



STUDENT LIFE

REACTIVATION GAME PLAN

August 16, 2021 – Version 4



THE OHIO STATE
UNIVERSITY

OFFICE OF STUDENT LIFE





Table of Contents

Introduction	3
Personal Safety Practices	4
COVID-19 Testing	5
On-Campus Residential Experience	6
Off-Campus Community Engagement and Safety	8
Student Programs and Events	9
Student Support and Inclusive Practices	13
Facilities	16
Staff Support	19

INTRODUCTION

As The Ohio State University plans for a reactivated autumn semester, the Office of Student Life will follow university guidance to develop practices and protocols to ensure a safe and healthy return. As Student Life makes and implements these plans, this document will leverage the lessons learned from the past academic year and will guide the office's work as we discover the next normal.

The Autumn 2021 Game Plan document reinforces and complements the university's overall operational decisions. Student Life's strategy will align with university decisions and consider all federal, state and local guidance, as well as take into account industry recommendations from professional associations like the American College Health Association. This document is intended to be organic and evolving; it will be updated as additional decisions or guidance is provided, with dates and version numbers on the front cover. This document applies to all of Ohio State's campuses.

The content will be categorized as shown below, with general guidance and templates provided for implementation at the departmental level:

- Personal Safety Practices
- COVID-19 Testing
- On-Campus Residential Experience
- Off-Campus Community Engagement and Safety
- Student Programs and Events
- Student Support and Inclusive Practices
- Facilities
- Staff Support

Guiding Principles

In addition to the university's overarching guiding principles that express the non-negotiable primacy of safety, values, coordination, transformation, speed and being data-informed, Student Life will also keep central in our approach:

- Strategies that contribute to student learning, health, well-being, development and success
- Ohio State's foundational and strategic positioning as a residential campus that offers a comprehensive student experience
- Our commitment to creating the extraordinary student and staff experience while being the premier student affairs division in the country with cross-cutting experiential learning and a dedication to being equity-minded.

PERSONAL SAFETY PRACTICES

Students and Student Life staff are required to practice personal health and hygiene safety, following federal, state and local guidelines and adhere to university guidance.

Face Masks

Until further notice, students, faculty, staff and visitors to all Ohio State campuses and medical facilities are required to wear masks indoors, regardless of their vaccination status. Masks continue to be required outdoors for unvaccinated individuals when they cannot maintain physical distancing. Vaccinated people are not required to mask outdoors.

Hand Hygiene

Campus community members are urged to practice good hand hygiene, which includes washing hands with soap and water for at least 20 seconds, especially after visiting a public place, using the restroom, blowing one's nose, coughing, sneezing or touching one's face. If soap and water are not available, hand sanitizer that contains at least 70% alcohol should be used.

Monitor Your Health

Students and staff members should pay close attention to their personal health and avoid coming to campus if they are ill or have symptoms consistent with COVID-19.

COVID-19 TESTING

COVID-19 testing operations and logistics have transitioned and will be managed by the Office of Administration and Planning. The Office of Student Life will continue to manage the testing communications, COVID-19 inbox, and quarantine and isolation housing for the autumn 2021 semester. The university will continue to monitor the pandemic and make adjustments to testing strategies as needed.

Autumn Semester Testing Updates

The following are testing updates for the autumn semester:

- **Pre-arrival testing:** All domestic students living in university-managed housing on the Columbus campus and regional campuses as well as sorority and fraternity members on the Columbus campus will need to complete an at-home Vault Health COVID-19 test within seven days before they return to Ohio State.
- **Move-in testing:** All Columbus campus students who will be on campus for any reason and all residential students on the regional campuses will be required to test for COVID-19 when they arrive.
- **Weekly surveillance testing:** Currently, unvaccinated students — including all students on the Columbus campus and regional campus students who live in university housing — will be required to test weekly as the academic year begins. Students who have been vaccinated against COVID-19 and reported their status to the university will not have to test. We will continue to monitor the impacts of variants of concern and may need to adjust the testing requirements for vaccinated students as new information is available. Once [House Bill 244](#) goes into effect on October 14, we will test vaccinated and unvaccinated students with the same protocols.

