

Return to Arboretum Fact Sheet

Teleworking

- VCCS leadership recognizes that COVID-19 has changed the way we work. Returning entirely to pre-COVID business practices may not be practical or possible, and the System Office will adapt accordingly.
- VCCS leadership and HR are re-evaluating the current VCCS telework policy to determine if changes need to be made due to COVID-19. Part of this re-evaluation is dependent on state HR policy, and part of it is driven by internal policy. Any changes to the telework policy would be communicated well in advance of the phased return to the Arboretum.
- Supervisors are encouraged to exercise flexibility during the phased return. As stated before, accommodations for personal challenges and needs will be considered. Supervisors and employees will discuss and agree upon individual work schedules during this process.
- There may be instances where individuals must work on-site at the office due to their job and work responsibilities. The ultimate determination of work location for any given day/period is to be made between the employee and the supervisor based upon the VCCS telework policy.
- VCCS staff live in locations all across the state and have widely varying demands at home. What might not be a benefit for you could be a benefit for others. When the phased opening of the Arboretum begins, some potential benefits or needs that could be satisfied by working “in person” even while meeting via Zoom to mitigate risk, might include: access to office resources, reliable Wi-Fi and fewer distractions and mental health benefits for those who have challenges in the home office environment.

Return to the Arboretum

- The System Office plans on reopening in waves starting no sooner than January 18, 2021. This schedule may move to a later start date. Each wave is estimated to last six to eight weeks and is subject to change based on feedback from staff and guidance from the Governor and public health officials.
- It is not possible to give specific dates for each wave until there is a confirmed start date.
- All System Office personnel will be provided with cleaning materials and cloth masks upon re-entry to the Arboretum. This includes various disinfecting materials, hand sanitizers, sprays, and wipes to allow for adequate disinfection of office spaces.
- A cloth or paper mask is required in the building, including when walking in hallways, using the restroom or elevator, or taking the stairs. Your mask can be removed if you are working alone in an office or a cubicle.

- The CDC does not currently recommend using face shields as a substitute for masks, as they are considered eye protection. However, wearing a mask may not be feasible in every situation. In instances where face shields must be worn, the CDC suggests the use of:
 - Face shields that wrap around the sides of the wearer’s face and extend below the chin.
 - Hooded face shields.

Self-Assessment Form

- Employees must complete the health screening form for each day they intend to be at the Arboretum. If an employee answers yes to any of the questions, they must not come into the Arboretum.
- Filling out the health screening form for each visit helps reduce the risk to everyone. An individual’s answers to most questions posed in the form may change day-to-day. Also, keeping track of who is visiting the building at what times is critical for the health department to conduct effective contact tracing should that be necessary.
- If you complete the form and answer yes to any question, you must not come to the Arboretum and therefore **do not need to submit the form**. If you are diagnosed with COVID-19, HR is required to notify the Virginia Department of Health and possibly the Department of Labor and Industry with the employee’s name and contact information.
- Completing the health screening form, like wearing a mask, is a condition for gaining access to the Arboretum and a professional duty during this health crisis. We are confident that people want to uphold their responsibilities, but failure to do so may result in the employee being asked to leave the premises and could result in disciplinary action. Again, if COVID-19 cases are identified, we need to be able to effectively contact trace those who visited each day to keep others as safe as possible and slow the spread of the virus.
- The health screening form does not require anyone to provide critical, personally identifiable information, such as a social security number. It asks for a contact number and email address. Additionally, if you answer yes to any health screening questions, you must not come to the Arboretum and **do not have to submit the form since you must work from home**.
- Information captured in the health screening form is not subject to HIPPA regulations.
- The health screening form asks if persons have recently traveled to a high-risk area. The [CDC Covid-19 Data Tracker](#) and the [John Hopkins](#) coronavirus interactive map are good resources as high-risk areas are updated daily. When travelling in Virginia or beyond the state borders, check these resources to determine if COVID-19 cases are high or increasing at your destination. If so, consider postponing your trip. If you must travel to a hotspot, be sure to follow local guidelines upon arrival and to quarantine and monitor yourself for symptoms for two weeks after returning.

Reporting COVID-19 Cases:

- Employees who feel ill should not come to the Arboretum. Additionally, employees who become sick while at the Arboretum should report this to their supervisor and return home immediately. We recommend that the employee see their healthcare provider, however, this is ultimately the employee's decision to make.
- If an employee at the Arboretum has a positive COVID-19 test, this (and all confirmed cases) must be reported to Jennie Kim at jkim@vccs.edu, who will provide guidance and coordination of leave options. She will also inform the relevant departments for escalation where necessary. A deep cleaning will be performed, and employees will be asked to work from home until that is completed. You will be notified when it is safe to return to the Arboretum.