



Return to Work FAQs

June 25, 2021

Clark University has announced its intention to return to normal in-person campus operations effective Monday, August 2, 2021. The specific structure will be dependent upon the extent to which faculty, staff, and students meet a vaccine requirement threshold ([more information here](#), along with general information about Clark's COVID-19 response). Anticipating full compliance, we have developed the following Frequently Asked Questions (FAQs) to assist employees as they prepare to return to campus. **Please note that these guidelines are subject to change and will be updated as necessary.**

Q. Are all employees required to return to campus on August 2?

A. We expect that all staff will return to campus on Monday, August 2 to begin normal in-person campus operations in preparation for the fall 2021 semester. Essential services including facilities management, university police, food service, ITS, and support for residential life, teaching and learning have been working in person throughout the pandemic.

We recognize that departments and offices may need some flexibility as they determine the best return to normal on campus operations for their areas. Your department leadership and supervisor(s) will be responsible for confirming plans for your return to campus. We will be working with them to share guidance and general parameters to follow.

Your department's COVID-19 safety liaison will be asked to serve as the primary contact for office set-up questions and up-to-date health and safety information as you prepare to return to campus.

If you have questions or concerns about your departments approach to return to work that you do not feel are being properly addressed at the department level you should contact HR or the University's [Ombudsperson](#).

Q. If I worked 100% remotely for AY 20/21 will I be required to return to campus?

A. While we expect many employees will return to campus full-time on Monday August 2, we also understand that some employees would prefer a hybrid work schedule which would involve a combination of on-campus and remote days each week.

Departments and offices are evaluating their operations to determine which work models work best for each department.

Q. What are my options for telecommuting or hybrid work schedules?

A. Employees, with approval from their supervisors, may request a hybrid work schedule to work both on-campus and remotely, or fully remote if the position permits, as long as the modified schedule does not disrupt the departments business operations. If a hybrid work schedule is a viable option, three (3) days on-campus and two (2) days remote is best in general practice. With limited exceptions, variations to this schedule are possible. This would require agreement between employee and supervisor and approval from HR.

Q. What if my workspace has IT/technology challenges that need to be addressed before my return to campus?

A. Your department COVID-19 safety liaison is your primary contact for workspace questions and requests. The safety liaison will aggregate all requests and coordinate with ITS. If you borrowed technology from your office (keyboard, mouse, ethernet cable, etc.) when you transitioned to remote work, you should plan to bring these items back to campus on or before August 2nd to ensure your on-campus workstation is fully functional.

Q. What if my workspace has facilities-related needs that need to be addressed?

A. Your department COVID-19 safety liaison is your primary contact for facilities-related questions and requests. The safety liaison will aggregate all requests and coordinate with Facilities Management.

Q: Can I get additional technology for my home office?

A. Clark University will equip you with the technology needed to work from a single location. For example, if you have a laptop with an external monitor in your office at Clark, you will not be provided a second external monitor for your home office. You may bring some University provided technology (laptop, monitor, keyboard, mouse) home. If you wish to purchase additional accessories for your home, ITS can provide suggestions upon request to the Help Desk at helpdesk@clarku.edu.

Q: Will people come to my house to setup my office?

A. No, Clark University staff will not make house calls. Part of your responsibility in working remote will be to ensure you can use and support the equipment required for your position at home. If you have technology questions, the ITS Help Desk will always work with you to solve them regardless of your location, they will visit your office on campus, but will not visit a home office.

Q: What if I need to swap my desktop for a laptop to support my new work environment?

A. Please coordinate these requests with your departmental safety liaison. Also, please note that due to other projects to prepare the campus for return and national equipment shortages, these requests will be triaged over the course of the fall semester. You may continue to use the technology that has been in place over the course of the pandemic until these requests are addressed.

Q: Can I still use Zoom?

A. Yes. There are no plans to remove Clark's full site license for Zoom.

Q: How will teams collaborate when some are on campus and some are remote?