Testing Exemptions

There are a few reasons why students may be able to opt-out of testing:

- They have a disability that would physically preclude them from having the test done.
- They have a sincerely held religious belief.
- They are currently sick and unable to get to the testing facility.
- They have an order by public health official/provider to maintain quarantine/isolation.
- They have tested positive for COVID-19 in the last 90 days.
- If a student is taking all virtual courses and verifies they will not be physically on campus during the semester, do not live near Ohio State's campus and will not interact in-person with Ohio State students, faculty or staff throughout the semester.

The exemption form is available at go.osu.edu/SHSexemption. Anyone who has symptoms, tests positive or is assigned to quarantine due to an exposure must not navigate campus or participate in any campus activity, including attending class or taking part in co-curricular experiences, on- or off-campus.

Additional Resources

- Safe and Healthy Buckeyes – [Student Testing Program webpage](#)

ON-CAMPUS RESIDENTIAL EXPERIENCE

The on-campus residential experience has been cited by research as one of the single most important pieces of a collegiate experience, contributing to critical learning and student development. The Office of Student Life is dedicated to ensuring the Iconic Buckeye Experience as the university moves toward our next normal.

University Housing

Columbus Campus

- Students received email communication about their residence hall, Move-In scheduling and other housing related items.
 - July 26: Information on accessing the scheduling portal to arrange a date and time for Move-In
 - August 1: Scheduling portal open
 - August 6-15: Early Move-In begins (an additional \$35 per day)
 - August 16-21: Staggered Move-In begins (timeslots run from 8 a.m. to 5 p.m., 2-8 people per hour per building; after hours slots available)
- Student Life team members and the university community will be asked to help coordinate Move-In.
- Residence Life staff will begin to return to campus at the beginning of August:
 - August 1: Resident Managers return
 - August 8: RAs and OAs return to campus
- Students will be asked to schedule a testing time at Jesse Owens North within four hours of arrival on campus. Students who arrive after the testing facility has closed will be required to test the next day.
- Given that broad access to vaccines is available, on-campus quarantine and isolation housing will be limited this year and cannot be guaranteed at any time. All students should have individual plans for isolation and quarantine housing in the event they are exposed or have a positive COVID-19 test. Ohio State will follow guidelines from the CDC, Department of Health and campus CITCC in determining whether individuals are required to complete quarantine/isolation.

Regional Campuses

- Students received email communication about their housing, Move-In scheduling and other related items.
 - July 26: Information on accessing the scheduling portal to arrange a date and time for Move-In.
 - August 1: Scheduling portal open
 - August 19: Move-In slots begin (timeslots run from 8 a.m. to 5 p.m. [after hours slots available] with 4-12 people per hour per building depending on the campus)
- Residence Life staff will begin to return to campus at the beginning of August:
 - August 1: Resident Managers return to campus
 - August 9: RAs return to campus
 - August 17: OAs return to campus

- Regional campus students will be issued a test kit upon arrival. They will take the test and return the mailer with their sample to a drop box at the front desk of their building.
- Given that broad access to vaccines is available, on-campus quarantine and isolation housing will be limited this year and cannot be guaranteed at any time. All students should have individual plans for isolation and quarantine housing in the event they are exposed or have a positive COVID-19 test. Ohio State will follow guidelines from the CDC, Department of Health and campus CITCC in determining whether individuals are required to complete quarantine/isolation.

Residence Life

Living Expectations

- Student access to residence halls via BuckID will be limited to their own residence communities. Residents will be allowed to have visitors and should follow all visitation guidelines outlined in the [Residential Living Handbook](#).
- Programming will continue to be provided to residents as a hallmark of the residential experience. In-person and virtual connection tools will be used to facilitate programming.
- Face masks are required in all common areas, such as lobbies, study spaces, laundry facilities, etc. Face masks are also required if students are gathering or socializing in rooms.
- Students are expected to comply with testing requirements.

Reusable or Shared Items

- Reusable or shared items, such as most kitchen supplies, board games, sports equipment, etc. will be limited for sign-out at the Front Desk.
- Some small kitchen appliances and vacuums will be available for sign-out.
- Cleaning supplies will be available.

