UNIVERSITY OF CALGARY

Updated Jan 29, 2021

Lab/Office Workspace Safety Plan FAQs

1. **What is the overall process of the Return to Campus planning process?**

Overall, the Return to Campus planning process follows the 4 steps below:

Leadership Prepare a Plan → Dept Head/Director Review → SLT Approval → Individual Staff Confirmation

2. **What are the roles and responsibilities of those involved in the Return to Campus planning process?**

   a. **Plan Author**

      i. Prepare an electronic Workspace Safety Plan on the Return to Campus SharePoint site.

      ii. When applicable, consult with the leadership of other team(s) to align the safety measures for shared workspace.

      iii. Monitor the completion progress of the returning employee's confirmation.

   b. **First Approver (typically this should be a Department Head/Director)**

      i. Review submitted Workspace Safety plan.

      ii. Ensure staffing capacity, workspace population density and safety measures comply with relevant guidelines and protocols.

   c. **SLT**

      i. Review and approve all submitted plans in their respective portfolios.

   d. **Returning Employee**

      i. Review the Workspace Safety plan and relevant guidelines and protocols.

      ii. Confirm the return by completing the acknowledgement on SharePoint.

3. **How do I start a Workspace Safety Plan?**

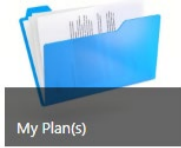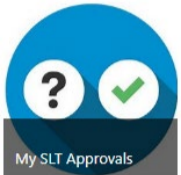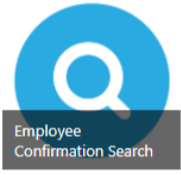   a. To start a Workspace Safety Plan, visit the Return to Campus SharePoint site.
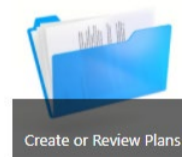
   b. Click on the "Create or Review Plans" icon [Create or Review Plans] to enter your plan library.

   c. Click on the "Click here to start a new Workspace Safety Plan" link [Click here to start a new Workspace Safety Plan] to start your plan.

Please note, for best experience, please use Microsoft Internet Explorer or Edge browser to access the SharePoint site.

4. **How do I navigate on the SharePoint site?**

	This is your plan library, where you may: • create a new plan • view all your plan(s) • make changes to your saved plan(s) • submit plan(s) for review and approval • add individual employees for confirmation upon SLT approval
	This section is for SLT/ELT review and approval only. Each SLT/ELT will only be able to see the plan(s) under their own portfolio.
	This section provides you an overview of all the identified returning employee and their confirmation status.
	This section is for each individual employee to confirm their return and indicate their acknowledgement for the compliance requirements towards any relevant Return to Campus protocols and guidelines. You will only see your own confirmation.

5. Can I save my plan without submitting to the First Approver (Department Head/Director)?

Yes, you may save your plan at any point once you completed the "Required Staff" section. As long as the "Send to First Approver" choice is set as "No", your plan will be saved without submitting to the First Approver (Department Head/Director).

6. What happens if the SharePoint "times out" before I finish my plan?

The UCalgary SharePoint has a 30-minute "time out" for security purposes. As long as you're actively entering information on SharePoint, such "time out" would not occur. If you're going to leave it idle for extended period of time, please save the plan by using the "Save" button.

7. What happens after my Workspace Safety plan is submitted?

a. Upon submission, most of your plan content will be locked down to prevent further editing.

b. A notification email will be sent to the identified First Approver (Department Head/Director) for review.

c. You will receive an email notification to add employee for return confirmation, once your plan is approved by your SLT.

d. Your plan may be rejected by either the First Approver (Department Head/Director) or SLT. In such case, you will also receive an email notification. The First Approver (Department Head/Director)/SLT may provide a comment in the plan for modifications. You may re-submit the form once changes are made.

8. How can I add returning employee for confirmation?

a. Once your plan is approved by SLT, an "Add new employee" link will appear at the bottom of the plan on SharePoint.

