San Francisco State University Phased Return to Campus Plan
Communication Flow Overview

This is a shared experience/community effort. Your patience is appreciated through this transitional period. Staffing needs will be reassessed on an ongoing basis as the health situation develops, increasing numbers of students arrive on campus and as San Francisco Department of Public Health (SFDPH) rules allow.

**PRESIDENT’S MESSAGES TO CAMPUS COMMUNITY**

- **We want to return to campus to provide meaningful learning experiences for our students**
- **Our campus will need to have the infrastructure to support students, which will require appropriate staffing**
- **The university is committed to ensuring this happens safely**
- **We are working with appropriate administrators to determine plans**
- **Staff will learn about these plans starting in early June**

**To support greater number of in-person classes and operations, most staff will return to work in a hybrid model, with a balance of in-person and remote work to be determined by appropriate administrators.**

**Most staff will need to be on campus 2-3 days per week.**

**University remains committed to providing a safe work environment, following the highest levels of public health directives that have kept those working and living on campus this past year safe.**

**Vice presidents will work with appropriate administrators in the coming weeks and months to plan for in-person staffing levels and how to accomplish them safely in our various workspaces.**

**Appropriate administrators to confirm preliminary plans in June and July and begin notifying employees of the framework for in-person staffing so they will have time to plan.**

**PHASED RETURN TO CAMPUS TIMELINE**

**April: Advisory**
- Leadership communicates expectations and guidelines to appropriate administrators.
- Appropriate administrators communicate with staff/faculty President’s message/fall planning expectations.
- Appropriate administrators begin planning for phased return work on campus.

**May: Advisory + Planning**
- Appropriate administrators complete required EHS trainings prior to return to campus.
- Appropriate administrators review campus safety protocols, such as the Health and Safety strategies.
- Appropriate administrators conduct an operational needs assessment to determine:
  a) In-person services that need to be provided to campus
  b) Workspace capacity per San Francisco Department of Public Health (SFDPH) guidelines.
- Appropriate administrators complete the Face-to-Face (F2F) Operations Request Form.

**June: Planning + Implementation**

**APPROPRIATE ADMINISTRATORS COMMUNICATE TO STAFF ABOUT:**
- Plan to establish a hybrid work model, phasing in on-campus work balanced with remote work.
- Check in with employee on how they are doing with their role and team.
- Detailed plan that has taken place prior to staff return and EHS and ERM assessments to address risk and safety concerns in workspaces.
- 3-step process for faculty, staff or 3-step process for appropriate administrators and the University and Employee Responsibilities document.
- Appropriate administrators begin to create flexible schedules for staff who will return using the scheduling template.
- Appropriate administrators work with staff to update their work schedule and telecommuting agreement.

**July: Planning + Implementation**
- Continued assessment: All departments work to increase their on-campus work presence over the summer and fall.
- Appropriate administrators should use regular reminders regarding safety protocols and resources to address concerns about returning to campus.
- Continuous review, assessment, implementation of fall planning.

**COMMUNICATION TACTICS**

**April:** Advisory
- Surveys to stakeholders
- President’s message to campus
- Presentations to campus stakeholders
- Appropriate administrators communicate to teams about return to campus plans

**May:** Advisory + Planning
- Trainings (ongoing)
- Campus plan website revision in progress
- Regular staff forums
- Joint email account where employee questions can be submitted

**June:** Planning + Implementation
- Phased return to campus communication campaign phase 1 and 2
- Other tactics — communications to staff, training

**July:** Planning + Implementation
- Phased return to campus communication campaign phase 3
  Other tactics — communications to staff, training