

CAMPUS RETURN

Staff & Faculty Edition

The Lynx Together Task Force has pulled together nine tips and tricks to support a seamless transition back to work this summer.

1 Bring Your Badge

Bring your University of Colorado Denver ID. If you have lost your ID card or it is expired, please reach out to your **HR Business partner** for assistance.

2 Plan Your Ride

Plan how you will get to campus. Confirm **RTD service routes** and times if you will use public transportation. Check out safe biking routes if you plan to ride a bike or scooter regularly. See the **RTD EcoPass Enrollment form** for EcoPass options and rates.

3 Free Parking in June and July

If you plan to use the free underground parking in the Business School or CU Denver buildings, make sure that your University of Colorado Denver ID card has been activated in advance by contacting:

downtown.access@ucdenver.edu

If you plan to use this parking option, please allocate enough time in your commute in case the garages are full and you need to find alternate parking.

4 Pack Your Work Bag

Identify all items that you need for a successful day in the office:

- Office key
- Face covering
- IT equipment you need to complete your work on campus
- Water bottle
- Lunch/snacks/coffee or tea (be aware there may be limited food options available on or around campus)
- Any other items that you brought home during the remote work period (office chair, paper files, office supplies, etc.)

5 Create A Schedule

Develop a plan for your return: Confirm your scheduled on-campus and remote days with your supervisor, team members, and customers/stakeholders.

6 Take It Easy

On your first day back, try not to schedule too many meetings. Take time to settle back into your space.

7 Catch Up With Colleagues

Be prepared for colleagues to be eager to socialize and catch up. The last 15 months have been challenging for many, so be mindful of your own experiences and be open to others who may have faced different challenges.

8 Pace Yourself

Pace yourself and include time for reflection during the “soft return” to campus. Think about what is going well and what you would like to amend in your own personal plan going forward.

9 Stay Up to Date

Keep up to date with the **Lynx Together FAQs** for the most current information regarding return to campus topics.