# Notice of Return to Office | Provide at least 30 days in advance

**Managers should use this template to announce the return to onsite work to each individual employee. Be sure to send this at least 30 days ahead of the return to onsite work date.**

*Click here to enter current date*

Dear *Employee name*,

As you know, the University will largely return to in-person classes this fall and *Click to type name of unit/team* is planning to resume onsite work by **September *Click to type return date*, 2021**. Accordingly, employees need to plan to be able to be present at the workplace on a regular basis by *Click to type date*.

If you want to return to work in a hybrid work arrangement (partial week telework, partial week onsite) and have not already discussed it with your manager, please do so as soon as possible. *Note: 100% remote work arrangements are approved by our Choose an item.* If you need a disability accommodation (for example a workspace adjustment or remote work arrangement) in place prior to *Click to type return date*, please contact the [Disability Services Office (DSO)](https://hr.uw.edu/dso/).

Although public health guidance continues to change, please know that the safety of our students, faculty and staff is our highest priority during the return-to-office process. The University has developed and implemented [robust safety guidance and protocols](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-health-and-safety-resources) that all employees are expected to review and follow.

Understanding and complying with safety procedures is a shared responsibility. In order to ensure we can be together safely, each employee will be required to:

* **Participate in a one-time safety training** – All employees will complete the self-guided [training on the University’s COVID-19 Prevention Plan](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace) and will receive our unit’s safety plan.
* [Optional - For employees who work in health care, child care, or K-12 settings][**Complete a daily attestation** –Employees working in [health care, child care, and/or K-12 settings](https://hr.uw.edu/returntowork/onsite-work-requirements/covid-19-employee-symptom-attestation/) must complete a [*daily* attestation](https://hr.uw.edu/coronavirus/return-to-on-site-work/covid-19-employee-symptom-attestation/) each day they work onsite regardless of vaccination status].
* **Complete required COVID-19 Vaccine Attestation –** Employees are [required to be fully vaccinated against COVID-19 or declare an exemption](https://www.washington.edu/coronavirus/vaccination-requirement/). The [Workday attestation form](https://www.washington.edu/coronavirus/vaccination-requirement/) must be submitted as soon as possible after you are fully vaccinated, have decided to declare an exemption, before working on site, or September 10, 2021, whichever date is earliest.[Optional – Add applicable UW Medicine vaccination requirement language]

[optional] Your scheduled hours will be [the same as before][details of new schedule][specify location if necessary]. Please plan to arrive at work on [return date].

**Please reply to confirm your receipt of this email and your intent to return on *Click to type date*.** If you are unable to return to work by *Click to type date* or have temporarily relocated further than commuting distance and cannot continue your employment with the University in an onsite capacity, please notify me by responding to this email by *Click to type date*. If you have any questions, please let *Choose an item* know.

[Positive statement about looking forward to seeing the employee and teams in person].

Regards,