

**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) representative to ensure that staffing plans are not discriminatory.
- Submit any staff accommodation requests related to a disability to local HR and HR's disability consultant for review.
- Review and utilize EH&S COVID-19 Resources.

**EVALUATE AND PLAN**

- Review staffing options from the Leader Guide and develop a phased staffing plan.
- Complete the EH&S Physical Space Assessment Checklist for your supervised area.
- Ensure EH&S Approved Signage is in place where staff will be returning to your unit.
- Provide input for the **Risk Assessment and Protection & 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 the on-site work location to clarify expectations, work schedules, address concerns, and reinforce new operational protocols and guidelines.

**CONFIRM**

- For departments located at the Irvine Campus, complete the **WORKING WELL™ Daily Symptom Check Application Activation Request Form** with UCI netIDs and names of returning staff. Email the activation request form to UCI's Coronavirus Response Center at [covid19@uci.edu](mailto: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 training in the **UCLC**.
- For departments located at the Irvine Campus, 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 / medical center leadership in response to local public health directives.**