



UNIVERSITY  
of VIRGINIA

SCHOOL of DATA SCIENCE

## School of Data Science Employee Policy Statement

### Building Access and Remote Work During the COVID-19 Global Pandemic

All employees are encouraged to work remotely until at least August 24, 2020 whenever possible to prevent the spread of COVID-19 in the University and local communities. Certain business purposes require work on Grounds and in data science facilities. Any employee of the School of Data Science has permission to enter data science facilities (which will be available by card swipe for all member of the Data Science community, as outlined below) for necessary business purposes including, but not limited to:

- retrieving or maintaining equipment
- managing deliveries or supplies, fiscal management
- utilizing resources and space for teaching and/or research essential to the mission of the School of Data Science

If any employee is unclear about whether their purpose qualifies, they should reach out to the [Chief of Staff](#) for clarification.

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### Return to Grounds

All Data Science team members must complete the [Return to Grounds training module](#) before returning to work on Grounds. All team members who manage others (including student workers) must also complete the [Return to Work on Grounds-Guide for Managers](#) before returning to work on Grounds.

All Data Science team members should download or bookmark the Hoos Health App available on [Apple](#) and [Google Play](#) stores for self-attestation of health. All team members and students are required to complete the self-attestation assessment via the app or [web interface](#) before coming to Grounds every day. Those who are told not to come to Grounds after completing the self attestation should not come to Grounds, and will be contacted about further assessment and possible testing or other measures as determined by Employee or Student Health respectively.

The Virginia Department of Health (VDH) has deployed an app to assist with contact tracing efforts that uses bluetooth technology without tracking or storing any personal information from your phone. This app, called [COVIDWISE](#) is available on [Apple](#) and [Google Play](#) stores and serves to quickly notify users who have likely been exposed to COVID-19 to reduce the spread. We encourage all School of Data Science employees and students to download and utilize this app.

## Telecommuting Plans and Procedures

Employees whose roles allow for continued remote work after August 24, 2020 are encouraged to do so during the time of the pandemic to reduce transmission of the virus in the community. Those who wish to continue working remotely should discuss this option with their direct supervisor utilizing the [Telecommuting Needs Assessment](#) document for guidance. Due to extenuating circumstances related to COVID-19, the determination that a position is appropriate for telecommuting in the current environment does not imply that it is appropriate under normal circumstances.

If a position is determined to be appropriate for continued remote work and that is desirable to the employee, a telecommuting plan should be developed between the employee and direct supervisor. Telecommuting plans should be documented in the [School of Data Science Telecommuting Agreement System\\*](#). Telecommuting plans can be updated and approved at any time, but should be kept up to date in the system, and will be kept on file by the Chief of Staff. All employees who continue to telecommute should comply with policy [HRM-013: Telecommuting from Alternative Work Locations](#). Supervisors are encouraged to be flexible with employees on issues regarding dependent care, flexible schedules, and tasks given the circumstances.

## Data Science equipment

Per the terms of the telecommuting plan, employees should document any equipment taken from University of Virginia property for use to complete their work in a remote environment. Those items taken from University property should be documented [here](#). Items necessary to complete work remotely (including computers, headsets, microphones, document cameras, lighting, etc.) may be requested by submitting a [form](#) for consideration and the School will do the best it can in accommodating requests. employees and students to download and utilize this app.

## Data Science facilities

All Data Science facilities remain locked and available by card swipe 24/7 to members of the School of Data Science community. Card swipe data is acquired by the School on a monthly basis to review access to the building and monitor activity and frequency of use and roles utilizing facilities. Data will be de-identified and used only for administrative purposes in making decisions regarding the opening and availability of data science facilities. Data will not be used to identify or address individuals or groups in the spaces.

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\*Please note that the School of Data Science Telecommuting Agreement system is not currently available to those with a primary appointment in another school. We are addressing this issue and will be in touch in the interim for telecommuting plans to be developed and approved within Data Science for those whose administrative home resides elsewhere.

## Procedures when in data science facilities

Employees utilizing Data Science facilities for necessary business purposes should follow all state and University policies while on Grounds and in the building. Hand sanitizer and cleaning wipes (as available) will be provided in the space and should be used regularly by those utilizing data science spaces. House-keeping is providing [enhanced cleaning protocols](#) for spaces and high traffic areas, but it is the responsibility of those using the spaces to wipe down surfaces after use and engage in increased handwashing and sanitation to prevent transmission of the virus.

The University has implemented a [face covering and social distancing policy](#) that must be adhered to at all times in University buildings as well as outside. Two cloth masks are being provided to all University employees and are available to be distributed to all employees after July 10, 2020. Employees that are entering data science facilities are required to bring and wear their own face covering while in the building. Employees must arrange ahead of time to pick up the masks provided by the University.

## Enforcement of policies in data science facilities

The University has developed a social norms policy to govern adherence to COVID-19 policies. Therefore, we are asking people to be active bystanders and engage with their colleagues and students to ensure compliance with policies to keep the community safe.

The University has also set up a [COVID-19 Compliance Reporting System](#) to report significant and/or repetitive non-compliance with COVID-19 policies. This system is behind Netbadge, and therefore is available only to those in the University community. This system allows for date, location, identification, and details about the incident. It outlines the five areas of non-compliance for reporting: 1) face coverings; 2) social distancing; 3) gathering size; 4) isolation/quarantine; and 5) other.

The School of Data Science will receive data on all incidents reported involving Data Science faculty, staff, and/or students to address these issues. Those unfamiliar or uncomfortable with engaging as an active bystander and/or using the [COVID-19 Compliance Reporting System](#) may report non-compliance to the Chief of Staff and/or the Dean of the School of Data Science.

## Student use of data science facilities

Study, project, and individual work spaces will be available to the Data Science team as well as MSDS students through a [booking system](#).

## Policies and procedures for reference

[Social Distancing Practices and Procedures](#)  
[Enhanced Cleaning and Standard Operating Procedures](#)  
[Facility/Space Safety Standards and Recommendations](#)  
[COVID-19 Face Covering Policy SEC-045](#)

## Maximum occupancy of Data Science spaces

### Dell 1

- Small Group areas (around screens–4 areas): 3
- Conference Room: 4
- 5 private carell desks
- 2 2-person meeting areas (offices at the end of the hall)
- 3 single offices
- Dean's office (can accommodate one additional collaborator)

### Dell 2

- 112: 2
- 111: 2
- 118: 1
- 119: 2

### Elliewood

- Large conference room: 10
- Green conference room: 2
- Blue conference room: 2
- Closed area: 6
- Main open working area: staging under development

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**For more information visit**

**[datascience.virginia.edu/news/return-grounds](https://datascience.virginia.edu/news/return-grounds)**



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