In an effort to standardize and effectively manage the return to campus process of UCI departments and units, the Campus Recovery Implementation Team (CRIT) proposes the following 5-step Return to Campus process:

1. **REVIEW ASSESSMENTS & CHECKLISTS**
   Department heads whose operation needs to take place on campus must review all return to campus assessments and checklists as specified in the UCI Working Well™ Leaders Guide.

2. **DEVELOP IMPLEMENTATION & MONITORING PLAN**
   Department heads should develop an implementation and monitoring plan and submit it to their unit leader for approval.

3. **SEND TO CRIT FOR REVIEW AND CONSULTATION**
   Upon unit leader’s approval, the proposal owner should submit the implementation plan to CRIT (crit@uci.edu) for preliminary review and consultation.

4. **PLAN SENT TO RETURN PLAN REVIEW COMMITTEE**
   Upon successful vetting of the implementation plan, CRIT will send the plan to the Return Plan Review Committee for final review and approval.

5. **IMPLEMENTATION OF APPROVED PLAN**
   Upon Return Plan Review Committee’s approval, CRIT will notify the proposal owner and implementation of the approved plan may begin.

Proposals should only be submitted when a unit plans to initiate their return to on-site operations within 30 days of submission. The review process by CRIT and campus leadership is expected to take approximately 14 business days.

Once a return to campus proposal has been approved, CRIT will begin monitoring the progress of the implementation plan and remain active as an on-going resource to support the successful return of a department back to campus. Any desired changes to the plan will require further review and approval from CRIT.