

LAS General Return to On-Site Work Requirements

Hello,

Following an anticipated move to Phase 3 of Governor Pritzker's [Restore Illinois](#) plan on or around June 1, 2020, we are requesting the following items be completed, reviewed and approved by your department and/or school, and submitted to LAS for any previously determined essential employee currently working on campus or employees planning to return-to-work on campus (those that are unable to perform the functions of their job remotely).

- 1) A unit Return to On-Site Work plan that briefly describes at a minimum:
 - How offices/work spaces will be arranged and work shifts will be assigned to allow social distancing
 - A list of employees returning to On-Site Work, their emails, and procedures you intend to utilize for contact tracing
 - Implementation plan and protocols for personal protective equipment (masks, face or spray shields, gloves etc.)
 - Implementation plan and protocols for disinfection and sanitation of your employee individual workspaces, shared, and public spaces.
 - Building signage hung within building and work spaces and traffic flows clearly labeled
- 2) A completed Return to On-Site Work Checklist. The checklist can be found attached to this message.

In preparation for completing the above requirements, please keep in mind:

- The health and safety of all employees is the primary concern. If work cannot be completed safely, please do not attempt to restore operations on campus.
- Stay-at-home work remains the default for anything except work that cannot be accomplished remotely.
- Employees who identify as unable to return to on-site work for any reason should be allowed to continue remote work.
- It is expected that departments will assist with provision of necessary masks, and disinfection and sanitizing supplies; employees cannot currently work on campus without these items.
- In person meetings should be minimized or avoided and social distancing guidelines should be followed at all times.

We strongly suggest utilizing the following sources and others in your planning. The information found in these links is highly informative and often provide additional campus resources.

[F&S COVID Response](https://fs.illinois.edu/resources/covid-response)

<https://fs.illinois.edu/resources/covid-response>

[Illinois COVID-19](https://covid19.illinois.edu/)

<https://covid19.illinois.edu/>

[Social Distancing Considerations for COVID-19](https://files.webservices.illinois.edu/9170/fs_healthsafetyresponseteam_covid-19socialdistancing.pdf)

https://files.webservices.illinois.edu/9170/fs_healthsafetyresponseteam_covid-19socialdistancing.pdf

[Building Services-Cleaning and Disinfecting Strategies, and Service Levels](https://files.webservices.illinois.edu/9168/building_services_h.pdf)

https://files.webservices.illinois.edu/9168/building_services_h.pdf

[Center for Disease Control and Prevention](https://www.cdc.gov/)

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