Business and Work

Items for Action

1. If you are scheduled to work on campus, use the Protect Texas Together app to track symptoms each day before you leave your home to report to work and get regular Proactive Community Tests, which are free and available throughout the week.

2. Know your leave options under federal law and get questions answered at FFCRA FAQ webpage.

3. If you have symptoms or are tested for COVID-19 because you were feeling sick or exposed, you must report this to the Occupational Health Program.


5. Continue to enter time worked in WorkDay. See the guidance below under "Logging work hours."

6. Be mindful of internet security. Cyberattacks are ramping up with more people teleworking. Review up-to-date resources at: https://security.utexas.edu/Protect-Your-Privacy.

7. If you take your desktop computer or other equipment, be sure to submit a form to record it. Submit an Inventory Equipment Located Off Campus form digitally (you can use the email address help@cns.utexas.edu for technology). Note that items that are mobile in nature (such as laptops or cell phones) do not need to be registered using this form.

General Resources

- Holiday and Team-Building resources for CNS teams
- Employee guidebook for all who are returning to campus in 2020.
- UT Human Resources maintains a page with up-to-date information about timekeeping, teleworking and more in the age of coronavirus.
- UT IT has assembled a page with Teleworking resources.
- CNS IT is accepting Help ticket requests.
- Credentials are available for employees who need to travel to and from campus for work during the city’s shelter-in-place order. Follow the DocuSign process here.
- UT Facilities Services has updated information about putting in work requests here: https://facilitieservices.utexas.edu/coronavirus
- Updated promotion and tenure guidelines for 2020-2021 for faculty.

Employee Wellbeing and Tips

- The Employee Assistance Program (EAP) created a resource for Managing the Stress of Social Distancing and Working Remotely.
- The College of Natural Sciences has created a new series of events, offerings and tips for teams and individuals. Find the latest at CNS Connect.
- There is also a Facebook Group for CNS employees where you can connect and share.
- A new initiative, Lateral Communities, works to connect members of the College community with others who do similar work and from whom they can learn, network and grow.
- Employees experiencing temporary hardships may qualify and apply for the Staff Emergency Fund.
- Virtual well-being offerings for groups. Includes links to the mental health quick tips videos, CARE videos, virtual mindfulness resources, virtual workshops, and lots more.
- Virtual mindfulness and stress reduction activities. Great list of resources for mindfulness and stress reduction in your own space
- Faculty/staff mental health resource list. This list is linked to from the Protect Texas Together app.
- How to support a Longhorn on the Protect Texas Together website.
- UHS resource page on sleep. Great one-stop shop for all things sleep-related.
- UT Human Resources created the Guide to Day-to-Day Living Under Covid-19 with resources such as yoga, at-home exercise classes, mental health resources and more.
- Bandwidth tip: Some telecommunication organizations have increased bandwidth at no cost to users. If your phone can function as a “hotspot,” it can provide the bandwidth for remote use in many cases until other hotspots arrive.

Travel

- Travel, including travel by car, is banned through the end of December and will not be reimbursed. See UT’s page for more details: https://travel.utexas.edu/coronavirus
- Limited exceptions can be requested for important domestic and international university-related business travel. International travel will be permitted only for COVID-19-related research, and individuals will be required to follow guidance for requesting restricted region travel approval and are encouraged to contact Global Risk and Safety for assistance.

Security

- Building access in many places requires use of your UT ID. More about that is at the Financial and Administrative Services dedicated web page.
- Cyberattacks that exploit COVID-19 include malware and phishing using COVID-19-themed lures; attacks on organizations that do COVID-19 research; and fraud and disinformation. Learn how to protect your privacy or group from attack: https://security.utexas.edu/Protect-Your-Privacy.
- Zoom security is another concern. Learn more here.
- There has been a major increase in phishing attacks and online scams since the start of the coronavirus outbreak. In an effort to increase security, multi-factor authentication (Duo) is required to access most online services that require a UT EID login. Employees by June 15 will use
DUO to access Canvas, Zoom, MyUT, and more.