

Return to Office Request Process



Director desires to return work group to a PG&E facility



Director gets approval from LOB Vice President



Director submit [request form](#) to return work group



Form reviewed by Committee – *expected time within 2 business days*



Receive approval from Committee*



Work group returns to PG&E Facilities – *expected time 1-2 weeks from approval of return*

Criteria to Return

- Work group is not productive working remotely or work group needs equipment and / or technology that is in the office and not accessible remote
- Facility allows for Coworkers to physically distance

Each 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

*If request is denied, the request can be re-entered if circumstances change for the work group.