DATE

Dear EMPLOYEE NAME:

I am writing to share our department’s plan and timeframe for returning to on-campus work.

In preparing for the return of employees to campus, the university has implemented several safety measures and guidelines consistent with University of Arkansas Board of Trustees resolution, State of Arkansas Executive Order, and Centers for Disease Control (CDC) and Arkansas Department of Health (ADH) recommendations.  The university is committed to the safety of our employees and students and believe we have created a comprehensive and balanced approach for returning to the campus.  Please review the complete guidelines and timeframes for our campus at:

<https://health.uark.edu/coronavirus/returning-to-campus/return-to-campus.pdf>

As stated in the above link, the following requirements are in place for employees working on campus:

* **C**omplete a health certification prior to reporting to work each day regardless if working on campus or remotely. The Daily COVID-19 Certification is a one-question survey completed through the Workday portal.
* Wash hands frequently with soap and water; avoid cross contamination – hand sanitizing stations is available in all campus buildings.
* Continue practicing social distancing of at least 6 feet of separation from others.
* Face coverings are required at all times indoors unless in a closed-office area and not sharing workspace with others. Face coverings are not a substitute for social distancing and should be used in addition.
* Avoid contact with frequently touched surface, and routinely clean those surfaces.
  + Supply kits will be provided to all employees working on campus.
  + Individual work areas will not be entered by custodial staff for normal cleaning including trash removal.
* Continue to use Microsoft Teams or other video conferencing options as much as possible in place of in-person meetings.

As we prepare for the return of students and associated campus activity, you are scheduled to resume working on campus starting DATE. INCLUDE IF APPLICABLE: To allow for appropriate social distancing and to reduce the number of employees in our work area, we will be staggering our on-campus work schedules. (INSERT DETAILS OF STAGGERED WORK SCHEDULE AS APPROPRIATE.) When you are not scheduled to work on campus, you will continue to work remotely.

If you have any questions or concerns regarding this return to campus plan, please contact me as soon as possible. I look forward to your return to on-campus work. The COVID-19 situation can evolve quickly - I will contact you as soon as possible if these plans change.

Sincerely,

SUPERVISOR NAME

TITLE