

Safety Plan Approval Process

Each department is required to develop their **Return to Campus Plan**. This task will be assigned to department heads, supervisors or directors, as necessary. The following steps are required in order to have your departmental plan approved:

- Step 1** You must have your Dean or Department Head's support to initiate a RTC campus plan.
- Step 2** You must document your plan using the [Standard Operating Template from Health & Safety](#).
- Step 3** You must submit your plan to Health and Safety for their review and input to safety@uwindsor.ca.
- Step 4** Once Health & Safety approves of your plan, they will provide you with a letter of support.
- Step 5** You must present the finalized plan and letter of support from Health & Safety to the Dean for their approval.
- Step 6** Final approval to implement your plan is obtained from the appropriate VP.