Programming for Students in Residence Halls

- Staff will create Community Vision Plans to reflect what was learned during the 2020-2021 academic year and from the Residential Experience Survey.
- Students will be engaged in active and passive programs virtually and in-person. This includes programs offered by Residence Life staff, student groups and partners who engage with residential students.
 - Involved Living Organizations will continue to engage students virtually and in-person.
 - Learning Communities and Honors and Scholars programs will continue to engage students virtually and in-person.
 - Residence Life staff will continue to engage and support students through our on-duty and on-call rotations. This engagement and support will be done primarily in-person.

Additional Resources

- [University Housing](#) website

OFF-CAMPUS COMMUNITY ENGAGEMENT AND SAFETY

The Office of Student Life plans to provide Ohio State students who live off-campus with welcoming return to campus programming for fall semester. Two student-focused design-thinking sessions and three student focus groups were conducted to solicit input for how they preferred to be welcomed back.

As a result of this feedback, programs and opportunities were created to emphasize safe and healthy behaviors in the off-campus community. Programming includes welcome bags, a virtual gift bag with coupons, food trucks in the off-campus neighborhoods and more. Offerings will also highlight safety tips and resources, including content related to the Party Smart wellness campaign.

In collaboration with the University District Organization and other corporate and community partners, planned programming will allow students to come together and meet their neighbors. In addition, the programming will promote safe and healthy living habits, educate students on how to safely live within the university district and generate awareness of vaccination opportunities for students.

Additional Resources

- Off-Campus and Commuter Student Engagement [website](#)
- Off-Campus [COVID-19 FAQs](#)

STUDENT PROGRAMS AND EVENTS

A combination of in-person, hybrid and virtual events are encouraged to maintain broad access for student engagement, involvement and co-curricular learning and development. Decisions about program format should be informed by the stated learning outcomes, access to the appropriate technologies and ability to follow current public health guidelines. All events should follow the most updated guidance on the [Safe and Healthy Buckeyes website](#).

Below are specific considerations for each type of event delivery method, as well as several general considerations for any type of event:

In-Person Activities

- In accordance with specific facility processes, indoor or outdoor, event organizers should request space that is appropriate for the event and expected attendance. Space capacities are determined by the event venues. Your event planner can assist in gaining any necessary event reviews and approvals.
- Collect registration and attendance to aid in contact tracing. Consider tools like Qualtrics for ease in compiling registration information or BuckID readers for collecting actual attendance.
- Until further notice, students, faculty, staff and visitors to all Ohio State campuses and medical facilities are required to wear masks indoors, regardless of their vaccination status. Masks continue to be required outdoors for unvaccinated individuals when they cannot maintain physical distancing. Vaccinated people are not required to mask outdoors.
- Post signage to specify health and safety requirements. Have masks and hand sanitizer available for attendees to use.
- Share messaging that encourages safe and healthy behaviors among attendees, including getting vaccinated and referencing the latest guidance on the [Safe and Healthy Buckeyes website](#).
- Consider both physical, mental and emotional well-being as students begin to re-engage with in-person events. Consider providing contact information on marketing materials for attendees to share concerns and ask questions in advance of attending the event.

Hybrid Activities

- The goal is to create as similar an experience for in-person as for virtual attendees. For events with performers or speakers, this could include two-way interactions or capturing both the performer and the audience. Consider opportunities before and/or after events for attendees to connect.
- Set and communicate expectations for in-person attendance numbers (e.g., first-come first-served). Hybrid events may require more facilitators to monitor online participant interaction.
- Needs are different for each event. Consult with AV staff to secure necessary equipment for high-quality audio and video that is appropriate for the size and scope of the event.
- Consider recording programs to allow participants to engage asynchronously. Captioning is required for pre-recorded audio and video files.

- Accessibility features including live captioning should be provided for all hybrid events, unless an [accommodation-based exception](#) has been granted.

Virtual Activities

- For convenience and accessibility reasons, virtual meetings and events will continue to be part of our offerings.
- University-approved platforms (e.g., CarmenZoom, Microsoft Teams) should be used for virtual activities.
- Enable appropriate security settings including pre-registration, authentication, waiting rooms and muting participants’ audio/video to minimize unwanted interruptions or “zoombombing.” Refer to [IT@OSU resources](#) for a list of best practices.
- Accessibility features, including live captioning, should be provided for all virtual events, unless an [accommodation-based exception](#) has been granted.

