VIU Department Return to Campus Form – Fall 2021

Each Department should complete **one** form for their area. This should include any new hires or students you may be employing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** | Click or tap here to enter text. | **Manager:** | Click or tap here to enter text. |
| **Total number of employees in Department** | Click or tap here to enter text. | **Total number currently on Campus** | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of employees planning to return in **month of July** | Number of employees planning to return between  **August 1 - 15** | Number of employees planning to return between  **August 16 - 29** | Number of employees planning to return between  **August 30 – Sept 12** | Number of employees planning to return  **after September 12** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Do you expect the need for Facilities assistance (moving or rearranging furniture or equipment)?** If yes, please indicate approximate number of employees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of employees requiring Facilities assistance in the  **month of July** | Number of employees requiring Facilities assistance between  **August 1 - 15** | Number of employees requiring Facilities assistance between  **August 16 - 29** | Number of employees requiring Facilities assistance between  **August 30 – Sept 12** | Number of employees requiring Facilities assistance  **after September 12** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Do you expect the need for IT assistance (setup of computers or equipment)?** If yes, please indicate approximate number of employees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of employees requiring IT assistance in the  **month of July** | Number of employees requiring IT assistance between  **August 1 - 15** | Number of employees requiring IT assistance between  **August 16 - 29** | Number of employees requiring IT assistance between  **August 30 – Sept 12** | Number of employees requiring IT assistance  **after September 12** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

No approvals are required to begin the process of bringing your team back to campus.

The Return to Campus Working Group will review and coordinate any scheduling or prioritization if required.

**Next Steps:** Please forward this to the OCC via [trina.forrest@viu.ca](mailto:trina.forrest@viu.ca)