

Date: June 24, 2020

To: All ISU Supervisors

From: Kristi Darr, Interim Vice President for University Human Resources

Subject: Communications and preparations for employees returning to campus this summer

As you prepare for the return to campus of any of your employees who may be resuming on-site work this summer, please begin by communicating with these employees via web conferencing or by email. This communication should include details about their particular work arrangements and schedule (e.g., full time on campus or a combination of on-campus and remote work), and indicate a date for their return to campus. Please have this communication at least 14 days in advance of their return to campus so they can plan accordingly. All employees must be given this two-week notification. If an employee wants to return to their regular work location earlier, the following steps still apply in order to best ensure that the employee is aware of and follows the safety protocol that has been developed.

The attached [“Return to Work” template](#) may be used as a follow-up communication after your initial communication with your employee. It reiterates the university’s concern for their health and safety and includes information about the [Returning to Iowa State University training course](#) that they should take before returning to campus. This 20-minute course introduces and explains ISU’s operational and safety procedures for returning to on-site work during the COVID-19 pandemic.

You may modify and personalize the template as you see fit for your employees, including reiterating the date of their return to campus, but please do not modify any of the details about the training. The template includes a paragraph regarding any specific workplace modifications that have been made in your area(s) to accommodate physical distancing requirements. Please personalize and fill in those details as appropriate.

Please update the employee’s on-campus status in Workday when they return as well. Guidance about this process is available on the Workday homepage under the supervisor’s Workday Announcements.

If you have any questions, concerns or need additional support with your return to work planning, please refer to this [Points of Contact for Support for Workspace Planning](#) document. It contains information regarding a point of contact specific to your area who may be able to help support you, whether that is talking through your plan together, helping to answer or track down information, and/or trouble-shooting issues together. Please reach out to the individual designated for your area if you need any additional support.

As a reminder, everyone is encouraged to review the [Guide for Returning to the Workplace Handbook](#). This has helpful information about a number of workplace topics, including elevators and restrooms, as well as resources to support your well-being.