GATHER INFORMATION

☐ Ensure your own understanding of a phased staffing approach for your unit.

☐ Review senior leadership considerations in the Working Well™ Leader Guide, then determine your unit’s business function priorities.

☐ Gather individual phased return to on-site staffing plans for areas within your units prepared by supervisors.

EVALUATE AND PLAN

☐ Develop a phased return to on-site staffing plan for your unit.

☐ Ensure centralized unit coordination for COVID-19 supplies from Facilities via Ordering Face Coverings and Cleaning Supplies.

☐ Ensure Physical Self-Assessment Guide and Checklist is completed for all areas in your unit.

☐ Ensure UCI COVID-19 Approved Signage is in place where staff will be returning to your unit on campus.

☐ Review your unit’s UCI COVID-19 Risk Assessment, Protection, and Monitoring Plan and submit it to CRIT@uci.edu for final approval by the Plan Review Committee, before allowing any staff to return to work on-site.

COMMUNICATE

☐ Communicate business function priorities to supervisors, and set expectations and a timeline for unit plans to be submitted for approval. Once approved, share your unit’s approved Risk Assessments and Protection & Monitoring Plans, along with your timeline, with supervisors.

IMPLEMENT, MONITOR, AND MODIFY

☐ Implement the approved Risk Assessment and Protection & Monitoring Plans. Post the approved Plan in your workspace.

☐ Monitor progress with unit supervisors.

NOTE: Return to an earlier operational phase may occur if operationally necessary or if required by campus management in response to local public health directives.

08/20/2020