Accessibility Activities

- All events should strive to be accessible for all attendees or provide accommodation to meet accessibility needs. This may include interpretation, captioning and accessible media. For more information, visit the [ADA website](#).
- All events, regardless of format, should include an accessibility statement.
 - For example: *If you have questions about accessibility or wish to request accommodations, please contact (full name) at (email address) in (state which office this is going to). Typically, two weeks’ notice will allow us to provide seamless access.*
- In addition to an accessibility statement, include information about the event delivery method.
 - For example: *This event will be offered (type), meaning (explanation).*
- Below is a terminology guide of event types, explanations and examples:

TYPE	EXPLANATION	EXAMPLE
In-Person		Outdoor Hike
Hybrid Format (Asynchronous)	In-person and online at different times	Pick up supplies in person; assemble during craft workshop presented online later
Hybrid Format (Synchronous)	In-person and online at same time	In person seating and video simulcast offered for awards ceremony
Online (Asynchronous only)	Online content can be accessed anytime once posted	New film posted for student viewing online for two weeks
Online (Live/Recording Posted Later)	Live event broadcast, recording posted	Webinar with live Q & A with speaker; Video posted later with captions
Online (Synchronous Only)	Live event broadcast	Virtual Trivia Night held via Zoom

Event Registration

- To enable effective contact tracing, all in-person (including hybrid components that are in-person) programs should maintain accurate participation and attendance records. There are a variety of ways to capture this information, before and at the event, based on the method of event delivery.
 - As one option, BuckID readers are available for in-person and hybrid events to collect event attendance.

Communication at events

- Be aware of attendees' comfort level. Use inclusive and inviting language to continue to encourage safe and healthy behaviors.
- Where possible, share public health messages at the start of event/program. For example, highlight the availability of masks and hand sanitizer, encourage event attendees to get vaccinated and share their vaccine information with the university, and identify event staff who can address real-time concerns.

Catering at events

- Work with [University Catering](#) for the most updated guidance about providing food and beverages at in-person, hybrid and virtual events.
- In some cases, buffet-style meals may be appropriate and in other cases individually packaged or grab-and-go items may be a better option.
- Make arrangements for attendees to safely consume food, including reminders to replace masks after eating.

Distribution of promotional items, literature or giveaways

- Promotional items, literature or giveaways may be distributed at events. Items should be appropriate for the event learning outcomes.
- Making hand sanitizer available and arranging contactless pick-up is recommended.

Off-Campus Events

- Off-site activities including volunteer service, retreats, city engagement initiatives, socials and all other events held in non-university venues are permitted and must abide by federal, state and local guidelines as well as adhere to university guidance.

Travel

- Student Life will abide by university guidance regarding restrictions on domestic and international travel. Additional details are available on the [Office of Business and Finance website](#).
- All travel must follow health and safety guidelines, as well as a continued focus on fiscal responsibility.

Student Organization Guidance

- Student organizations are required to abide by all university guidelines regarding on- or off-campus events and gatherings. Specific messaging will be shared with student organizations directly, to inform their virtual, hybrid and in-person events. Visit the [Student Activities website](#) for details.

Contingency Plans

- It is likely that university guidance will continue to evolve in accordance with federal, state and local guidelines and recommendations. Event planners should develop contingency plans for all events, similar to a “rain plan” for outdoor events, in order to be prepared for possible changes.
- Considerations may include:
 - Being familiar with cancellation/change deadlines for event venues
 - Being familiar with performer/speaker contract clauses related to event changes
- Staff who advise student-led events should help prepare students to navigate potential event changes.

STUDENT SUPPORT AND INCLUSIVE PRACTICES

The Office of Student Life is committed to enacting inclusive practices and considerations for those at-risk for and experiencing the continued impacts of the COVID-19 pandemic as well as social, racial and economic injustices. Each person may feel differently regarding their transition back to campus with in-person classes and meetings, socialization, their ability to be vaccinated and other personal factors. Although campus density will increase, it is important that flexible, inclusive and innovative practices continue to support the physical and emotional needs of all students, faculty and staff.

