Liberal Arts Return to On-Site Work

https://sites.psu.edu/returntowork/

Until otherwise directed by the University, the College of the Liberal Arts is encouraging the continuation of remote work whenever possible. However, we recognize that there are some instances where returning to an on-site location is necessary or preferred. This document outlines the college process, aligned with the University process, that must be followed before an individual or team may return to on-site work.

Please note: Reopening labs and facilities for shared research usage requires additional steps as communicated by RGSO. Updated guidance on that process will be forthcoming.

Over the longer term, we anticipate a phased approach to returning to on-site work based on the following;

1. Those who cannot work remotely due to nature of the work or technology limitations
2. Those who are more effective performing their work on-site or are needed on-site to support critical programming
3. Phased return for all others based on need and circumstance

However, for the immediate, those who can continue to perform their work remotely will continue to do so.

Per University directive, "N**o member of the University community may return to the workplace until they have received the appropriate approval(s) and have acknowledged their personal responsibility to comply with this plan. Failure to receive approval or comply with applicable guidelines will result in immediate on-site work stoppage.**"

What is a return to on-site work?

Any regularly scheduled, planned time on campus for a period of two hours or longer, on a recurring basis. This does not include brief visits to pick up supplies/materials; getting mail; etc.

Process to request approval to return to on-site work:

1. The Supervisor and employee(s) review the information on the Penn State Preparing to Return to Work site and discuss. Utilize the EHS Return to Work Checklist to ensure all aspects of a return to on-site work have been addressed, including the ability to quickly return to remote work, if the need arises.

2. Once the supervisor and employee(s) agree to a return to work plan and are prepared to comply with the health and safety requirements, complete the [Return to Work Authorization Form](). One form is required for each area/department requesting to return and must include the names of all individuals who will be returning. Please note that there are multiple tabs that are required for completion on the form.

3. Any employee may initiate completion of the form. Each department should establish a preferred single point of contact to complete the forms or if the supervisor of the returning faculty or staff will complete the form.

4. All forms will first route through Human Resources before moving on to Department Head and Dean approval. On the "Routing/Approvals" tab please select Yes for "Does this form need to be reviewed or edited by another person prior to sending for approvals?" Enter amz108@psu.edu as the reviewer.

5. Once reviewed by HR, forms will route through the Department Head and Dean for approval before moving to University leadership for final approval.

6. On-site work may begin AFTER you have been notified of University approval.