

## FAQs FOR LEADERS: RETURN TO CAMPUS

Updated Sept. 21, 2020

### Return to Campus Criteria FAQs

#### **Which positions should be considered for return to campus in Stage 2?**

The overriding factor in determining whether the position should return to campus should be based on the nature of the job/work and the actual requirement for that work to be done on campus rather than on individual preferences or other factors. As a general rule, work that can effectively be performed from home should continue to be done from home until further notice.

At least one (1) of the following criteria must be present in order to obtain approval for return to campus at this stage:

- a. Campus access is required for on-going use of tools and equipment;
- b. Work involves secure data and confidential information; or
- c. On-site preparation and attendance are required for delivering services to faculty, students, staff and the public.

#### **When does return to campus begin?**

It is expected that return will commence in mid-July 2020 however it is imperative that all planning requirements are met prior to return.

#### **Whose responsibility is it to ensure that proper safety measures are in place 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 staff. Facilities will take responsibility for safety measures in common areas around the university, and leaders must take responsibility for their team workspaces.

#### **How should leaders communicate return 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.

#### **Do I need to prepare a return to campus plan if all of my staff are working effectively from home currently and don't need to return in the stage starting in July?**

At this time our guidance is that those employees who are able to work from home effectively should continue doing so until further notice. As such, leaders of teams that are working from home effectively do not need to complete a return to work plan until we advise that a more widespread return to campus will commence. At this time, return to campus planning should only be directed at those positions which meet the specified criteria articulated above.

### Safety upon Return to Campus FAQs

**If a safety violation is observed by a staff member, what should they do?**

'If you see something say something'; employees should feel empowered to address issues related to their own personal safety as well as bring these matters forward to management.

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

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

#### **If my staff are on-site, am I also required to be on-site?**

Leaders should be available for staff 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, however we recognize that leaders may have issues (childcare, immunocompromised situation, etc.) where this will not be possible.

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

This will depend on the size/scope of the lab to ensure that proper physical distancing is practiced by maintaining distance (approximately 6 feet or 2 meters) from others unless separated by a physical barrier (prevent people from sitting within 2 meters of each other).

#### **Can I require my employees to wear masks?**

Because not everybody can safely or comfortably wear masks, mask wearing is not mandatory in Alberta. UCalgary encourages wearing masks in enclosed spaces or when physical distancing is not possible.

#### **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. Therefore, faculties and departments will be responsible for sanitizing and disinfecting workspaces and related high-touch points in faculty and departmental areas, including office cleaning, 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 Staff Wellness. The total supply of wipes will be tracked and distributed evenly to departments based on the number of personnel.

#### **Managing Staff upon Return to Campus FAQs**

##### **A staff member has refused to return to work because of safety concerns. What do I do?**

All staff have the right to refuse unsafe work. If you have a staff member 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?**

As per [Alberta Health Services](#), if an individual has symptoms they are to take the online assessment to arrange testing.

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

As per [Alberta Health Services](#), 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.

**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 Services](#), you are legally required to isolate for 14 days if you returned from travel outside of Canada after March 12 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 Services](#), 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 become sick with cough, fever, shortness of breath, runny nose or sore throat during this time, they 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.

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

Faculty and staff may require more flexibility to meet their childcare obligations as schools are closed and many childcare facilities are at limited capacity. Managers should work with faculty and staff to provide flexibility with respect to scheduling and work assignments and allow these employees to continue to work from home until childcare is accessible.

Managers should also be flexible with respect to requests to use personal leave days, vacation days or leaves without pay if the employee is unable to work from home or if the employee needs to manage childcare responsibilities.

**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 staff returning to work are being developed.

**Based on the fact that the U of C is trying to limit numbers on campus, is there a process or plan for managing public access on campus?**

At this time, buildings on campus remain secure and there are no UCalgary facilities open to the public (e.g. vendors, food services, recreation facilities, etc.). This is likely to change in the future as the province progresses through the stages of relaunch and services on campus are allowed reopen to the public. All public-serving areas on campus, as with the rest of the University, will be required to develop robust re-opening plans that are in line with the University procedures as well as Public Health regulations and sector specific guidance.

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

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

[General Relaunch Guidance](#)

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

**Who can I contact if I have any further questions?**

Please contact the ISC, by email at [campus.reentry@ucalgary.ca](mailto:campus.reentry@ucalgary.ca) or by phone at 403-220-8800