**City of Chandler Return to Service Plan**

**\_\_\_\_\_\_\_\_\_\_ Division/Department**
Week by Week Guide

**Week 1**

**What administrative work needs to be accomplished this week to prepare for the upcoming phases of your return to service plan? (Scheduling, buildings reopening, contracts, IT…)**

**What physical/facility work needs to be accomplished this week in order for next week’s employees to return? (Do you need sneeze guard shields installed, six feet markers placed on the ground, supplies ordered, areas disinfected, contracts drawn, etc.?)**

**Week 2**

**What building/area will reopen this week?**

**What employees will be returning this week?**

**What needs to be accomplished this week in order for next week’s employees to return? (Do you need sneeze guard shields installed, six feet markers placed on the ground, supplies ordered, areas disinfected, contracts drawn, etc.?)**

**What needs to be accomplished this week to prepare for upcoming programming scheduled to restart in future phases?**

**Week 3**

**What building/area will reopen this week?**

**What employees will be returning this week?**

**What programs are being re-started this week?**

**What needs to be accomplished this week in order for next week’s employees to return? (Do you need sneeze guard shields installed, six feet markers placed on the ground, supplies ordered, areas disinfected, contracts drawn, etc.?)**

**What needs to be accomplished this week to prepare for upcoming programming scheduled to restart in future phases?**

**Week 4**

**What building/area will reopen this week?**

**What employees will be returning this week?**

**What programs are being re-started this week?**

**What needs to be accomplished this week in order for next week’s employees to return? (Do you need sneeze guard shields installed, six feet markers placed on the ground, supplies ordered, areas disinfected, contracts drawn, etc.?)**

**What needs to be accomplished this week to prepare for upcoming programming scheduled to restart in future phases?**

 **Week 5**

**What building/area will reopen this week?**

**What employees will be returning this week?**

**What programs are being re-started this week?**

**What needs to be accomplished this week in order for next week’s employees to return? (Do you need sneeze guard shields installed, six feet markers placed on the ground, supplies ordered, areas disinfected, contracts drawn, etc.?)**

**What needs to be accomplished this week to prepare for upcoming programming scheduled to restart in future phases?**

 **Week 6**

**What building/area will reopen this week?**

**What employees will be returning this week?**

**What programs are being re-started this week?**