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

**[Letter Template: Telecommuting Employees]**

[Date]

[Employee Name]

[Employee Home or Email Address]

Sent via [USPS/email] on [date]

Dear [Name]:

The [Insert School/College/Division/Department name] has determined that your role can continue to telecommute. We continue to review employee work arrangements as some employees start to return to on-site work. This is done to ensure we fulfill the university’s mission while considering everyone’s health and safety. You will receive ample notice before you are to return to on-site work.

UW–Madison’s [Smart Restart](https://smartrestart.wisc.edu/) plan has requirements to keep everyone on campus safe and healthy. Although you are not yet returning to work on-site, familiarize yourself with these materials to prepare for when you do return.

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**

Before you return to work on-site, all employees 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/)
* 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 need help reviewing and/or reading these materials, please contact [insert supervisor] or [unit/divisional] HR. If you need these materials in another language, please contact Cultural Linguistic Services at 608-265-2257.

**COVID-19 Health Screen**

Every day before on-site work, all employees 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.

Depending on your answers, the **Health Screen** will provide information about the next steps you should take, including if it is safe for you to report to work on-site or not.

**Public Health Protocol**

All employees working on UW–Madison’s campus or at any university-owned and affiliated location 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 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. Employees who do not follow the requirements will have negative employment consequences.

If you have a medical condition and are worried about your eventual return to on-site work after reading the Smart Restart information:

* 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 concerns about your current telecommuting arrangement or your eventual return to on-site work**, including the need for an accommodation or consideration for workplace flexibility, **talk with your supervisor immediately**. Information about accommodations and workplace flexibility is available at [hr.wisc.edu/smart-restart/](https://hr.wisc.edu/smart-restart/).

**More Resources**

Find 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](mailto: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/Supervisor] for [College/School/Division]

University of Wisconsin–Madison