> **ACKNOWLEDGEMENT BY STUDENTS, FACULTY, POST DOCS AND STAFF OCCUPYING WORKSPACE**
> *All employees whose primary work location is in the area covered by the plan must acknowledge that they understand and will follow the requirements of the plan.*
>
> **Add new employee**

b. Clicking on the link will take you to the "Employee Confirmation" form, where you can add employees to be notified.

c. Once you submit the "Employee Confirmation" form, a notification email will be automatically sent to the employee(s) for confirmation.

9. What is the difference between the "Required Staff" and "Employee Confirmation" sections?

The Part A "Required Staff" section is for providing an overview on the capacity of returning employee. It's not intended for identify each individual returning employee. For example, you may need 10 Research Technicians spending 50% of their time on campus.

The "Employee Confirmation" section is to identify each returning employee, so they can individually acknowledge the return and compliance with the Return to Campus protocols. So please make sure all identified returning employees are added to this section, and their confirmations are properly completed.

10. Can I add more employee for confirmation at a later time when required?

Yes, you can add identified returning employee for confirmation at any time, and the newly added employee will be notified by email as well. Please do not exceed with the approved staffing requirement/capacity when adding more employee for confirmation.

11. How do I make changes to a submitted plan?

The process of updating a plan depends on whether the change will affect the returning employee who have already acknowledged the plan. Please keep in mind, only the plan author(s)/co-author(s) can make changes to a plan.

- **Changes that do not affect the returning employee who have already acknowledged the WSP**

The sections listed below are often used for adding new capacities to your plan. You may make changes to those sections at any time, regardless if the plan has been approved.

  o The required staff section.

Description Of Position/Role	Department	# of Staff Members	Percentage (%) of Time Required on Campus	Rationale	Earliest Return To Campus Date
*	* ⌄	*	*%	Select... * ⌄	*🔲
☐ Click to insert a row to identify additional position/role					

  o The workspace (i.e. room, office, lab, etc.) within the identified workspace location.

Workplace Location(s) (room and/or description of space):	

  o The co-author and delegate of the plan.

Plan Author(s):		👥 📇
Plan Delegate(s):		👥 📇

  o The employee acknowledgement section.

ACKNOWLEDGEMENT BY STUDENTS, FACULTY, POST DOCS AND STAFF OCCUPYING WORKSPACE
All employees whose primary work location is in the area covered by the plan must acknowledge that they understand and will follow the requirements of the plan.

Add new employee

- **Changes that will require all returning employee to acknowledge, including those who have previously acknowledged the original WSP**

For other sections of a WSP, any change implies an update to the safety measures, which all returning employee must be aware of. So any returning employee who have previously acknowledged the WSP will be required to re-acknowledge the revised WSP.

To update these sections of the plan, you need to "Return the Plan for Editing", which will make all plan content become editable for changes. Please note, once a plan is returned for editing:
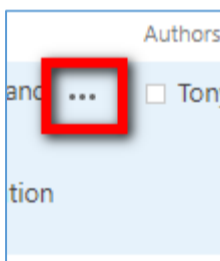
- o All previous approvals of the original plan (if applicable) will be removed, so the revised plan need to be resubmitted for approval.
- o If the returning employee acknowledgement has already commenced for the original plan, you will be required to request "Resend Acknowledgement" upon approval of the revised plan.
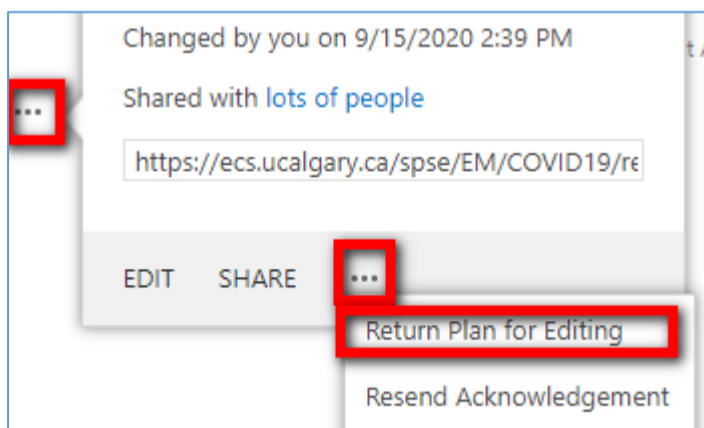
12. How do I "Return the Plan for Editing"?

