

## **Appendix A – Return to Campus Plan (template)**

**Unit:** [List the business operations that you are planning to reopen on campus]

**Background:** [Provide background information on why employees should return to campus]

**Dates:** [List the date the unit would reopen on campus]

**Impact:** [List the number of employees returning to campus and provide the buildings and rooms that would be used]

**Staffing:** [Identify the specific employees who would return to campus]

**Communication:** [Describe the communication plan to inform employees of the return to campus process and any]

**PPE / Safety:** [Describe the safety plan for the business operation, including how physical distancing will be enforced, employee screening procedures that will be followed, PPE that will be used, facility preparations that will be completed, building entrances that will be used, cleaning and sanitizing procedures that will be followed]

**Rejected:** [For EOC use only. Placeholder for review comments from EOC and department]

**Approvals:** [For EOC use only. Placeholder for UWS Risk Management, UWS Facilities, UWS Senior Leadership]