

## **Sample Re-Open Planning Request Checklist**

Before submitting your Re-Open Request, have you:

- ✓ Verified with leadership that your department/function is authorized to request a return to campus and re-open of facilities
- ✓ Addressed the Bringing Back the Pack Guidelines found on the [website](#), including:
  - Expectations for the Pack
  - On-Campus Worksite Protocols
  - Business Processes
- ✓ Familiarized yourself with the resources for [Protecting the Pack](#)
- ✓ Developed plans for COVID-Safe Practices, including:
  - Social Distancing
  - Workspace Hygiene
  - Health Screening for Staff and Students
  - Implementation of Mask or Face Covering Protocols
  - Establishment of a COVID-Safe Culture