Supervisors are defined as all leaders who supervise staff.

GATHER INFORMATION

☐ Understand your senior leadership's business function priorities and review supervisor considerations in Leader Guide to determine what type of on-site staffing is needed.

☐ Work with local human resources (HR) or academic personnel (AP) representative to ensure that staffing plans are not discriminatory.

☐ Submit any staff accommodation requests related to a disability to local HR/AP representative and HR's disability consultant for review.

☐ Review and utilize **EH&S Return to Work Resources Page**

EVALUATE AND PLAN

☐ Review staffing options from the Leader Guide and develop a phased staffing plan.

☐ Complete the **Physical Self-Assessment Guide and Checklist** for your supervised area.

☐ Ensure **UCI COVID-19 Approved Signage** is in place where staff will be returning to your unit on campus.

☐ Provide input for the **UCI COVID-19 Risk Assessment, Protection, and Monitoring Plan** to your unit's Plan Owner.

COMMUNICATE

☐ Communicate the approved plan and updates to your team regularly. Incorporate team feedback into your planning.

☐ Host a Virtual Welcome Back Session to review guidelines, expectations, and your team's schedule.

☐ Talk to staff individually before they return to campus to clarify expectations, work schedules, address concerns, and reinforce new operational protocols and guidelines.

CONFIRM

☐ Complete the **WORKING WELL™ Daily Symptom Check Application Activation Request Form** with UCInetIDs and names of returning staff. Email the activation request form to UCI's Coronavirus Response Center at **covid19@uci.edu** at least 72 hours in advance of staff return date.

☐ Ensure returning staff understand expectations of the **Daily Symptom Check Application**.

☐ Verify returning staff have completed the required COVID-19 "Returning to Campus" training in the **UCLC**.

☐ Contact your local unit's facilities/building manager for Welcome Back Kits.

IMPLEMENT, MONITOR, AND MODIFY

☐ Implement the Risk Assessment and Protection & Monitoring Plan. Post the approved Plan in your workspace.

☐ Check in with staff regularly to see how the new protocols are working, answer questions, etc. Adjust staff schedules as needed.

NOTE: Return to an earlier operational phase may occur if operationally necessary or if required by campus management in response to local public health directives.

08/26/2020