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| **AGENDA TOPICS**  | **PURPOSE** | **TIME** |
| Check In  | Team Development | XX min |
| Completing [COVID-19 Training](https://hr.wisc.edu/covid19/workplace-training/) for On-Site Workers  | Complete before returning to work on site, or by:  |  |
| **Workplace Health & Safety**[Employee Checklist –](https://hr.wisc.edu/docs/covid19/return-to-on-site-work-checklist-for-employees.pdf) Your responsibilities [Policy](https://kb.wisc.edu/ohr/policies/page.php?id=104238) – Familiarize yourself with this new policy[Public Health Protocols](https://smartrestart.wisc.edu/content/uploads/2020/07/public-health-protocols-HANDOUT-8_5x11-v4.pdf) – 4 Steps to Stay Healthy[Campus Protocols](https://smartrestart.wisc.edu/plan/#health-and-safety) – Testing & Contact Tracing[Cleaning](https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/07/Overview-Cleaning-and-Disinfection.pdf) – Your role in cleaning your work area | Discussion or Information Only |  |
| **What to do if you have concerns -** [Accommodations & Workplace Flexibilities](https://hr.wisc.edu/docs/covid19/accommodations-and-workplace-flexibilities-employee-guidance.pdf)  | Discussion or Information Only |  |
| **Your leave options related to COVID-19 -** [Leave Options](https://hr.wisc.edu/docs/covid19/leave-options-for-leave-related-to-covid19.pdf) | Discussion or Information Only |  |

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| **Smart Restart Resources**  |
| **Smart Restart Homepage** | <https://smartrestart.wisc.edu/>  |
| **Information for Departments & Units** | <https://smartrestart.wisc.edu/unit-resources/>  |
| **Information for Employees** | <https://hr.wisc.edu/smart-restart/> |
| **Information for Researchers** | <https://research.wisc.edu/research-reboot-phase-2/>  |
| **Information for Instructors** | <https://instructionalcontinuity.wisc.edu/>  |