

Assessing the Feasibility of Remote Work during the Novel Coronavirus 2019 – (COVID-19) Outbreak Guidelines

Remote Work (telecommuting) is one form of “social distancing” that can be used to reduce the risk of exposure to the Coronavirus. While it’s clear that not all positions on campus can effectively be accomplished via telecommuting, many can. To assist you in making a determination as to whether telecommuting for a specific employee/position is operationally feasible (effective), the following guidance is provided:

1. Evaluate Department Needs

- a. Coverage & Service Hours
- b. Communication with Supervisor, co-workers and clients
- c. Access to work related materials
- d. Security of university materials and equipment

2. Assess the Eligibility of the Employee Under Consideration

- a. Documented performance is satisfactory or whose performance rating on their last evaluation is at least satisfactory
- b. Work effectively with minimal supervision
- a. In the case of the employee’s own exposure, he/she may not be the primary caregiver of any children or adults. However, if the employee is unable to come to work due to a COVID-19 day care or school closure, it is expected that he/she would be the primary caregiver.
- c. Can maintain a safe home work area reasonably free from distractions, and
- d. Must be reachable by phone and/or email during assigned work hours

3. Evaluate Functions/Tasks to be Accomplished

At management’s discretion, a job is amenable to telecommuting if the job or some components of it can be done off-site without disruption to the flow of work and communication.

- a. Jobs that entail working alone or working with equipment which can be kept at the alternate worksite are often suitable for telecommuting (e.g., writer, editor, analyst, programmer, etc.).
- b. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting (e.g., student advisor, food service worker, childcare worker, custodian, maintenance worker, etc.).