All Student Life departments are expected to consider the following:

Promote Accessibility, Visibility of Resources and Access to Services

- Be flexible, accommodating and prepare for increased utilization during the 2021-22 academic year as campus density increases, communicating available service delivery options (in-person, hybrid, virtual only).
- Use accessibility statements for physical and online access in marketing and event/program registration.
- Plan for physical accessibility, including accessible transportation options.
- Regularly review information about accommodations on the [Student Life Disability Services website](#) to become more knowledgeable and effective in promoting accessibility.
- Reinforce resources and services typically communicated to first-year students and plan to market them to second-year undergraduate, graduate and professional students.

Support Diverse Experiences

- Be aware that students may have impacts from other responsibilities, such as parenting and caregiving, and may need additional support.
- Be considerate of caregivers of individuals with vulnerabilities. To the extent possible, adjust and accommodate their needs.
- Denunciate behavior that does not align with our values.
- Be flexible regarding religious observances (e.g., A student needing time off due to a religious observance).
- Advocate for students who have fewer resources, including, but not limited to, technological and fiscal resources. Develop alternative pathways to engage in content for those with resource gaps.
- Acknowledge current events within society that may affect students' ability to be fully engaged.

Promote Wellness and Establish Safe Learning Environments

- Develop a strong transitional support plan for students, faculty and staff.
 - This plan will include grief and loss support, education on mental health and well-being resources and supporting those who make decisions regarding the COVID-19 vaccine based on their personal health experiences.

- Plan for safety – physical, emotional and academic – and consider plans for student harm reduction.
 - Programming will be developed to support a comfortable reintegration and provide coping mechanism, specifically related to alcohol and drug use, particularly around not using it to cope.
 - Activities should be planned to encourage and support engagement. Departments should consider late night alternative programming and shifting opportunities to occur later in the evening on Thursdays, Fridays and Saturdays.
 - Student Life should engage the student Community Ambassadors and Wellness Ambassadors to help reinforce safe and healthy habits on a peer-to-peer level.
- Consider attendance requirements for those for whom it is a risk to be physically present. Offer virtual participation and additional content access options.
- Review and promote resources from Student Life departments including the Student Wellness Center, Counseling and Consultation Service, and the Student Life Multicultural Center. Information can be accessed through their websites, social media and newsletters.
- Provide students, faculty and staff with the tools and resources to view safety and security through a lens of physiological, material and/or psychological well-being of all campus stakeholders.
- Provide support, programming and communications related to student preparedness and success in the classroom. Sharing information about time management, study skills and the resources available will help support a smooth transition.
- Continue fundraising and seeking support for the Student Advocacy Center Student Emergency Fund and the Buckeye Food Alliance to provide students with needs such as food, housing, tuition, daycare and clothing costs.
- Encourage students to use the career resources available online, like Handshake and Buckeye OnPACE, as well as in-person career counseling, to help engage in other experiences to best ensure their successes when pursuing graduate programs and employment.

Model Decision-Making from an Equity-Minded Approach and Inclusive Lens

- Prioritize concerns and engage in on-going dialogue about systemic and structural racism, bias and other issues.
- Use references and inclusive examples throughout a program that are cognizant of biases and systemic oppression.
- Be proactive in reviewing and creating policies and procedures with a critical lens for equity and inclusion. Address systematic policies, procedures and barriers in and out of the academic arena.
- Include, pilot or get feedback from students as part of the planning process for initiatives that impact their academic or cocurricular experience.

Support International Students

- International students will continue to face some unique challenges related to securing a visa, travel restrictions and potential racial bias.
- The Office of Student Life will work closely with the Office of International Affairs to best support international students with up-to-date information and assistance.

