



## OVERVIEW

The Commonwealth of Massachusetts is reopening under a phased approach as established by the Governor’s Reopening Advisory Board. The university will also be following a phased approach in returning employees to repopulate the campus while also ensuring alignment with the framework provided for the higher education sector. This Return to Campus - Safety Grid Self-Assessment tool has been developed to help employees assess their ability to safely return to on campus work in accordance with established Center for Disease Control (CDC) guidelines. The tool also helps supervisors assess the effectiveness of the employee’s position while working in a remote capacity.

## ASSUMPTIONS

- This is a self-assessment tool and other variables such as essential employee designation may influence.
- All employees are expected to wear a facemask and follow CDC hygiene guidelines.
- This assessment of productivity and effectiveness shall be reviewed on a regular basis with employee’s supervisor.
- Employees are expected to answer questions openly and honestly.
- This self-assessment serves as a guide and should not be considered a comprehensive evaluation of one’s ability to safely return to campus.
- Employees are expected to complete Safe Return Training.
- At no time are employees required to disclose confidential health information directly to your supervisor.
- Employees may request re-assessment with changes to their personal or household status.
- All definitions and safety best practices are according to CDC guidelines.

## HEALTH/SAFETY RATING

Rating	Description	Notes
Extremely	<ul style="list-style-type: none"> <li>• Employee is not considered high-risk according to CDC guidelines</li> <li>• Not displaying any COVID-19 symptoms</li> <li>• No known exposure to COVID-19 in last 14-days using CDC guidelines</li> <li>• Employee has completed COVID-19 re-entry training</li> <li>• Always obeys social distancing guidelines</li> <li>• Work can be performed at least 6-feet apart from other employees</li> <li>• Not living with any household members who are considered higher risk according to CDC guidelines</li> </ul>	If answer YES to ALL statements
High	<ul style="list-style-type: none"> <li>• Work cannot be completed while maintaining 6-feet apart without PPE</li> <li>• Regularly obeys social distancing guidelines</li> <li>• Employee has completed COVID-19 re-entry training</li> </ul>	If answer YES to ONE of these statements
Medium	<ul style="list-style-type: none"> <li>• Living with a household member who is considered higher risk according to CDC guidelines</li> <li>• Does not regularly obey social distancing guidelines</li> <li>• Employee is not considered to be in good health</li> <li>• Employee may have been exposed to COVID-19 and outcome pending medical documentation</li> <li>• Employee has completed COVID-19 re-entry training</li> </ul>	If answer YES to ONE of these statements
Low	<ul style="list-style-type: none"> <li>• Displaying COVID-19 symptoms</li> <li>• Has knowingly been exposed to COVID-19 in the past 14-days</li> <li>• Employee has NOT completed COVID-19 re-entry training</li> <li>• Employee has documented high-risk health conditions according to CDC guidelines</li> </ul>	If answer YES to ALL statements

## PERCENT OF PRODUCTIVITY WORKING REMOTELY


Rating	Description
0 - 25%	<ul style="list-style-type: none"> <li>• Approximately 0 - 25% of job duties can be completed at or above supervisor’s expectations according to employee’s job description or statement of duties.</li> </ul>
25 - 50%	<ul style="list-style-type: none"> <li>• Approximately 25 - 50% of job duties can be completed at or above supervisor’s expectations according to employee’s job description or statement of duties.</li> </ul>
50 - 75%	<ul style="list-style-type: none"> <li>• Approximately 50 - 75% of job duties can be completed remotely at or above supervisor’s expectations according to employee’s job description or statement of duties.</li> </ul>
75 - 100%	<ul style="list-style-type: none"> <li>• Approximately 75 – 100% of job duties can be completed remotely at or above supervisor’s expectations according to employee’s job description or statement of duties.</li> </ul>

## SAFETY ASSESSMENT MATRIX

This matrix has been developed to assist department leaders in gauging employee readiness for return while considering the position's effectiveness via remote work. For the purpose of the Safety Assessment Matrix, assessment of a position's effectiveness via telework is not an assessment of an employee's performance.

The employee will be responsible for responding to the list of statements/questions in the Health/Safety Rating section of the tool. Department leaders will then assess a percentage range to the position's Productivity Working Remotely. The Health/Safety Rating and the assigned percentage range for Productivity Working Remotely are then plotted on the matrix. The matrix then identifies a position as eligible for return, may be eligible for return, or not eligible for return.

### PERCENT OF PRODUCTIVITY WORKING REMOTELY

		0-25%	25-50%	50-75%	75-100%
HEALTH/SAFETY RATING	Extremely	 Eligible	 Eligible	 May be Eligible	 May be Eligible
	High	 Eligible	 May be Eligible	 May be Eligible	 May be Eligible
	Medium	 May be Eligible	 May be Eligible	 May be Eligible	 May be Eligible
	Low	 Not Eligible	 Not Eligible	 Not Eligible	 Not Eligible