

Employee Return to Campus Planning: Process for Academic Affairs Units

Deans/AVCs consult units to determine whether any employees must work on-campus to provide essential services, in line with campus guidelines

Will employees in your area need to work on campus in the fall?

25%

Deans/AVCs are responsible for ensuring occupancy does not exceed 25% of normal capacity

Y

N

Deans /AVCs (or their delegates) contact AVC Ross for authorization to develop a "Return to Campus" plan

Complete the Return to Work form stating no one in your unit will be working on-campus

Did you get pre-approval to return employees to campus?

Y

N

Contact units regarding plans to continue working remotely

Units complete the Return to Work template form with the endorsement of their Dean/AVC or delegate

Work with EOC and AVC Ross to develop a revised plan that addresses concerns/gaps

Did EOC endorse the proposed plan?

Y

N

Did the EVC approve the plan?

Y

N

Communicate plans to appropriate units/employees;
Evaluate the effectiveness of return to onsite work on a regular basis;
Update plan details and submit revised form as needed

Questions?

Contact AVC Steve Ross (sross@ucsd.edu) or Asst. VC Alison Sanders (amsanders@ucsd.edu)