

## Recommendations for Preparing to Return to Campus

During the summer, employees are strongly encouraged to return to the office and other spaces that have been unoccupied to determine any support needs to be prepared for fall.

- **Cleaning:** Facilities and Building Services are planning to clean all campus spaces in preparation for the fall semester.
  - If you have not visited your workspace or associate common areas, please check to ensure the spaces are adequately cleaned
  - Employees and supervisors should pay special attention to reception, common spaces (e.g. workrooms, breakrooms, etc..) and shared workspaces to determine if these spaces are prepared for fall campus re-entry.
- **Technology:** To make sure your technology is ready as you prepare to return to campus, consider testing your technology several days before it will be needed. Visit the [Prepare Technology for Return to Campus Quick Guide](#). [Additional guidance to be added about IT support appointments]