approval.
- Meetings of up to 10 people can be held where social distancing can occur.
- Dining areas can open with approval of the Vice President for Finance and Administration.
- No in-person university events will be held.
- Only essential travel will be permitted, following the governor's guidance.
- Campus Recreation and the childcare center are eligible to open, and further review will take place for how and when to accomplish this safely.

Stage 3 | May 30 to June 12

If you are able to work from home, you should continue to do so, when business functions allow. Employees unable to work from home should continue working on site. Supervisors have the discretion to create work shifts, alternating assignments or to temporarily reassign an employee to enhance safety and productivity.

- A face covering should be used when in direct contact with other people or when social distancing is not possible.
- Some buildings will open, with the approval of the Vice President for Finance and Administration.
- In-person events can occur, following the governor's guidance: gatherings of up to 50 people where social distancing can occur.
- Travel will be permitted with supervisor approval and following the governor's guidance.

Stage 4 | June 13 to June 26

All employees should return to standard work locations.

- A face covering should be used when in direct contact with other people or when social distancing is not possible.
- Social distancing practices should be used.
- Phased opening of buildings will continue.
- In-person events can occur, following the governor's guidance: gatherings of more than 50 people where social distancing protocols can occur.
- Travel will be permitted with supervisor approval and following the governor's guidance.

Note: Room occupancies will temporarily decrease in all U of I facilities to help meet the social distancing guidelines.

Employees who are vulnerable or live with someone who is vulnerable should work with their supervisor or Human Resources to determine appropriate accommodations for each stage.

The success of reopening our state and our university relies on the careful and deliberate actions of each of us. I am as eager

as all of us to return to in-person interactions. But, we need to be successful in keeping COVID-19 at bay while preparing for the events and activities of summer and the restart of in-person classes in the fall. I encourage each of you to continue to do your part, support each other and most of all, keep yourselves and each other safe.

Keep Calm and Vandal On!

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