June 23, 2020

HOWARD GILLMAN
CHANCELLOR

HAL STERN
INTERIM PROVOST AND EXECUTIVE VICE CHANCELLOR

RE: Pilot Plan for Campus Reengagement

The timeline for the phased return to campus will be based on the State of California’s Resilience Roadmap. The Governor issued a statewide stay-at-home order on March 19, 2020. On May 4, 2020, the Governor issued a further Executive Order moving California into “Stage 2” and directed the State Public Health Officer to establish criteria and procedures for further reopening of the state, which the State Public Health Officer did via an Order on May 7, 2020. As of June 12, 2020, California is entering Stage 3 of the reopening plan.

We need to be mindful that we have to take our lead from the state and from local authorities, such as the Orange County Health Officer’s Order, updated June 11, 2020, For UCI, Research received support from the County Public Health Officer for resuming on-campus activities at approximately 30%, effective June 8, 2020.

We would like to pilot a plan for preparing spaces for some staff to return to campus for fall quarter. The plan below will allow time between each tier to adapt plans and apply lessons learned for the successful rollout of the next tier.

<table>
<thead>
<tr>
<th>TIER 1</th>
<th>TIER 2</th>
<th>TIER 3</th>
<th>TIER 4</th>
<th>9/28/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8/2020</td>
<td>7/13/2020</td>
<td>8/12/2020</td>
<td>9/21/2020</td>
<td>Fall Quarter Begins - Other Departments as necessary</td>
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| Research Phase 2 Begins | Pilot Reengagement | Instruction begins for School of Law and School of Medicine | Additional Departments |

We will focus on opening office spaces only for the pilot period. Senior Leaders, referred to as the Authorized Official (Deans, Vice Chancellors, Vice Provosts, Unit Directors, etc.) shall determine plans for a phased return to on-site work based on business needs and the ability to control and manage specific work environments. That is, roles that must be performed on-site
and employees in these roles should be identified, with staffing options in the Working Well™ Leader Guide taken into consideration.

Before phasing in the return of any employees to work on-site, Senior Leaders and Plan Owners (individuals delegated by the Senior Leader to complete the Risk Assessment and Protection & Monitoring Plan and Physical Space Assessment for their operational area) must do the following:

- Review the Working Well™ Leader Guide
- Senior Leaders: Assign a Plan Owner for each operational area
- Plan Owners: Complete the UCI COVID-19 Risk Assessment and Protection & Monitoring Plan, and submit to the Authorized Official for approval
- Plan Owners: Review the Physical Assessment Reference Guide, and complete the Physical Space Assessment Checklist
- All employees returning to campus must complete the COVID-19 “Returning to Campus” training in advance of returning to campus, as well as conduct daily symptom screening, wear face coverings, and practice physical distancing

The Senior Leader should prepare their return-to-campus plan, including number of employees returning, the desired date for their return, their location (building, floor, room, etc.), and what the cost of any physical barriers or other special equipment that will be to the School or Division. This memo should be submitted to CRIT@uci.edu, which will track return plans and coordinate with the Logistical Support Team and Campus Human Resources to provide support activities. CRIT will also review and submit it to the Return Plan Review Committee for approval, comprised of:

- Ron Cortez, Chief Financial Officer and Vice Chancellor, Division of Finance and Administration
- Ramona Agrela, Associate Chancellor and Chief HR Executive
- Tracy Molidor, Associate Vice Provost, Academic Planning

The Return Plan Review committee will determine whether the unit has approval to move forward with returning to campus. CRIT will communicate the final decisions to the units.

We recommend your approval for moving forward with this pilot.

Sincerely,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor
Division of Finance and Administration

Ramona Agrela
Associate Chancellor and
Chief HR Executive
Human Resources
Approved:

Howard Gillman  
Chancellor

Hal S. Stern  
Interim Provost and Executive Vice Chancellor

cc: Deans  
Vice Chancellors  
Associate Chancellors  
Associate Vice Provosts  
Campus Recovery Implementation Team (CRIT)  
Chancellor’s COVID-19 Strategic Advisory Group (SAG)