

Request for Sustained Return to Campus for Non-Instructional Services

Please refer to the “CSU Policy, Procedure, and Considerations for 2020-21 Academic Year Planning in the Context of COVID-19” before completing this form. The granting of limited exceptions to permit in-person activities will ultimately require approval of the university president. This process excludes employees who need to return to campus for a temporary activity, (i.e., single day return only or to pick up telecommuting equipment).

REQUESTING MANAGER OR DEAN INFORMATION:

Name: _____ Email: _____
 Department: _____ Department ID: _____
 Division: _____

EMPLOYEE INFORMATION:

Please complete the table below for the employees you are requesting to return to campus on a sustained basis. For any employee who will be conducting their work in more than one location, complete a row for each location.

Employee Name:	Building Name:	Room Number:	Employee Schedule: (Day(s), Time) etc.

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Provide a brief justification or description of the service or support that needs to be provided in person. The justification should cover all employees listed above, attach a separate page if needed.

SIGNATURES:

Manager/Dean Name: _____

Date: _____

Manager/Dean Signature: _____

Vice President Name: _____

Date: _____

Vice President Signature: _____

SUBMISSION INSTRUCTIONS:

All requests must be routed through the division vice president and the Emergency Operation Center (EOC) for the university president's approval.

- Manager/Dean submits the form to division vice president or designee for signature
- Division vice president or designee reviews completed form, and if endorses, forwards the signed form to the EOC.

UPLOAD the SIGNED Form Here

- Requests will be reviewed and vetted by EOC prior to being sent to the University President for final approval.