

Repopulation Plan: Fall 2021

Department/Unit/School Name:	Department A
Total Number of employees:	One Class 1 Faculty member, Two Class 1 staff members and One Class 3 staff member
Proposed Business Hours:	Monday through Friday 8:00 am – 5:00 pm
Repopulation Plan:	Resume in-person work with plan for staggered arrivals and departures daily and gradual return to 100% staffing on site by September.
Safety Precautions:	All employees reporting to campus are expected to wear face coverings, remain socially distant, responsible for cleaning individual workspaces, and removal of all trash after each shift.
Schedule of Operation:	Monday-Friday 8:00 am – 5:00 pm with at least one (1) employee onsite each day. In-person meetings will be by appointment only.

Please see the below breakdown of staggered in person scheduling and continuance of telecommuting.

Employee Name	Job Title	Faculty/Staff	Work Schedule	Hours
1	Title	Class 1 –Faculty (office)	Monday - Friday – on site beginning July 6 th .	10:00 am – 6:00 pm
2	Title	Class 1 – Staff (cubicle)	<i>July and August:</i> Monday, Tuesday, Wednesday, Thursday – on site, telecommute Friday. <i>September:</i> Monday - Friday – on site.	8:30 am – 5:00 pm (lunch break)
3	Title	Class 1 – Staff (office)	<i>July and August:</i> Week #1 and #3 Monday - Friday – on site <i>July and August:</i> Week #2 and #4 Monday - Friday – telecommuting <i>September:</i> Monday - Friday – on site.	8:00 am – 4:00 pm (lunch break)
4	Title	Class 3 (cubicle)	Monday - Friday – on site beginning July 6 th	9:00 am – 12:30 pm

Please complete and return to the Director of Human Resources candace.joseph@rutgers.edu by 5 pm Monday June 28th, 2021.