A. Zoom and Microsoft Teams are two applications that can be used to stay connected with on-campus and remote staff. Conference rooms around campus can be used with any laptop to connect with remote participants. In addition, some conference rooms on campus (in ASEC for example) are fully equipped for a video conference and already include the computer, webcam, and microphones. If you'd like to purchase equipment for a departmental conference room, please submit a [University IT Request online](#) to begin the process. Please note that national equipment shortages may extend the time frame to purchase this equipment. ITS will talk through potential temporary solutions if needed.

Q. How can I be sure it's safe to return to campus?

A. The health, safety, and wellbeing of our campus and surrounding community will always remain Clark's top priority. As we have done throughout the pandemic, we will continue to monitor government guidelines and input from our own Health Advisory Board.

Please continue to review [Healthy Clark](#) which will have updated information about the return to campus. Information will be posted throughout Clark buildings and workspaces to remind everyone of the required safety protocols.

Please contact Human Resources if you have a health condition that will prevent you from returning to campus, or will require temporary modifications.

Q. What sanitizing products will continue to be provided by the university?

A. Hand sanitizing stations will continue to be available throughout campus.

Q. Will the campus be open to prospective students, job candidates, and/or visitors after August 2nd?

A. Yes, there will be an increased presence of visitors on campus as we return to normal operations. For the health and wellbeing of our community, visitors will be asked to wear masks if they have not been fully vaccinated.

Q. Will vaccines be mandatory?

A. Yes. Clark students, faculty, and staff [must be vaccinated](#) before returning to campus. To access the campus after **July 15**, you must:

1. Be fully vaccinated and have uploaded proof of your vaccination status to this [secure portal](#)
- or**
2. Have requested **and received** an exemption and uploaded your status to the portal. You can request an exemption through the portal for health or religious reasons, or for other well-documented reasons.

Again, you are allowed to access Clark's campus after July 15 **ONLY** if you have uploaded this essential information. You are urged to do this as swiftly as possible. Your submission will be considered confidential. Individuals who have received the vaccination will still be required to abide by health and safety protocols. For current protocols, please visit [Healthy Clark](#).

You will find more information on Clark's vaccine requirement on the University's [vaccine webpage](#).

Q. Do I need to disclose my vaccination status to my supervisor?

A. You are not required to disclose your vaccination status. As noted above, your submitted information will remain confidential. However, it is important to underscore that the vaccine requirement is not optional. To be on campus, you must either have submitted proof of vaccination or received an exemption.

Q. Can I ask my coworkers if they have been vaccinated?

A. No, you should not ask your coworkers if they have been vaccinated.

Q. May I continue to wear a face mask even if I'm vaccinated?

A. Yes, you may continue to wear a face mask.

Q. If a community member – student, faculty, or staff – requests that I wear a face mask in their presence am I required to?

A. While not a requirement, it is consistent with our community values and a personal and professional courtesy that you do.

Q. Will I need to purchase a parking permit if I am planning to park on campus, but working a hybrid work schedule?

A. Yes, you will need to purchase a parking permit if you are planning to park your vehicle on campus even if you are working a hybrid work schedule. We are not offering pro-rated fees for hybrid work schedules.

Please review information about purchasing parking permits [here](#). Parking permits will be available for purchase on July 1.

Q. Will all fitness facilities be fully open to faculty and staff (Kneller/Bickman/Pool and Dolan Field House)?

A. Yes, all athletic and fitness facilities will be fully open to faculty and staff as they were pre-COVID.

Q. Will all food service locations be open when the academic year begins (Café, Bistro, Jazzman's, The Den)?

A. Yes, all food service locations will be fully operational when the academic year begins. A discounted meal plan is available for all faculty and staff. Please review purchase options and details [here](#).

Q. Will the Virtual Event Management System (EMS) be fully open and available to book rooms for meetings and events?

A. Yes. The virtual EMS will be open online the week of June 28th. All rooms that were available for booking pre-COVID will be available for booking again.