



FAQs FOR LEADERS: RETURN TO CAMPUS

Updated Nov. 6, 2020

Return to Campus Criteria FAQs

When does return to campus begin?

Returns to campus started in July 2020 and it is expected that returns will be ongoing and staggered over the coming months. It is imperative that all planning requirements are met prior to return.

How are proper safety measures established for employees returning to campus?

The overall principle guiding UCalgary's actions and decisions is to ensure the safety, health and well-being of our students, faculty and staff. We will follow the guidelines of the Government of Alberta based on the advice of the province's Chief Medical Officer. Ultimately, management is responsible for ensuring the safety of employees. Facilities will take responsibility for safety measures in common areas around the university, and leaders must take responsibility for their team workspaces. Employees also have a responsibility for their own health and safety as well which includes compliance with safety protocols such as wearing a mask and social distancing.

How should leaders communicate plans for returning with their employees?

Leaders should be open and transparent about planning for return to campus. It is recommended that leaders share planning documents and safety measures that are being taken to ensure a safe, coordinated and smooth return.

How much notice does a leader need to provide to their employees with regard to return?

Reasonable notice should be provided to employees to ensure they are able to make any necessary personal arrangements outside of work prior to return. At least one week's notice of return to campus is recommended.

If I have an employee that needs to return to pick up equipment/supplies or attend a meeting, do I need to complete a Workspace Safety Plan for them?

No, Workspace Safety Plans are only required for employees who will be going to campus on a regular basis.

What if I have an employee who comes to campus and will be working alone?

With so many University of Calgary employees working from home those workers who do come to campus may be working alone more frequently. Those workers who come to campus and are working alone are required to complete a registration form to promote their safety by:

- Providing a record of who is on campus and working alone
- Ensuring the supervisor is aware of and supports their employee working alone on campus
- Providing a check-in and check-out process

The [COVID-19 Working Alone on Campus form](#) and instructions for completing the form can be found on the EHS website. Please note that SoloSafe is no longer available as an option for checking in and out when working alone.

Safety upon Return to Campus FAQs

If a safety violation is observed by an employee, what should they do?

'If you see something say something'; employees should feel empowered to address issues related to their own personal safety if they are comfortable doing so. Employees should also bring these matters forward to management.

If a safety violation is observed by a leader, what do they do?

Issues of non-compliance may be considered a disciplinary matter and should be reviewed with Human Resources. Please contact your [HR Partner/HR Advisor](#) to discuss the specific circumstances you are encountering.

If my employees are on-site, am I also required to be on-site?

Leaders should be available for employees to ensure proper safety measures are in place whether this is via remote contact or in-person. In general, leaders who have significant numbers of their team onsite should also be onsite.

How many people can be in a laboratory at any given time?

Laboratories should all have Workspace Safety Plans that identify the maximum occupancy in the lab.

Can I require my employees to wear masks?

Employees, along with all visitors to the campus, are required to wear masks in common/indoor public areas including hallways, bathrooms, elevators and lounges. Mask use is not required in office spaces and laboratories unless required by the Workspace Safety Plan. However, employees are required to maintain a 2-metre physical distance in office spaces/laboratories and follow other controls as per the approved Workspace Safety Plan for the workspace. Please review the [Campus Face Coverings Protocol](#).

Who is responsible for cleaning and signage within the workspace?

Facilities will manage cleaning and signage within common areas such as elevators and open areas, however, each leader will need to manage signage within their own workspaces Specifically,

- Caretaking will focus on high-frequency touch points (door handles, elevator buttons, drinking fountains, and handrails) and regular spot cleaning of public washrooms to meet Government of Alberta public health requirements.
- Faculties and departments are required to provide additional cleaning and sanitization to their work surfaces and equipment. These practices will generally be set out in the Cleaning and Disinfecting section of Workspace Safety Plans. Faculties and departments will be responsible for sanitizing and disinfecting workspaces and related high-touch points in faculty and departmental areas, including office areas, printer rooms and lunchrooms between uses, and recycling and garbage being emptied to common area receptacles. These types of spaces would include the following:
 - Workbenches, laboratory benches, desktops and cabinets.
 - Laboratory, research, athletic and maintenance equipment.
 - High-touch surfaces in faculty and departmental areas.
 - Meeting rooms and boardrooms.

How do I get equipment or supplies required to ensure physical safety (i.e.: Plexiglas, disinfectant wipes, etc.)?

Due to the high volume of requests for plexiglass shielding at front counter areas, UCalgary has established a kit of parts that can be ordered and purchased directly by the faculty/department through our preferred vendors ([UC Protocol for Front Counter Shielding](#)). Disinfectant wipes for cleaning your work area on the main campus are available through the Supply Chain [Covid Supplies Request Form](#). The total supply of wipes will be tracked and distributed evenly to faculties and departments based on the number of personnel.