- **Step 1**: Click on the "Create or Review Plans" icon to enter your plan library.

Create or Review Plans
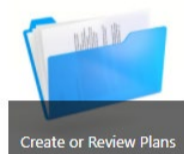
- **Step2**: Locate the plan you want to make changes to and click on the 3 dots to the right of the plan name.

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- **Step 3**: Click on the 3 dots in the pop-up menu and choose "Return Plan for Editing".

⋯
Changed by you on 9/15/2020 2:39 PM
Shared with lots of people
https://ecs.ucalgary.ca/spse/EM/COVID19/re

EDIT   SHARE   ⋯
Return Plan for Editing
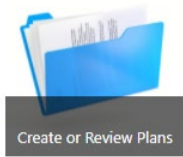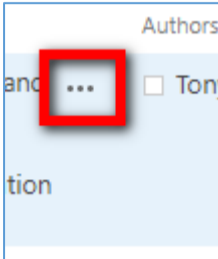Resend Acknowledgement

Please note:

- Once the plan is returned for editing, all plan content will become editable, but any previous approvals (if applicable) will be removed and require re-approval.
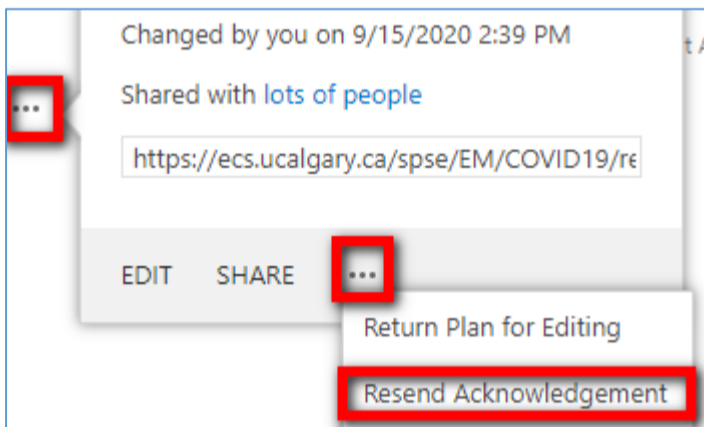
13. How do I request "Resend Acknowledgement"?

- **Step 1**: Click on the "Create or Review Plans" icon to enter your plan library.

- **Step2**: Locate the plan you want to resend employee acknowledgement and click on the 3 dots to the right of the plan name.

- **Step 3**: Click on the 3 dots in the pop-up menu and choose "Resend Acknowledgement".


Please note:

- The Resend Acknowledgement request will be reviewed by SharePoint Site Admin, so the actual notification to the returning employee will not be sent instantly.

- The Resend Acknowledgement request will remove any previously completed acknowledgements by returning employee. So all returning employee under the plan need to "re-acknowledge" the plan, even if they have already done so previously in the original plan.

- Prior to re-sending the acknowledgement, it is suggested that there be an email or some other communication with affected employee notifying them to expect this acknowledgement. This will avoid them thinking the acknowledgement email is spam and deleting it.

