

# HOW TO: Access the Department/Program Reintegration Plan - Form



1. Access the **iNet** at <https://inet.rvu.edu>
  - a. Do not use Internet Explorer
2. From the **Faculty and Staff iNet** menu option, select **Forms** from the drop-down list
3. Look for the COVID-19 Reintegration header and select the link directly below this labeled **Department/Program Reintegration Plan**

## Forms

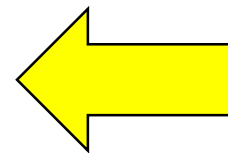
\*\*\**Editable PDF forms MUST be "Saved As" or any filled in information will be lost.*\*\*\*

For instructions on how to save these editable PDF forms when complete, **please click on this link.**\*\*\*

(NOTE: Any forms with D/P after the form name link to Dynamic Policy)

## COVID-19 Reintegration

Rocky Vista University COVID Response Departmental/Program Reintegration Plan



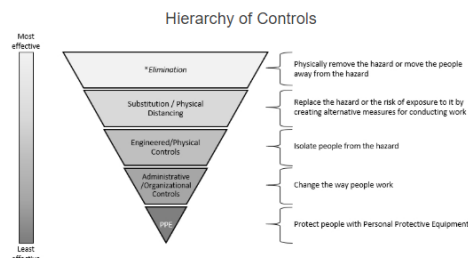
4. The Hierarchy page will appear like this.

### Rocky Vista University COVID Response Departmental/Program Reintegration Plan

The primary concern during the COVID-19 reintegration is the safety of those in the RVU community. As students and employees reintegrate back onto campus, our most effective and fundamental method for protection is controlling exposure to COVID-19.

A Hierarchy of Controls is a traditional system for analyzing risk and implementing controls to eliminate or minimize exposure to hazards. To help ensure a safe campus reintegration, we have modified the Hierarchy of Controls recommended by the Centers for Disease Control and Prevention (CDC) and the National Institute for Occupational Safety and Health (NIOSH) and adapted it for the purpose of addressing COVID-19 (National Institute for Occupational Safety and Health, 2015). This modified hierarchy is to be used as a guide for managers in creating a departmental plan for reintegration.

Please use the Hierarchy of Controls, shown below, as a resource and guideline in creating a Department Reintegration Plan. This plan must be approved by the appropriate Vice President or designee for the Department/Program.

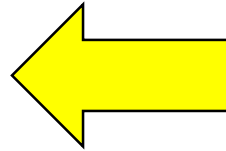


\*We use the NIOSH hierarchy and consider the Elimination control as those measures RVU implemented during Phase Orange. In this phase, we removed people from the hazard of exposure to the extent possible. The focus of the Departmental/Program Reintegration Plan is placed on the remaining control measures listed in the hierarchy.

Continue to the form

5. Scroll to the bottom of this page and select **continue to the form.**

Continue to the form



6. The form will appear as below.

### Rocky Vista University COVID Response Departmental/Program Reintegration Plan Form

Your name: \*

Your department: \*

Approver/approver designee \*

You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do? \*

- Upload PDF version of plan
- Fill out plan form online

Submit

7. Complete the form with your name and department and select your approver from the drop down list.

### Rocky Vista University COVID Response Departmental/Program Reintegration Plan Form

Your name: \*

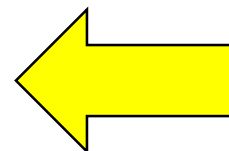
Your department: \*

Approver/approver designee \*

You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do? \*

- Upload PDF version of plan
- Fill out plan form online

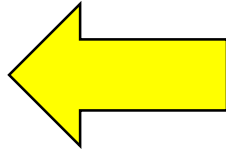
Submit



8. You may then decide if you want to enter your information directly into the form or upload a PDF version of a document you have created.

You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do? \*

- Upload PDF version of plan
- Fill out plan form online



Submit

9. If you select upload a PDF you will be given a prompt to upload your document.

You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do? \*

- Upload PDF version of plan
- Fill out plan form online

Please attach a PDF version of your plan here: \*

Drop files here or

Select files

A large yellow arrow with a black outline, pointing horizontally to the left. It is positioned to the right of the file upload area, pointing towards the 'Drop files here or' text and the 'Select files' button.

