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

***Pivot Point: Guide to Reopening Campuses***

**UW-Stevens Point**

### July 8, 2020

### 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.**

**Sample Text:** *The office plans to have a limited office presence in July with only two individuals working in the office full time and one individual alternating between telecommuting and being on-campus. All other employees will continue telecommuting in Phase One. In Phase Two, most employees will either be on- campus full time or rotating between telecommuting and on-campus. This is to limit the number of employees in the office and building. One employee has a medical accommodation and will continue to telecommute for the foreseeable future. This rotation will continue through Phase Three. We also plan to stagger shift start and end times.*

**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).**

**Sample Text:** *We will continue to hold meetings virtually, even though we will have an increased presence. We do not anticipate any negative impact to customers, other than a limited ability to serve several walk-in customers at the same time. We will encourage employees to schedule meetings to limit potential physical distancing concerns.*

**Do you have any concerns regarding your ability to maintain physical distancing and the safety protocols outlined in the Return to Work plan? Yes No**

**If yes, please describe:**

**Sample text:** *We will need to limit customers in our reception area and may need physical distancing markers and arrows in our hallway.*

**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.)

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| **Employee Name** | **Position** | **Employee Location** | **Employee Schedule Hours** | **Employee Schedule**  **Days of the Week (i.e. M-F)** | **Type of Schedule (telecommuting, on campus, combination)** | **Schedule effective dates** |
| Name A | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name B | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name C | Title | Building Name and Room | 7:15 a.m. – 4:00  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name D | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | M W F on-campus  / Tues Thurs  telecom | Alternate On- Campus/Telecomm uting | 7/1/2020 |
| Name E | Title | Building Name and Room | 8:00 a.m. – 4:45  p.m. | Monday – Friday | Telecommuting | 7/1/2020 |
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### 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

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| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Position** | **Employee Building Location** | **Employee Schedule Hours** | **Employee Schedule Days of the**  **Week**  **(i.e. M-F)** | **Type of Schedule (i.e. telecommuting, on campus, combination)** | **Schedule effective dates** |
| Name A | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name B | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name C | Title | Building Name and Room | 7:15 a.m. – 4:00  p.m. | Monday – Friday | On-Campus | 7/1/2020 |
| Name D | Title | Building Name and Room | 7:45 a.m. – 4:30  p.m. | Monday – Friday | On-Campus | 8/10/2020 |
| Name E | Title |  | 8:00 a.m. – 4:45  p.m. | Monday – Friday | Telecommuting | 7/1/2020 |
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