

**Supervisors**, please utilize the following template to request information from your employees in order to inform your department return to campus plans. If an employee voluntarily discloses a preexisting medical condition, this information must be kept confidential in accordance with Salve personnel policies. Please contact HR for any requests for accommodation. Additionally, continue to comply with non-discrimination laws and policies on age discrimination. Contact HR with any questions.

## Salve Regina University

### Return to Work Employee Questionnaire

Employee Name:

Department:

In order to inform our departmental plans regarding returning to on-campus work, please provide responses to the following questions:

Considering the current [CDC guidance](#) on people who are higher risk for severe illness associated with COVID-19, and other COVID-19 factors please answer “yes” or “no”, without specifying the factor that applies to you, if you would be **UNABLE** to come to work beginning on 9/15/2020 because of any one of the following reasons:

- You need to care for a child because schools or day-care centers are closed;
- You need to care for other dependents if other services you normally rely upon for such support are unavailable;
- You are unable to travel to work based upon public transport being sporadic or unavailable; and/or;
- You or a member of your immediate household fall into one of the categories identified by the [CDC guidance](#) as being at high risk for serious complications from the pandemic coronavirus or you have been or would be advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

**Answer:**

If yes to the first question above, when do you anticipate being able to return to on-campus work?

**Answer:**

If yes to the first question above, are you able to continue teleworking at this time?

**Answer:**

If no to the first question above, are there any questions or concerns you have regarding returning to on-campus work on 9/15/2020?

**Answer:**