

Dear colleagues:

Per Chancellor Gillman's [executive directive dated August 25, 2020](#), return to campus training will be required for all employees. To help protect ourselves and our community from COVID-19, all UCI employees must complete the training within the following timeframes:

- For essential UCI employees already working on site: Once the training is assigned in UCLC, it must be completed as soon as reasonably possible, and within thirty (30) days.
- For UCI employees scheduled to return to on-site work within the next thirty (30) days, training must be completed prior to returning to on-site work.
- For all other UCI employees, training must be completed within thirty (30) days of assignment in UCLC, even for those employees working remotely and scheduled to do so beyond thirty (30) days.

You will only need to complete the relevant return to work training module based on physical work location:

**Campus:** [Returning to Campus](#)

**Medical Center and Ambulatory Locations:** [COVID-19 Return to Work: Medical Center](#)

Alternatively, you may go to [UC Learning Center](#) and search by title using the Find a Course function for "Returning to Campus" or "COVID-19 Return to Work: Medical Center."

This training is required by Cal/OSHA and the California Department of Public Health, and explains what COVID-19 is, how it is transmitted, the steps we're taking to reduce potential exposure, and what you can do to protect yourself and others.

If you have already completed the training, no further action is required on your part.

Completing this training does not mean that you may return to work on-site. The training is only one step in the process of preparing for returning to on-site work. Talk to your supervisor about your unit's plans for a careful, phased return.

Sincerely,

**Ronald S. Cortez, JD, MA**

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