Supervisors are defined as all leaders who supervise staff.

GATHER INFORMATION
- Understand your senior leadership’s business function priorities and review supervisor considerations in the Leader Guide to determine what type of on-site staffing is needed.
- Work with local human resources (HR) representative to ensure that staffing plans are not discriminatory.
- Submit any staff accommodation requests related to a disability to local HR and HR’s disability consultant for review.
- Review and utilize EH&S COVID-19 Resources.

EVALUATE AND PLAN
- Review staffing options from the Leader Guide and develop a phased staffing plan.
- Complete the EH&S Physical Space Assessment Checklist for your supervised area.
- Ensure EH&S Approved Signage is in place where staff will be returning to your unit.
- Provide input for the Risk Assessment and Protection & Monitoring Plan to your unit’s Plan Owner.

COMMUNICATE
- Communicate the approved plan and updates to your team regularly. Incorporate team feedback into your planning.
- Host a Virtual Welcome Back Session to review guidelines, expectations, and your team’s schedule.
- Talk to staff individually before they return to the on-site work location to clarify expectations, work schedules, address concerns, and reinforce new operational protocols and guidelines.

CONFIRM
- For departments located at the Irvine Campus, complete the WORKING WELL™ Daily Symptom Check Application Activation Request Form with UCNetIDs and names of returning staff. Email the activation request form to UCI’s Coronavirus Response Center at covid19@uci.edu at least 72 hours in advance of staff return date.
- Ensure returning staff understand expectations of the Daily Symptom Check Application.
- Verify returning staff have completed the required COVID-19 training in the UCLC.
- For departments located at the Irvine Campus, contact your local unit’s facilities/building manager for Welcome Back Kits.

IMPLEMENT, MONITOR, AND MODIFY
- Implement the Risk Assessment and Protection & Monitoring Plan. Post the approved Plan in your workspace.
- Check in with staff regularly to see how the new protocols are working, answer questions, etc. Adjust staff schedules as needed.

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

07/23/2020