



**Campus Recovery Implementation Team (CRIT)
Return to Campus Request Form**

Please complete this form **only** if your unit is requesting approval for an essential business function to return to campus. Working remotely is the default mode of operation and all are requested to continue to do so until further notice.

All returns to the workplace must be pre-approved. Please route this form through [DocuSign](#) for your Unit Head's approval. Submit this signed form, the UCI COVID-19 Risk Assessment, and the Protection & Monitoring Plan form to CRIT@uci.edu at least 30 days before your desired return to campus date. The CRIT Team will review the request, and the Return Plan Review Committee (RPRC) will approve or ask additional questions. Minimizing and managing population density in UCI space is a key component of any Return Plan. CRIT and/or the RPRC may ask questions about Return Plans or require plan changes. CRIT intends to notify units whether or not they are approved to return to campus within 14 business days of receipt of the request form.

For more information on this process, please see the Return to Campus Decision Flow Chart or visit <https://uci.edu/coronavirus/>.

To be completed by Department/Division/School:	
Contact Person: Colin S. Andrews	Department/Unit:
School/Division: School of Humanities	VC/Dean/Unit Head: Tyrus Miller
Building(s) to which the Return Plan applies: <ul style="list-style-type: none"> • Humanities Gateway (1st, 2nd, 3rd, 4th floor) • Humanities Hall (2nd, 3rd floor) • Humanities Instructional Building (Ground, 1st, 2nd, 3rd, 4th floor) • Krieger Hall (1st, 2nd, 3rd, 4th, 5th floor) 	
<input checked="" type="checkbox"/> Have all employees proposed to return to campus completed the EH&S Training entitled "Returning to Campus"?	
<input checked="" type="checkbox"/> Have you completed the Physical Space Assessment Checklist ?	
<input checked="" type="checkbox"/> Have you completed the Working Well Leader Checklists ?	
<input checked="" type="checkbox"/> Have you attached a signed COVID-19 Risk Assessment Form and the Protection & Monitoring Plan ?	
Approval from VC/Dean/Unit Head: Tyrus Miller	Date: 8/17/20

To be completed by CRIT:

Recommendation from CRIT:



Approved



Not Approved

Date: 8/21/20

Summary:

Target date for commencing reopening: ASAP

Essential Function(s)

Plan covers School of Humanities staff and faculty conducting instruction and research or are in direct support of these operations.

Space and Employee Information

- Building(s): Humanities Hall, Humanities Gateway, Humanities Instructional Building, Krieger Hall
- Employees:
 - Total # Returning to Campus: 108 total
 - Employee types: 76 Faculty, 28 Staff, 4 Students
 - Total # on Campus at One Time: 59
 - Summarize any other important information:
 - All individuals covered in this plan are conducting instruction and research or are in direct support of these operations. These individuals telecommute when possible but are required to perform some job functions from their single occupancy office spaces due to internet strength, course materials, and equipment/supply needs.
 - All individuals have received prior approval from the Assistant Dean, have taken the return to campus training on UCLC, and have been advised to use the daily wellness check-in program. Department managers are scheduling faculty and staff to ensure building density levels are in compliance with current guidelines, and individuals will follow their departmental protocol for notification. Some units are using shared calendars and some are emailing the department manager. All policies and directives have been communicated to employees.
 - Because most classes will be offered online this fall, the School does not plan to open offices to serve students, but continue to interact with students virtually. A few graduate courses and Academic English courses may be offered in person (the instructional component is covered under Vice Provost Dennin's plan. General Assignment Classrooms have been requested for the few courses planned as in-person format. Office hours are expected to be held virtually.)
 - Film and Media Studies is the one department office that will serve students in person in order to check out equipment to students that live locally. Those that require the use of department equipment for their film projects will schedule an appointment with the department to check it out.



Compliance

- Does the unit have adequate safety and disinfection supplies? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance
- Do individual control measures and screenings align with campus guidance? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance
- Do disinfection/sanitation protocols align with campus guidance? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance
- Do physical distancing measures align with campus guidance? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance
- Do employee communications and training align with campus guidance? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance

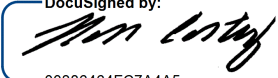
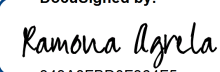
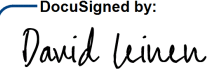
Unit/Office Plan

- Does workspace population density align with campus guidance or is it reasonable and appropriate given the unit's function and space allocation? **Yes/No**
 - If no, provide an explanation and/or summarize any additional measures that go beyond campus guidance
- Did the unit consult with EH&S and/or Facilities Management when developing the plan? **Yes/No**

Additional information

The employees of the Dean's Office are covered on a separate plan already approved by CRIT contained in appendix A of the plan. Additional information to support this plan can be found in appendixes B-D . B- floorplans/ Common area Covid-19 maximum occupancy levels/D- examples of appropriate signage posted throughout the school.

To be completed by the Return Plan Review Committee:

Approval:	Date:	Comments:
<p>DocuSigned by:  <small>00386464FC7A4A5...</small></p> <p>Ronald S. Cortez, JD, MA Chief Financial Officer Vice Chancellor Division of Finance and Administration</p>	8/25/2020	
<p>DocuSigned by:  <small>343A8FBD0F364F5...</small></p> <p>Ramona Agrela Associate Chancellor Chief HR Executive Human Resources</p>	8/25/2020	
<p>DocuSigned by:  <small>A59D51AE60D64EA...</small></p> <p>Dave Leinen Interim Associate Provost and Executive Vice Chancellor</p>	8/25/2020	

**Upon approval, CRIT Core to notify:*

Provost's Office, VC/Dean, CRIT members, Logistical Support Team (includes FM, EH&S, Signage, Procurement)