Additional Resources

- [Implicit Bias Training](#)
- [Safe and Healthy Buckeyes Resources](#)
- [Dennis Learning Center](#)
- [Student Career Resources](#)
- [Mental Health Resources](#)
- [Student Life Safety Resources](#)
- [Code of Student Conduct](#)
- [Student Life Disability Services \(SLDS\)](#)
- [Office of International Affairs \(OIA\)](#)
- [Office of Institutional Equity \(OIE\)](#)

FACILITIES

Building Preparation

All buildings will be cleaned, disinfected and undergo a thorough inspection process prior to reopening for the autumn 2021 semester, including:

- Spaces will be cleaned utilizing Student Life's standard [ISSA's](#) Cleaning Management Institute (CMI) cleaning techniques. This will include using vacuums with HEPA filters and disinfection with the correct application and dwell time of [EPA N-list disinfectants](#).
- Testing to ensure all lighting and electrical systems are operational.
- Testing all plumbing and flushing water systems as needed.
 - Prior to closing all Student Life buildings and before reopening, steps are always taken to maintain healthy water systems to prevent Legionella bacteria.
- Optimizing all HVAC systems and utilizing MERV13 air filters

Cleaning and Disinfection Protocols

In order to maintain clean and safe environments throughout Student Life facilities, the following protocols and processes will be followed:

- Custodial training - [ISSA's](#) Cleaning Management Institute (CMI).
- Cleaning frequency - APPA level 1 or 2 for all spaces ([APPA](#) standards)
- Disinfectant - [EPA N-list disinfectantst](#) with correct application and dwell time
- Vacuum - equipped with HEPA bags/filters
- High touch points - additional cleaning and disinfection.
- Non-EVS staff who clean will be provided with appropriate training materials and PPE
- All individual or shared office spaces will require staff to take their trash and recycling from their workspace to the central collection point for their floor/building. Trash is to be bagged and deposited. Recycling is to be deposited in the receptacle without a bag.
- A maximum of a two-week supply of cleaning and disinfection supplies will be kept in a central location in each office space to allow staff to clean and disinfect their personal office space, or for additional cleaning and disinfection of shared spaces or items throughout the day by office staff.

Dining Services

Student Life Dining Services will follow federal, state and local guidance regarding health and safety, while continuing to provide students with food diversity and balanced nutrition across the university. Options for students with food restrictions will continue to be provided at all locations. Students with specific dietary needs are welcome to reach out to Student Life Dining Services for additional assistance.

Operations

Under all circumstances, to continue to provide the highest level of service while facilitating physical distancing, the following changes will be made to operations:

- While mobile ordering and pick-up will continue to be the preferred and most encouraged option, there will be availability of other ordering methods, including ordering in-person and at kiosks.
- Traditional all-you-care-to-eat operations will offer self-serve and attendant-served stations. Some mobile and kiosk ordering opportunities will be available.
- Traditions at Morrill will operate in a hybrid model where a combination of self-serve and pre-order pick-up will be available.
- Staff will manage guest flow during peak hours when necessary.
- Self-serve salad bars will be available where appropriate.
- Reusable containers and cups will be permitted for use.
- Tables and chairs will continue to be cleaned and disinfected after each use.
- Arrangements and capacity will be adjusted over time based on guidance from the appropriate health and facility experts.

Full-Service Restaurant (Sloopy's)

- Will operate as a typical full-service restaurant while following any specific guidance required.
- Full-service and mobile ordering for pick-up will be available. Mobile ordering for pick-up will be encouraged.

Space Use Expectations

- All customers must wear face masks when picking up food. Face masks should only be removed when the customer is seated at the table and eating.

Additional Information and Commitments

- All staff in prepared food production areas and delivery will wear masks (where food is exposed).
- All student meetings to discuss special dietary needs will be conducted in-person or virtually. Dietitians will maintain in-person and virtual office hours.
- Dining Services will maintain an in-person and virtual front desk to respond to questions, comments and concerns.
- Appropriate addendums to the existing Dining Plan contract will be created to assure that all incoming and returning students understand and agree to the new expectations.
- All leadership team members will routinely collaborate with the Columbus Department of Public Health and Ohio Department of Agriculture to ensure that all updated compliance requirements are maintained.
- Staff will follow all federal, state and local health and safety requirements.
- All operations will continue to follow cleaning and disinfection of:
 - Dining area/front of the house tables, chairs and other surfaces
 - Kitchen/back of the house
 - Frequency guidelines: Disinfection guidelines for food contact surfaces vs. non-food contact surfaces.
- All staff will receive appropriate training on any new guidelines regarding cleaning and disinfection.

