



Individual Return to Office Request Process



Coworker desires to return to a PG&E facility based on a compelling personal reason.



Coworker gets approval from their Director.



Submit [request form](#) to return.



Form reviewed by Committee *expected time 2-3 business days.*



Receive approval from Committee.



Individual returns to PG&E Facility – *effective date will be given with approval.*

Criteria to Return

- Coworker has a compelling reason to return to the facility
- Facility allows for Coworker to physically distance and has been prepared for a return
- Coworker is willing and able to follow guidelines to return to a PG&E facility

Coworker Must

- Complete the COVID-19 Protocols Training (search for SAFE-0120WBT in My Learning)
- Review the [COVID-19 Prevention Standard \(SAFE-2013S\)](#)
- Complete the LiveSafe Daily Health Check before arriving to PG&E's office - review the [COVID-19 LiveSafe App Reporting Tool Five Minute Meeting](#)
- For more information visit [COVID-19 Coworker Resources and Updates](#) site