DEPARTMENT AND UNIT
RETURN TO CAMPUS PLANNING

The Risk Assessment Form and Protection & Monitoring Plan are required to comply with State of California requirements for reducing the risk of virus transmission.

ALL UNITS WITH ACADEMIC, STAFF, OR STUDENT EMPLOYEES WORKING ON CAMPUS FOR ANY AMOUNT OF TIME MUST COMPLETE THE FOLLOWING STEPS:

01 Complete Working Well™ Leader checklist
02 Complete Physical Space Assessment checklist
03 Complete and post an approved COVID-19 Risk Assessment Form and Protection & Monitoring Plan (see approval routes below)

Units continuing essential on-site operations and units with additional operations that must be performed on site should consult with CRIT to determine the appropriate plan approval route. Units continuing to work remotely with occasional on-site visits must also submit a plan. See Approval Routes for details.

ALL EMPLOYEES WHO NEED TO COME ON TO CAMPUS FOR ANY AMOUNT OF TIME MUST:

- Complete Returning to Campus training through UCLC before return to campus.
  - If telecommuting, training must be completed within 30 days of the training being assigned.
- Wear face coverings on UCI-controlled property.
- Complete the Daily Symptom Check-in.
- Have approval from unit/supervisor to be on campus.

UNITS MUST CONSULT WITH CRIT (EMAIL CRIT@UCI.EDU) TO DETERMINE WHICH APPROVAL ROUTE IS APPROPRIATE BEFORE PREPARING THEIR PLANS.

DEPARTMENTS MUST COORDINATE PLANNING AND PLAN SUBMISSIONS THROUGH ASSISTANT DEAN/AVC/AVP OR OTHER APPROPRIATE CONTROL POINT FOR THEIR SCHOOL OR UNIT.
# DEPARTMENT AND UNIT RETURN TO CAMPUS PLANNING

## APPROVAL ROUTE #1:
Plan approved by Return Plan Review Committee

- **SIGNIFICANT RETURN**
  - For those units that plan to have a significant return of essential employees on campus.
  - A significant return involves work that must be performed on site and that:
    - Involves 30% or more of a unit’s employees returning to campus, or
    - In-person services offered to students or the general public, or
    - Significant interaction with other employees

## APPROVAL ROUTE #2:
Plan approved by unit head (Dean/VC/VP, AVC/AVP, etc.)

These units must post their completed, signed/approved plan — with a copy to CRIT by 8/31/2020.

### PLEASE SEE BELOW TWO (2) OPTIONS FOR APPROVAL ROUTE #2:

- **OCCASIONAL, RECURRING NEED TO COME TO CAMPUS**
  - For those units with employees that need to come to campus on occasion to pick up mail, deposit checks, re-boot servers, etc. This includes faculty coming on campus for reasons other than:
    - preparation & delivery of remote instruction, or
    - research approved under the Phase 2 Research
    - No employee should be onsite more than 15 hours per week
    - All employees should have limited interaction with others
    - No in-person services are offered to students or general public

### ON-CAMPUS CONTINUATION

- For those units with essential employees who have continued working on campus (including faculty engaged in preparation & delivery of remote instruction).
  - These units **must** complete, approve, and post a plan for these employees by **August 31**.
  - Please note that Significant Return plans can take up to 30+ days to approve, so please submit this type of plan well in advance of implementation.

**Note:** Large scale on campus continuation plans may require review and approval as “Significant Return”. CRIT will inform the unit if this requirement applies to their plan when the unit consults with CRIT. When units submit their plans to CRIT, it will review the plan and advise on any areas of concern that the unit should address.

*Units should review their approved plan every 30 days and submit a revised plan if there are substantial changes.*