

Guidance on Establishing the 'Tiers' of Returning Employees

As we begin to bring those working remotely back to the campus, we will be implementing a gradual or 'tiered' return based upon operational need and employee safety. To that end, an incremental approach will allow us to monitor operational issues and workplace safeguards, particularly in the early stages of this effort, and adjust as needed prior to returning additional employees to the campus.

There are three 'Tiers', and each tier will also have subgroups of employees designated as A, B or C. This will allow us the ability to better control the flow of employees returning to campus and to more effectively manage our space, resources and the safeguards we're putting in place.

In addition, having subgroups allows individual departments flexibility as to who they bring back and when while continuing to manage a 50% employee capacity (or less). It is incumbent on every department to manage their staff such that at no time is there more than 50% pre-COVID capacity on campus. This will help facilitate contact tracing should it be warranted, as well as reduces risk (fewer people = less risk of exposure).

Examples of how to manage a 50% capacity include:

- Creating an "A" team and a "B" team, alternating weeks on campus. One week (Monday through Thursday), Team "A" would report to work while Team "B" worked remotely, then switched week to week.
- Stagger days – bring half of your staff in Mondays and Wednesdays and the other half in Tuesdays and Thursday.

The 3 Tiers:

Tier 1 – this phase will include employees who have one or more core duties which cannot be performed remotely

Tier 2 – employees for whom one or more core duties are most effectively performed onsite

Tier 3 – employees for whom effectiveness of duties is least impacted by working remotely

Progression through all phases will be dictated by NYS, SUNY and Farmingdale State College (FSC) policies and by the effected department's readiness and ability to operate safely in accordance with the guidelines and protocols established.

Timetable (subject to change based on current conditions):

Tier 1	Tier 2	Tier 3
Group A – July 6	Group A – August 3	Group A – TBD
Group B – July 13	Group B – August 17	Group B – TBD
Group C – July 20	Group C – August 24	Group C – TBD