

DEPARTMENT AND UNIT RETURN TO CAMPUS APPROVAL WORKFLOW

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.