

## **Appendix 6: Employee Return to Work Form**

### **INSTRUCTIONS:**

1. Supervisors should complete the Employee Return to Work Form
2. Submit your completed Employee Return to Work Form to your supervisor for approval.

## **Employee Return to Work Form - Template**

**Date:**

**Department Name:**

**Submitted by:**

### **Part A: Summary**

**Please provide an overall summary of your return to work plan.**

**Potential Impacts:**

**Please provide additional information regarding potential impacts to service or operations during any of the phases (i.e., adjustments in hours, reduced staffing levels to accommodate physical distancing, changes in how students and others interact with your office).**

**Do you have any concerns regarding your ability to maintain physical distancing and the safety protocols outlined in the Return to Work plan?**

**If yes, please describe:**

**If you have any specialized PPE needs, or concerns about physical distancing, please contact UWSP Risk Management.**

## Part B: Staffing Plan

## Phase Two Department Plan (starting July 5, 2020)

During Phase two, UW-Stevens Point will relaunch/pilot limited student programming on campus and repopulate limited functions necessary in preparation for fall. (Phase One began June 1.)

[illegible]

**Phase Three Department Plan (August 24, 2020 – First day of academic year contract period)**

Phase Three: Fall semester opening, carefully returning student population to campus

[illegible]