

Dear SESP Staff,

As part of the School of Education and Social Policy's (SESP) return-to-campus plan, SESP leadership collaborated with program directors and supervisors to create a plan for each unit within our School. This will ensure appropriate on-site staffing and continuity of operations as we launch the 2020-21 academic year.

Throughout this process, some unit leaders have identified a few staff who will return to work on campus. However, the majority of SESP staff will continue to work remotely, with the possibility for intermittent or occasional on-campus activities. Please note: Those staff members who are expected to be regularly on site have already received confirmation from their supervisors. For all other SESP staff, please follow the plan outlined below.

Sept. 6 – 20, 2020:

Work remotely and follow the self-isolation principles of [Wildcat Wellness](#).

Sept. 21, 2020 – Jan. 3, 2021:

- Work remotely with intermittent/ad hoc access to campus permitted.
- Please notify your supervisor **48 hours in advance** of any planned time on campus so the business need can be evaluated in the context of de-densification strategies. If you can't give 48 hours advance notice, it's still possible to come to campus provided you follow all return to campus and public health and safety guidelines. It's simply that advance notice helps us manage personnel density in any given space on any given day.
- If you and your supervisor have agreed you will be on campus – for student programming or instructional support sessions, for example – and you can no longer attend, please notify your supervisor at least 48 hours in advance so that alternative arrangements can be made. If you cannot attend because of a same-day “yes” response on the Daily Symptom Survey (see below), you are instructed not to come to campus and to notify your supervisor as soon as possible.

Should you be on campus this Fall in any capacity, please remember to:

- [Prepare to return to campus](#) by completing the Return to Campus training and reviewing campus policies and expectations.
- Complete the [Daily Symptom Survey](#) prior to your arrival every time you come to campus and follow the guidance from the survey.
- Complete a [report](#), per University policy, if you receive a positive COVID-19 diagnosis or if you must self-isolate

Some research staff may receive updated guidance from their supervisors/PI's who plan to resume on-site research during Fall Quarter, but until this happens, they should work remotely according to the above guidance.

Given the information we have presently in hand, we intend to keep this schedule in place through Jan. 3, 2021. However, operating needs as well as other internal and external factors will be reviewed periodically, and we reserve the right to modify the plan as needed. We hope to be in a position to have a Winter Quarter plan in place by the end of Fall Quarter; that is, by Dec. 8, 2020.

We are committed to having open discussions about potential changes to our overall approach. If we anticipate an impact on staff schedules, we commit to providing a minimum of two weeks' notice. This will allow us time to discuss the best ways to align SESP operating needs with a staff member's personal situation. We will continue to operate on the principle of maximum flexibility and, should circumstances change, we will try to work out reasonable solutions to help everyone meet their goals. We understand that everyone is dealing with multiple personal and professional issues, and we will certainly be sensitive to those considerations. If you have any concerns or question please review Northwestern's COVID-19 [policy](#) on alternative work arrangements.

If you have any questions or concerns about your schedule or these expectations, please contact your supervisor and/or [Melissa Weidman](#), director of administration, no later than Sept. 14, 2020.

As always, be well.

Coleen Coleman
Senior Associate Dean

Melissa Weidman
Director of Administration