



# Lincoln University

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To: Lincoln Employees  
From: Jake Tanksley, Vice President for Human Resources  
Date: July 10, 2020  
Subject: Phased Approach for Returning to Campus

Throughout Lincoln University's (LU) response to the COVID-19 pandemic, LU has remained focused on the health and safety of our faculty, staff, and students. This commitment has never wavered, and it remains a guiding tenet as the University moves forward with a carefully planned and measured reopening of its main and downtown Philadelphia campus locations.

**Please understand that LU's knowledge about the COVID-19 virus and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to the return to campus operations at LU will also evolve.**

LU will continue to monitor developments related to COVID-19 and receive counsel from state public health officials. The guidance could be subject to change, even after these plans are put in place. The University community will need to remain flexible, patient, and empathetic as plans are implemented and campus operations are restored.

Faculty and staff who return to work onsite will not do so all at once. Vice presidents, associate vice presidents, associate provosts, deans, directors, and supervisors will consider how best to bring employees back to campus depending on factors including the employee's duties, space configurations of offices, and the ability to observe social distancing requirements.

Given these considerations, there may be varying levels of staffing among offices. Some areas may have a majority of employees back on-site in the fall, while others may continue to have most employees working remotely based on operational needs.

The specific timing for each area to return to on-site work over the next two months will depend on the readiness of a building and coordination with the COVID-19 Incident Task Force team that oversees building preparedness and operations issues.

Some staff may continue to work remotely, either on a partial or full-time basis for a specified period of time. Those staff should work with their supervisor to complete and submit a [COVID-19 Temporary Remote Work Request form](#) for approval.

## PHASES

LU's transition back to campus will be done in a gradual manner utilizing three phases summarized below. These phases align with the guidance provided by the Centers for Disease Control and Prevention (CDC) and the Governor's [Process to Reopen Pennsylvania](#).

Senior administrators, deans, department heads, and directors will have the responsibility to utilize this following framework to develop unit-based plans for the staggered return of their faculty and staff, as well as the flexibility to determine those who should be brought back to campus during Phases 1, 2, and 3.

**Please note that no employee should return to campus until they are notified by their unit that they can do so.**

### **Phase 1**

On **June 5, 2020**, Chester County moved from the red phase to the [yellow phase](#). The following employees returned to or continued to work on campus (main and SACE locations):

- Supervisors designated by their senior administrator, dean, director or department head returned to ensure that the work environment within their purview is configured to decrease health risks to their employees
- Essential personnel who perform mission-critical/time-sensitive functions
- Personnel who need to support supervisors or those with mission-critical/time-sensitive functions

View: [Guidelines for Returning to the Workplace](#)

### **Phase 2**

Preparation for Return to “New Normal” Operations - **July 20, 2020:**

- Additional supervisors (including administrative faculty) may return to campus based on operational needs. Those working remotely and onsite with a staggered schedule may continue to do so with supervisor approval.
- Additional personnel who perform mission-critical/time-sensitive functions who have worked remotely during reduced operations
- Appropriate support personnel for the groups listed above
- Staffing will be adjusted to support returning faculty, staff, and students who are preparing for full operations in Phase 3

### **Phase 3**

Precedes the start of the fall semester - **August 3, 2020:**

- Faculty and staff return to campus for the 2020 fall semester, with some approved exceptions
- Faculty should consult with their respective department chair and the Office of the Dean of the Faculty for specific instructions for returning to campus and delivering instruction
- Staff in those populations defined as “at risk”, who have applied for a COVID-19 Temporary Remote Work Request accommodation beyond August 3 with appropriate documentation and have been approved for such, should remain in a remote/staggered onsite schedule or other accommodation as approved by the University’s workplace accommodation process

Please contact the Office of Human Resources at [hr@lincoln.edu](mailto:hr@lincoln.edu) with questions.