

# DEPARTMENT AND UNIT RETURN TO CAMPUS PLANNING

The Risk Assessment Form and Protection & Monitoring Plan are required to comply with State of California requirements for reducing the risk of virus transmission.

## ALL UNITS WITH ACADEMIC, STAFF, OR STUDENT EMPLOYEES WORKING ON CAMPUS FOR ANY AMOUNT OF TIME MUST COMPLETE THE FOLLOWING STEPS:

01

Complete  
[Working Well™  
Leader](#) checklist

02

Complete  
[Physical Space  
Assessment](#)  
checklist

03

Complete and post  
an approved COVID-19  
[Risk Assessment Form and  
Protection & Monitoring Plan](#)

(see approval routes on next page)

Units continuing essential on-site operations and units with additional operations that must be performed on site, as well as units continuing to work remotely with occasional on-site visits must submit a plan to the Campus Recovery Implementation Team ([crit@uci.edu](mailto:crit@uci.edu)).

CRIT will review all plans submitted and inform units which approval route is appropriate for their return to campus plan. *NOTE:* All return to campus plans must be approved by the head of the unit and include their authorizing signature *prior* to submitting to CRIT for review.

## ALL EMPLOYEES WHO NEED TO COME ON TO CAMPUS FOR ANY AMOUNT OF TIME MUST:

- Complete [Returning to Campus](#) training through UCLC before return to campus.
  - If telecommuting, training must be completed within 30 days of the training being assigned.
- Wear face coverings on UCI-controlled property.
- Complete the Daily Symptom Check-in.
- Have approval from unit/supervisor to be on campus.

DEPARTMENTS MUST COORDINATE PLANNING AND PLAN SUBMISSIONS THROUGH  
ASSISTANT DEAN/AVC/AVP OR OTHER APPROPRIATE CONTROL POINT FOR  
THEIR SCHOOL OR UNIT.

# DEPARTMENT AND UNIT RETURN TO CAMPUS PLANNING

## APPROVAL ROUTE #1:

Plan approved by Return Plan Review Committee

### > SIGNIFICANT RETURN

For those units that plan to have a significant return of essential employees on campus. A significant return involves work that must be performed on site and that:

- Involves 30% or more of a unit's employees returning to campus, or
- In-person services offered to students or the general public, or
- Significant interaction with other employees

## APPROVAL ROUTE #2:

Plan approved by unit head (Dean/VC/VP, AVC/AVP, etc.)

Once CRIT approves signed unit plans, those plans must be posted.

### PLEASE SEE BELOW TWO (2) OPTIONS FOR APPROVAL ROUTE #2:

### > OCCASIONAL, RECURRING NEED TO COME TO CAMPUS

For those units with employees that need to come to campus on occasion to pick up mail, deposit checks, re-boot servers, etc. This includes faculty coming on campus for reasons other than:

- preparation & delivery of remote instruction, or
  - research approved under the Phase 2 Research
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- No employee should be onsite more than 15 hours per week
  - All employees should have limited interaction with others
  - No in-person services are offered to students or general public

### > ON-CAMPUS CONTINUATION

For those units with essential employees who have continued working on campus (including faculty engaged in preparation & delivery of remote instruction).

- The **deadline to submit plans was Aug 31**. Please contact CRIT ([crit@uci.edu](mailto:crit@uci.edu)) if you need additional time to submit your plan.
- Please note that Significant Return plans can take up to 30+ days to approve, so please submit this type of plan well in advance of implementation.

**Note:** Large scale on campus continuation plans may require review and approval as "Significant Return". CRIT will inform the unit if this requirement applies to their plan when the unit consults with CRIT. When units submit their plans to CRIT, it will review the plan and advise on any areas of concern that the unit should address.

**Units should review their approved plan every 30 days and submit a revised plan if there are substantial changes.**