As organizations across our University plan to return to onsite work in advance of autumn quarter, here is some simplified guidance to help leaders and employees understand expectations. This guidance applies to **staff** and **student** employees who have been working remotely during the pandemic.

**All organizations should plan to return to onsite work on or before September 13.** Unless you have established formal telework arrangements that confirm otherwise, September 13, 2021 is the date on which employees are expected to return to onsite work. Employees who prefer return to campus sooner than September 13 are encouraged do so, as long as it is safe and operationally feasible.   
  
**When 30 days’ notice is required.** As we prepare to return to in-person working and learning this autumn, it may be operationally necessary to call additional employees back to onsite work prior to September 13. In cases where an employee has been teleworking but is now needed onsite prior to September 13 to support operations, units must provide them with 30 days’ notice for reporting back to work. You do not need to provide formal notice if employees are returning on/after September 13. Please contact your HR consultant if you have questions.

**Telework agreements post September 10.** Staff telework arrangements after September 13 should follow autumn [return to onsite work guidance](http://we.discover.uw.edu/NTI3LUFIUi0yNjUAAAF-IhFBngcT3SNBCu5ExLPxDRZJO2WZBHWrGcTVCeNFhoMOzSSxGwEwKYVWz65lZiYP5zlxWbM=). If you want to continue a telework arrangement and have not already discussed it with your manager, please do so as soon as possible. If you need a disability accommodation in place prior to September 10, please contact the [Disability Services Office (DSO)](https://hr.uw.edu/dso/). (**NOTE**: The formal accommodation process takes time. Please plan ahead and start the process well in advance of the return to campus deadline.)

**Return to onsite work requirements for all employees.** 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:

* **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.
* **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 their unit’s safety plan. (**NOTE**: This training is being updated by EH&S with revised health and safety guidelines. The update is anticipated to be complete by the end of the month).
* **Some employees are required to complete a daily symptom 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.