Managing Employees upon Return to Campus FAQs**An employee has refused to return to work because of safety concerns. What do I do?**

All employees have the right to refuse unsafe work. If you have an employee who is refusing work due to COVID-19 you should:

- Listen and identify their specific concerns
- Inform them of the steps that are being taken to address the safety concerns raised by COVID-19;

- Consider whether additional steps could be taken to address their specific concern.

If you have an employee who continues to refuse to attend work despite communicating all actions management has taken to ensure their health and safety, please contact your [HR Partner/HR Advisor](#) .

If my employee is showing symptoms of illness related to COVID-19 at work, what should I do?

If a person who becomes ill while at work with symptoms that may indicate COVID-19 infection (cough, fever, shortness of breath, runny nose or sore throat), please follow the [COVID-19 Procedure for Sick Employees](#) developed by Staff Wellness.

If an employee has indicated they are exhibiting COVID-19 symptoms and unable to return to campus, what should I tell them to do?

Advise the employee to isolate at home, take the [AHS COVID-19 Self Assessment](#) and follow instructions from [Alberta Health](#). See the [COVID-19 Isolation Guidance](#).

What do I do if one of my employees tests positive for COVID-19?

As per [Alberta Health](#), those who test positive for COVID-19 are legally required to isolate for a minimum of 10 days and notify Staff Wellness. Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer. Please review documentation on [Responding to a Positive Case](#) and [COVID-19 Isolation Guidance](#).

With restrictions being relaxed, if an employee chooses to travel outside of Canada, are they still required to quarantine after 14 days?

As per [Alberta Health](#), you are legally required to isolate for 14 days if you returned from travel outside of Canada and monitor for symptoms. If you become sick with cough, fever, shortness of breath, runny nose or sore throat during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer, and notify Staff Wellness if you test positive for COVID-19.

If someone within the employee's household becomes ill with COVID-19, is the employee expected to stay home?

As per [Alberta Health](#), you are legally required to isolate for 14 days and monitor for symptoms if you are a close contact of a person who tested positive for covid-19 (provides care, lives with or has close physical contact without appropriate use of personal protective equipment, or comes into direct contact with infectious body fluids). If the employee also becomes sick with [covid-19 symptoms](#), they must isolate for an additional 10 days from when symptoms started.

An employee can return to work if:

- a) their 14 day isolation window from being a close contact has passed;
and
- b) their own symptoms have resolved;
and
- c) Either:
 - they have a negative covid-19 test;
or
 - 10 days have passed since the onset of their symptoms.

Please review the [COVID-19 Isolation Guidance](#). Notify Staff Wellness if you test positive for COVID-19 and have been on campus or are planning on returning to campus. If you have not been on campus, and test positive, you do not need to notify Staff Wellness unless you have plans to return after your illness.

What if my employee is refusing to return to campus, because they take public transportation?

Travel to and from work at the beginning and end of the workday is the responsibility of the employee and may require the employee to make alternate travel arrangements in order to meet their employment obligations. If an employee is refusing to return to campus, contact your [HR Partner/HR Advisor](#) to discuss next steps.

If an employee has childcare obligations, are they still able to work from home? What if the type of work they do is not feasible from home?

If your employee has requested time off or a remote working arrangement due to childcare obligations please connect with [HR Partner/HR Advisor](#) to discuss.

How should I deal with employees who are not complying with the safety measures set-out? Issues of serious and/or repeated non-compliance may be considered a disciplinary matter and should be reviewed with your [HR Partner/HR Advisor](#).

How do I manage equipment if an employee is both working from home and on campus on a rotating schedule?

Employees will need to be flexible while they are working a rotating or staggered schedule on campus. Individual leaders will need to determine what equipment is essential for the employee to take home to enable work to be completed while on their “working remote” day (e.g. laptops).

Do I need to keep track of where my employee is working?

It will be important for leaders to maintain a record of which employees are on campus which day and keep these records for at least one month (on a rolling basis). This will enable contact tracing efforts should anyone test positive for COVID-19.

If employees are expected to come back gradually (i.e.: working varying days of the week on campus) will they still be required to pay parking fees?

Yes, parking fees will resume on campus. Plans regarding parking fees for employees returning to work have been communicated.

What resources are available for leaders to support a successful return to campus?

[UCalgary COVID-19 Re-Entry Protocols](#)

[Classroom & Lab Re-entry Protocol](#)

[Employee and Student Isolation Guide](#)

[Common Space Safety Document](#)

[Guidance for Meal Preparation and Eating Spaces](#)

[Return to Campus Planning Guide](#)

[COVID-19 Procedure for Sick Students](#)

[COVID-19 Procedure for Sick Employees](#)

[Return to Campus Training for Leaders and Employees](#)

[Response Procedure to Positive COVID-19 Test Result](#)

[General Relaunch Guidance](#)

[COVID-19 Information guidance for Post-Secondary Institutions](#)

Who can I contact if I have any further questions?

Please contact UService at campus.reentry@ucalgary.ca or 403-210-9300