

Hello Managers/Supervisors:

Happy Friday! Thank you to those that attended today's 11:00am/Noon briefing where the phased information was shared. The recording will be available next week on the portal.

**Thank you again and again** for all that you have done in the past weeks to ensure your coworkers and colleagues are so well taken care of and communicated to! Now we have the opportunity to start preparing for some of our team to return to their workplace locations even more so in July and August as we prepare for our students to start returning to campus!

**I REALIZE THERE IS A LOT OF INFORMATION IN THIS EMAIL TODAY BUT PLEASE READ THOROUGHLY AND ASK QUESTIONS! SEND ME OUTLOOK/ZOOM INVITE IF NEEDED😊**

**Before I outline the phased return below please keep in mind the following information:**

- Please do NOT purchase individual PPE type or COVID related items utilizing university funds until you have vetted those items from your University Vice President/Provost/Vice Provost and/or HR. Concordia has several suppliers and is ordering many items and we need to ensure we are not ordering items independently. In many cases, we already have and/or are working on obtaining items we have seen requests/receipts come through for. Please remind staff that it is important to check with you first before items are ordered.
- Concordia branded cloth masks will be coming, but like many items in high demand, are currently back ordered. Disposable masks are currently available on campus if you do not currently have a mask and at CUAU due to government order they have a limited supply of reusable cloth masks for those needing to be on campus who do not have one. We will get reusable cloth masks out to you all as soon as possible.
- Week of June 15 a form will be available on the employee tab of the portal titled: COVID-19 Request for Reasonable Accommodation. This form should be used for employees who are requesting accommodations for a diagnosed and documented physical and/or mental limitations for themselves (as an employee) that they would like to report or have reported. Employees are responsible to complete the form if they so choose or are requesting accommodation. SUPERVISORS SHOULD NOT COMPLETE THE FORM FOR SOMEONE nor should request it completed by a person. Law requires the person to complete for themselves if they are asking for an accommodation. HR will be working with supervisors on any forms we receive in the office. We will ask that employees complete this form by July 1, 2020 in order to properly plan for reasonable accommodations for employees.
- Supervisors please ensure if an employee tells you of any sickness or illness, or they are exhibiting signs or symptoms of illness, AND they are planning on coming to the worksite, that that you notify Human Resources as soon as possible and ensure the employee stays off campus until we can review.

**July and August employee phased return is as follows:**

July 1 – 15, 2020 Supervisors please work with your employees to bringing at least 50% of staff back to campus at least 3 days per week while following our Uncommon Return for Employee plan. Faculty not teaching should remain off campus.

July 16 – end of July 2020 Supervisors please work with your employees to bring back at least 75% of staff on campus at least 3 days per week while following our Uncommon Return for Employee plan. Faculty not teaching should remain off campus.

August 1, 2020 (Aug 3 is Monday) 100% of staff on campus at normal schedules, faculty can return on site to offices. (Supervisors who need assistance with areas of shared offices/cubicles please contact me to discuss special consideration)

Student Employees can begin to return to work on campus as of August 1, 2020.

Reminders: Recordings, PowerPoint, Manager Checklist, Employee Reasonable Accommodation form, and the Uncommon Return guide are all located on the employee tab of the portal.

Please feel free to contact human resources with any questions you may have regarding these items.

Again, please feel free to reach out to [kimberly.masenthin@cuw.edu](mailto:kimberly.masenthin@cuw.edu), [sarah.gartman@cuw.edu](mailto:sarah.gartman@cuw.edu) and/or [barb.walther@cuaa.edu](mailto:barb.walther@cuaa.edu) with any questions or if you need further assistance.

Each of us at Concordia University is integral for this plan's success. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community. Working together is the only way we will establish and maintain the safety and health of our Concordia University family and, by extension, that of our surrounding community.

As always, looking forward to partnering with you in these uncharted waters!

Blessings,

~Kim Masenthin

**Kimberly R Masenthin, MBA, SPHR**

Director of Human Resources

Concordia University Wisconsin/Ann Arbor

P: (262)243-4414 F: (262)243-3414

email: [Kimberly.Masenthin@cuw.edu](mailto:Kimberly.Masenthin@cuw.edu)

**Concordia University Wisconsin**

12800 N Lake Shore Drive

Mequon, WI 53097

[cuw.edu](http://cuw.edu)

**Concordia University Ann Arbor**

4090 Geddes Road

Ann Arbor, MI 48105

[cuaa.edu](http://cuaa.edu)

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