Submit

10. With either option selected above, once you select the submit button, you will receive a notice confirming your submission.

## Rocky Vista University COVID Response Departmental/Program Reintegration Plan Form

Thank you for your submission. You will receive an e-mail when an approval decision is made.

You can track the progress of your request by clicking FORM SUBMISSION STATUS under the Forms Workflow menu of the iNet.

## 11. You will also receive a confirmation email.

Thank you for your COVID Response Departmental/Program Reintegration Plan submission. You will receive another e-mail when an approval decision is made.

You can track the progress of your request by clicking FORM SUBMISSION STATUS under the Forms Workflow menu of the iNet.

### Your name:

Terry Meyer

### Your department:

Utah Operations - Safety and Security

### Approver/approver designee

Jenkins, Kristine

**You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do?**

Upload PDF version of plan

**Please attach a PDF version of your plan here:**

- [TEST-TEST-Department-Reint-Plan-KJenkins.pdf](#)

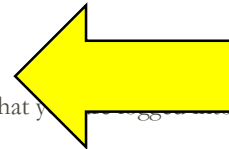
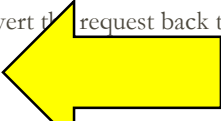
12. Your approver will receive an email with your plan attached/included with a hyperlink for approving, or an entry line to seek more information from you.

**DO NOT REPLY TO THIS E-MAIL.**

A COVID Response Departmental/Program Reintegration Plan has been submitted and needs your approval. You can see the information submitter further down in this e-mail.

To approve, make sure that you are logged into the iNet at [inet.rvu.edu](http://inet.rvu.edu) and click here: [Approve](#)

To reject, or to revert the request back to the submitter to get more information, again make sure that you are logged into the iNet, and click here: [Entry](#)



You can also view any requests that are pending action from you by logging into the iNet and clicking on FORMS WORKFLOW INBOX, under the Forms Workflow menu.

Here is the information that has been submitted:

<b>Your name:</b>
Terry Meyer
<b>Your department:</b>
Utah Operations - Safety and Security
<b>Approver/approver designee</b>
Jenkins, Kristine
<b>You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do?</b>
Upload PDF version of plan
<b>Please attach a PDF version of your plan here:</b>
<ul style="list-style-type: none"><li><a href="#">TEST-TEST-Department-Reint-Plan-KJenkins.pdf</a></li></ul>

13. Once your plan is approved you will receive an email confirming approval.

The following reintegration plan has been approved:

<b>Your name:</b>
Terry Meyer
<b>Your department:</b>
Utah Operations - Safety and Security
<b>Approver/approver designee</b>
Jenkins, Kristine
<b>You can upload a PDF version of your plan, or you can fill out this plan form here online. Which would you like to do?</b>
Upload PDF version of plan
<b>Please attach a PDF version of your plan here:</b>
<ul style="list-style-type: none"><li><a href="#">TEST-TEST-Department-Reint-Plan-KJenkins.pdf</a></li></ul>

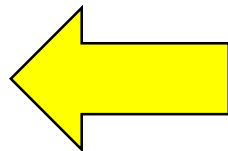
14. Your approver may choose to revert your plan for additional information. If this is the case, you will receive an email seeking additional information with a note from your approver.

**DO NOT REPLY TO THIS E-MAIL.**

More information is required on your reintegration plan form.

**Approver comments:**

Please add more detail to question 3.



**Again, do not reply to this e-mail. Any reply you send to this e-mail will not be received by anyone. Also, DO NOT SUBMIT A NEW FORM.**

To change or add to the information that you submitted in the form below, please make sure that you are logged into the iNet at [inet.rvu.edu](http://inet.rvu.edu) and click here: [Entry](#)

15. At this point you can enter more information into your plan or upload a new document by clicking on the entry link contained within the email.

**DO NOT REPLY TO THIS E-MAIL.**

More information is required on your reintegration plan form.

**Approver comments:**

Please add more detail to question 3.

**Again, do not reply to this e-mail. Any reply you send to this e-mail will not be received by anyone. Also, DO NOT SUBMIT A NEW FORM.**

To change or add to the information that you submitted in the form below, please make sure that you are logged into the iNet at [inet.rvu.edu](http://inet.rvu.edu) and click here: [Entry](#)

