***\*Consult with your division HR on the notification process for employees in your division.\****

**[Letter Template: Return to the Workplace]**

[Date]

[Employee Name]

[Employee Home or Email Address]

Sent via [USPS/email] on [date]

Dear [Name]:

You will soon return to on-site work as part of UW–Madison’s [Smart Restart](https://smartrestart.wisc.edu/) plan.

**Your Return-to-Workplace Assignment**

* **Expected Return Date:** [enter day/date (written notice of at least seven calendar days is required unless mutually agreed upon by employee and supervisor)]
* **Scheduled Hours:** [insert]
* **Work Assignment:** [this may include what they were doing previously or a reassignment to new duties]

Our priority is to keep everyone in our university community healthy and safe. To limit the spread of disease, we will focus on:

* Testing, including surveillance testing;
* Contact tracing;
* Physical distancing;
* Monitoring symptoms;
* Wearing face coverings;
* Enhanced cleaning; and
* Personal hygiene.

**Employee Requirements for Working On-Site**

To keep everyone on campus safe and healthy, you must:

* Read and follow the [COVID-19 Workplace Safety Policy](https://kb.wisc.edu/ohr/policies/page.php?id=104238);
* Read and follow the [Public Health Protocols](https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/06/Public-Health-Protocols-for-Reopening.pdf);
* Successfully complete the [COVID-19 Training for On-Site Workers](https://hr.wisc.edu/covid19/workplace-training/); and
* Answer health questions in the [COVID-19 Health Screen](https://healthscreen.wisc.edu/)every day before work.

If you cannot access the hyperlinks above or require assistance with reviewing and/or reading these materials, please contact [insert supervisor] or [unit/divisional] HR. If you require these materials in another language, please contact Cultural Linguistic Services at 608-265-2257.

**COVID-19 Health Screen**

Every day before work, you must answer health questions in the [**COVID-19 Health Screen**](https://healthscreen.wisc.edu/).

The **Health Screen**:

* Asks questions about [common COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html).
* Takes about 2 minutes to complete.
* Is anonymous.
* Gives you instructions based on your current health.

**Health Screen Instructions**

You can work on-site if you:

* **Do not** have a fever,
* **Do not** have [common COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html), and
* **Have not had known contact** with a person who is sick or tested positive for COVID-19.

You **cannot** go to work if you have:

* **Any** [common COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html), or
* Had contact with a person who is sick or tested positive for COVID-19.

If the **Health Screen** says you **cannot go to work**, you must follow all other instructions:

* Contact your healthcare provider.
* Tell your supervisor you cannot come to work.
* Begin a 14-day self-quarantine.

**Public Health Protocol**

If you work on UW–Madison’s campus or at any university-owned and affiliated location, you must follow public health protocols, including:

1. **Physical Distancing**: Stay 6 feet (1.8 meters) away from other people when possible.
2. **Face Coverings:** Wear a reusable cloth face covering or a single-use disposable mask when you are in:
* Any campus building,
* University vehicles,
* Campus buses, and
* Outdoor spaces.

You do **not** need a face covering if you are alone in an office or laboratory and the door is closed. In addition, you do **not** need a face covering if you are alone in a university vehicle.

1. **Continued Self-Monitoring**: Check yourself for COVID-19 symptoms every day before you go to work and when you are at work.
2. **Handwashing**: Keeping hands clean is especially important to help prevent COVID-19 from spreading. Wash your hands frequently throughout the day. Avoid touching your eyes, nose, and mouth with unwashed hands. Always wash your hands before and after eating.

Read and follow the university’s public health protocols at <https://smartrestart.wisc.edu/plan/#health-and-safety>. Check this site regularly for updated information.

There are serious health and safety effects when people do not follow public health protocols. I trust that employees will follow the requirements for working on-site. However, employees who do not follow the requirements will have negative employment consequences.

**Your Next Steps**

If you **will return** to on-site work on your **expected return date**, you will need to familiarize yourself with the on-site work requirements described in this letter. You need to connect with your supervisor in preparation for your return.

If you **have concerns about returning to on-site work** on your **expected return date**, including the need for an accommodation or consideration for workplace flexibility, **talk with your supervisor immediately**. Information about accommodations and workplace flexibilities is available at [hr.wisc.edu/smart-restart/](https://hr.wisc.edu/smart-restart/). If you do not return to on-site work, and you do not have supervisor approval, you may be placed on an unapproved leave of absence and have negative employment consequences.

If you are worried about working on-site because of a medical condition:

* Contact [insert name and contact info of DDR], our divisional disability representative (DDR), and
* Tell your supervisor that you contacted the DDR.

If you have other questions or concerns about your return date or returning to on-site work, contact [insert supervisor] or [unit/divisional] HR.

**More Resources**

Find the overview of the Smart Restart plan at [smartrestart.wisc.edu/](https://smartrestart.wisc.edu/). If you have questions, contact:

* [unit/divisional HR contact] or
* The Office of Human Resources (OHR) at 608-265-2257 or smartrestartHR@ohr.wisc.edu.

I know this may be a difficult time for you. For counseling, support, and well-being resources, please contact the [Employee Assistance Office (EAO)](https://hr.wisc.edu/employee-assistance-office/) or [LifeMatters](https://hr.wisc.edu/employee-assistance-office/lifematters/).

Thank you for your work and commitment to a healthy workplace.

Sincerely,

Name [Divisional HR Director] for [College/School/Division]

University of Wisconsin–Madison