

UTHSC Performance Evaluation
Rubric for Evaluating Staff Compliance with Campus COVID-19 Guidelines

Introduction

The University of Tennessee Performance Review Detail Form includes *Safety* as a factor in the annual Performance Evaluation process (appearing under the *Decision Making/Problem Solving Skills* category). As part of this year's Performance Evaluation, supervisors should include an assessment of compliance with COVID-19 guidelines as one of their criteria for assessing the safety performance of personnel. The following rubric can be used by supervisors to guide their assessment of staff performance. Sharing this rubric with staff may also help communicate expectations and define a path for continued improvement.

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| Rarely Achieves | Sometimes Achieves | Fully Achieves | Meets and Occasionally Exceeds | Consistently Exceeds |
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| <p>Safety training requirements not completed.</p> <p>Frequently needs reminders to wear facemask properly; may respond negatively to reminders.</p> <p>Work area not well-maintained; surfaces not cleaned or disinfected as appropriate.</p> <p>Requires frequent reminders to maintain >6 feet distance; frequently eats or drinks with groups of colleagues at lunch or on break.</p> <p>Practices hand hygiene after visiting the restroom or less.</p> <p>Comes to work when exhibiting symptoms of COVID-19; falsely reports close contact exposures. Personnel don't complete HR Notice of COVID-19 Occurrence Form.</p> | <p>Required reminder before COVID-19 Return to Campus training was completed.</p> <p>Occasionally needs reminders to wear their facemask properly.</p> <p>Work area not consistently well-maintained; surfaces not consistently cleaned or disinfected as appropriate.</p> <p>Requires occasional reminders to maintain >6 feet distance; does not maintain social distancing during lunch with colleagues.</p> <p>Practices hand hygiene regularly but not consistently upon entering building, after eating, etc.</p> <p>Does not perform daily health assessment. Personnel must be reminded to complete HR Notice of COVID-19 Occurrence Form.</p> | <p>COVID-19 Return to Campus training completed.</p> <p>Consistently wears facemask over mouth and nose while on campus.</p> <p>Work area well-maintained; surfaces routinely cleaned or disinfected.</p> <p>Consistently maintains >6 feet of distance from other individuals.</p> <p>Routinely practices hand hygiene upon entering the building, after contact with frequently touched surfaces, after eating/drinking, and after visiting the restroom.</p> <p>Performs daily health assessment and does not come to campus if experiencing symptoms of COVID-19. Direct personnel to complete HR Notice of COVID-19 Occurrence Form when necessary.</p> | <p>COVID-19 training completed; alerts colleagues to campus updates.</p> <p>Consistently wears facemask and encourages compliance among others.</p> <p>Work area well-maintained with surfaces routinely disinfected; occasionally disinfects nearby frequently touched surfaces (e.g. copier).</p> <p>Consistently maintains >6 feet of distance and encourages others; uses technology to minimize in-person meetings.</p> <p>Routinely practices hand hygiene; encourage others.</p> <p>Performs daily health assessment; reports concern or compliance issues to supervisor or Campus Safety.</p> | <p>COVID-19 training completed; takes responsibility for informing colleagues of campus updates and new information.</p> <p>Consistently wears facemask; takes responsibility for ensuring colleagues and visitors have access to and wear facemasks.</p> <p>Work area well-maintained with surfaces routinely disinfected; takes responsibility for disinfects nearby frequently touched surfaces (e.g. copier).</p> <p>Consistently maintains >6 feet of distance and encourages others; eliminates in-person meetings through use of technology.</p> <p>Routinely practices hand hygiene; encourage others; maintains hand sanitizer that others may use.</p> <p>Performs daily health assessment; reports concerns; recommends work area improvements.</p> |

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| <p>Supervisor <i>assumes</i> staff are aware of COVID-19 guidelines; does not enforce adherence with guidelines; multiple staff members have reported “close contact” exposure while at work.</p> | <p>Supervisor ensures staff are aware of COVID-19 guidelines; does not reinforce or promote compliance with guidelines; did not develop or does not enforce an escalation procedure; one staff member or more has experienced a “close contact” exposure while at work.</p> | <p>Supervisor actively manages compliance; eliminates workplace “close contact”; no workplace exposures have been reported among staff; enforces an escalation procedure for non-compliance among staff.</p> | <p>Supervisor identifies and addresses pain points to compliance; maintains productivity while promoting telecommuting and guideline compliance.</p> | <p>Supervisor identifies and addresses pain points to compliance; coordinates efforts with other groups and departments to promote compliance on campus and safeguard the health and safety of students, staff and visitors.</p> |
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