

Unit Information (To be Submitted by the Unit Supervisor, Director, Chair or VP)

Unit Name		
Unit Supervisor's Name		
Unit Supervisor's Director/VP		
Unit Location Building		
Unit Location Room(s)		
Unit Phone #	Supervisor Phone #	
Supervisor Email		

Staff Information (at Location above)

Total Number of Unit Staff	
# Staff on Campus Daily Now	
(if varies by day indicate days)	
Date Unit at 100% on Campus	

Plan for Return

REMINDERS

- Employees can begin to come back from telecommuting as soon as operationally required with 48 hours notice
- If a change in schedule is required in order to stagger entries or departures, please contact Labor Relations for assistance.
- Employees who do return will be required to wear masks and socially distance (currently set at 6ft)
- Employees who work on campus are required to participate in mandatory testing