# Announcement of Return to Onsite Work

Use this template to announce plans for the return to onsite work to your organization. This announcement should be used well in advance of and is not a substitute for the [30-days advance required return to onsite work notice](https://hr.uw.edu/returntowork/wp-content/uploads/sites/4/2021/05/Thirty-day-notice-20210510.docx) for individual employees.

*Click here to enter current* *date*

Dear *Click here to enter salutation such as* Team,

[I hope this notice finds you safe and well]. We are excited to start planning to bring employees back to campus, consistent with public health guidance, with the goal of having full onsite operations by September *Click to type return date*, 2021, in time for fall quarter. Fall may seem like a long time off, but we are sending this message as far in advance as possible to give you time to plan and so that we can support your successful return to onsite work.

Though we don’t know what the public health guidance will be in September, please know that the safety of our students, faculty and staff is our highest priority. 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 of you will be required to:

* **Participate in a one-time safety training** -- All employees will receive [training on the University’s COVID-19 Prevention Plan](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace) and our unit’s safety plan.
* **Vaccinate against COVID-19** – All employees are [required to be vaccinated against COVID-19](https://www.washington.edu/coronavirus/vaccination-requirement/) no later than the September 10, 2021, or before working on site at a University location, whichever comes first. Employees may declare an exemption for medical, religious or philosophical reasons.
* **Complete required COVID-19 Vaccine Attestation** – The [Workday attestation form](https://www.washington.edu/coronavirus/vaccination-requirement/) must be submitted as soon as possible after you are fully vaccination, 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] We anticipate that even after September [enter date], some of our employees will continue to work remotely at least part of the workweek in a hybrid arrangement. [Describe any known changes to how teams work or the workspace. Describe ways employees can provide input to decision makers, including easing back into the workplace gradually.

Employees who have concerns regarding their ability to return to onsite work or wish to request a hybrid or remote work arrangement by [date], please contact:

* *Click here to enter* Manager or Dept. HR, as applicable to discuss your needs, including a request for remote work (100% telework). *100% remote work arrangements are approved by our unit’s [Vice President or Vice Provost].*
* [your manager] to request a hybrid work arrangement (partial week telework, partial week onsite).
* The Disability Services Office (DSO) if you anticipate you will need a disability accommodation to remain working fully remote.

We are looking forward to enjoying the increased collaboration, communication and celebration of having our teams back together.

Regards,