Date

Name – Title, First Name, Surname

UCL Department

Dear [Name],

**Returning to Campus**

UCL has published its [roadmap back to campus](https://liveuclac.sharepoint.com/sites/UCLLeadershipComms/SitePages/An-update-on-UCL%E2%80%99s-roadmap-to-increased-on-site-activity.aspx?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=12263136_Leadership%20Briefing%2026%20March%202021&dm_i=UAA,7AUAO,V6EGKQ,TM0D2,1) which reflects the Government’s [roadmap](https://www.gov.uk/government/news/prime-minister-sets-out-roadmap-to-cautiously-ease-lockdown-restrictions?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=12259622_Covid-19%20All%20Staff%20Email%3A%2023%20March%202021&utm_content=f%EF%BB%BFour-step%20roadmap%20to%20ease%20lockdown%20restrictions&dm_i=UAA,7ARL2,4GZQ77,TLPE8,1) and outlines the dates on which services and facilities are planned to reopen, with an expected return to campus for most people between now and Monday, 21 June 2021. I am writing to you to let you know that the [department/service/building] will be opening up as of [Date] and you will be required to return to campus on date.

If you are currently on furlough, please take this as notice that your current furlough arrangement will come to an end on that date.

I will let you know which hours and days you will be required on campus in due course.

OR

You will be required on campus for x% of your contractual hours per week / x days per week.

If you are not required on campus for all of your contractual hours and cannot work remotely, you may temporarily be placed on flexible furlough for those hours during which you are not required. This will be kept under review with a view to returning you to normal working at the earliest possible opportunity.

OR

You may continue working remotely on the days you are not required on campus.

Prior to your return, you will need to attend an induction meeting which will be held [face to face/online] on [Date] at [Time]. Following your induction meeting, if you have any health concerns please let me know and we can discuss these confidentially, and if needed we will complete an [individual health assessment](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers) and a referral to Workplace Health. Where Workplace Health give a medical recommendation that you should remain shielding at home you will be placed on ‘special paid leave’.

If you have any questions or concerns, please let me know. Thank you for your flexibility and continued hard work for UCL. We are looking forward to seeing you at the induction meeting.

Yours sincerely

Name

Job title

Head of Department