Recreational Sports

In addition to all relevant federal, state, local and university guidelines, Student Life Recreational Sports will also follow the guidance of national sports and recreation bodies (NIRSA) to re-open recreation facilities. The indoor facilities will be open with a focus on cardio and strength experiences, individual activity and programming that can be offered with physical distancing practices in place.

Personal Safety Expectations

Members who have had COVID-19 will be instructed not to utilize recreation facilities until they have consulted with their health care provider. Myocarditis is a heart muscle inflammation that is sometimes caused by COVID-19. Vigorous exercise with myocarditis can increase risk for heart rhythm problems.

Face masks are required at all times in the recreation facilities except when in the pool.

Cleaning Expectations

Recreational Sports will follow cleaning and disinfection guidelines outlined in the facilities section in addition to the following:

- Staff in facilities will be stationed in areas to clean equipment and other high touch spaces regularly throughout the day.
- All spaces will also be cleaned and disinfected nightly.
- Cleaning supplies will be available to patrons and will be encouraged to be used on equipment pre-and post-workout.

STAFF SUPPORT

The Office of Student Life recognizes the growing demands of team members and the increasing challenge of finding new and better ways to provide services and meet university goals. Workplace flexibility provides a way to successfully manage people, time, space and workload. The university supports hybrid work arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability. Workplace flexibility is a strategy for using resources most efficiently and providing the best possible work environment for our employees.

Feedback has been provided by Student Life staff indicating that work-life alignment and a remote work location and schedule are critical attributes for well-being in the workplace. Offering hybrid work options has also proven to increase employee engagement and morale, improve recruitment and retention efforts, and overall, establish a more productive and positive work environment.

Student Life commissioned a Tiger Team dedicated to developing a proposal for directors to implement across their various departments. It has been proposed and approved for Student Life to adopt a hybrid approach to remote work for the autumn 2021 semester. In this hybrid approach, Student Life recommends that no departments work 100% remotely. Hybrid approaches to remote work, including but not limited to both remote work and schedule opportunities, should be considered by Student Life leadership as viable workplace options.

Implementation Planning

- Each director developed and submitted a plan for hybrid work for their department. The proposed plan was subject to final approval by Student Life leadership and was not implemented until approval was received.
 - Directors ensured that their departmental hybrid work plan supported the completion of its essential business functions.
 - Plans were required to conform to current Safe and Healthy Buckeyes guidelines.
 - Consideration to ensure compliance with university policies related to security, confidentiality and privacy were encompassed in the plan.
 - Once approved, plans will be effective for the autumn semester and remain in place for the entire semester, unless changing situations occur. Spring 2022 guidance will be communicated at a later date.
- The full Student Life Executive Team provided approval on the departmental plans, paying particular attention to the following criteria:
 - Equity and inclusion – Although department roles and responsibilities are different, the overall ideology of a department plan should be consistent to ensure there is equity when applying plans.
 - No increased costs – Departmental hybrid work plans should be cost neutral, including, but not limited to considerations around premium pay, shift differential, additional equipment (technology, furniture, etc.), additional staff to cover shifts, etc.

- Departmental hybrid work plans should be consistent with Office of Human Resources flexible work guidance.
- After approval, departmental plans were shared widely with department staff. Adoption of the departmental hybrid work plan should commence at least 30 days after announcement to staff.
 - Individual staff members interested in requesting a flexible work arrangement different from their department's overall plan should complete a Flexible Work Arrangement proposal request form. Individual Flexible Work Arrangement proposal requests are subject to department leadership approval and approval is not guaranteed.

Additional Resources

- Office of Human Resources, [Manager Guidance for Return to Campus](#)
- Office of Human Resources, [Flexible Work Guidance](#)
- Office of Human Resources, [Decision-Making Criteria for Flexible Work Requests](#)
- Office of Human Resources, [Flexible Work Policy, 6.12](#)
- Office of Human Resources, [Employee Assistance Program](#)
- Office of Human Resources, [Workplace Accommodations](#)