



## Senior Leader Checklist Non-Research Workspaces

Senior Leaders are Unit “Plan Owners” and are responsible for ensuring completion and approval of the Unit Risk Assessment and Protection & Monitoring Plan for approval by an Authorized Official (Dean, Vice Chancellor, Associate Chancellor, or designate) who will submit a summary to [CRIT@uci.edu](mailto:CRIT@uci.edu) for final approval by the Plan Review Committee, before allowing any staff to return to work on-site.

### GATHER INFORMATION

- ☐ Ensure your own understanding of a phased staffing approach for your unit.
- ☐ Review senior leadership considerations in the Working Well™ Leader Guide, then determine your unit’s business function priorities.
- ☐ Gather individual phased return to on-site staffing plans for areas within your units prepared by supervisors.

### EVALUATE AND PLAN

- ☐ Develop a phased return to on-site staffing plan for your unit.
- ☐ Ensure centralized unit coordination for COVID-19 supplies from Facilities via [Ordering Face Coverings and Cleaning Supplies](#).
- ☐ Ensure [Physical Self-Assessment Guide and Checklist](#) is completed for all areas in your unit.
- ☐ Ensure [UCI COVID-19 Approved Signage](#) is in place where staff will be returning to your unit on campus.
- ☐ Review your unit’s [UCI COVID-19 Risk Assessment, Protection, and Monitoring Plan](#) and submit it to [CRIT@uci.edu](mailto:CRIT@uci.edu) for final approval by the Plan Review Committee, before allowing staff to return to work on-site.

### COMMUNICATE

- ☐ Communicate business function priorities to supervisors, and set expectations and a timeline for unit plans to be submitted for approval. Once approved, share your unit’s approved Risk Assessments and Protection & Monitoring Plans, along with your timeline, with supervisors.

### IMPLEMENT, MONITOR, AND MODIFY

- ☐ Implement the approved Risk Assessment and Protection & Monitoring Plans. Post the approved Plan in your workspace.
- ☐ Monitor progress with unit supervisors.

**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.**