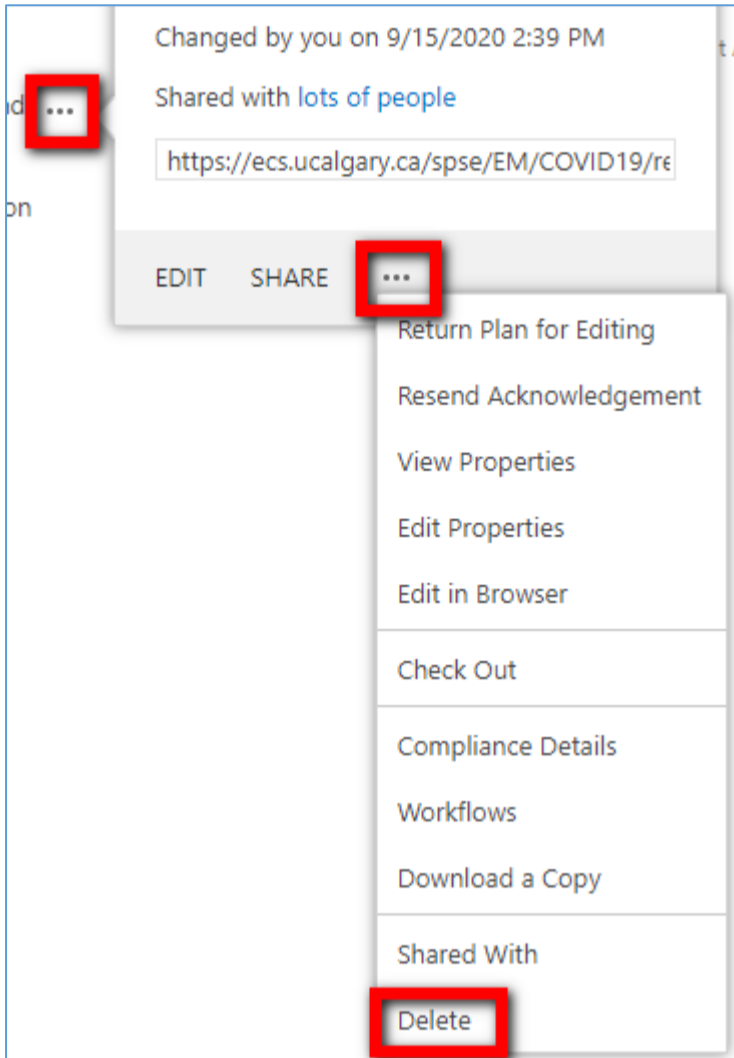## 14. How do I remove a redundant plan, or a plan created by error?

- **Step 1: Click on the "Create or Review Plans" icon to enter your plan library.**
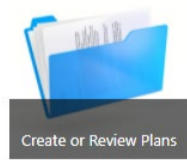
- **Step2: Locate the plan you want to resend employee acknowledgement and click on the 3 dots to the right of the plan name.**
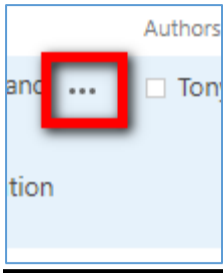
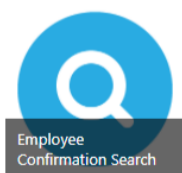- **Step 3: Click on the 3 dots in the pop-up menu and choose "Delete".**

15. What can I do if I deleted a plan by mistake?

If you deleted a plan by mistake, please contact campus.reentry@ucalgary.ca to restore the plan.

16. How can I check the employee confirmation progress for each WSP?

- **Step 1**: Click on the "Employee Confirmation Search" icon to enter the search page:

- **Step 2**: Find the WSPID of the plan you'd like to check its employee confirmation progress. All the plans you created or approved will appear in the "Workspace Safety Plan" list on the page as shown below:
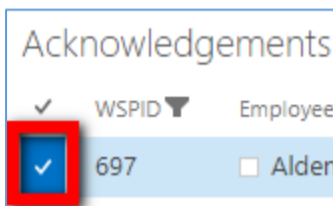
- **Step 3**: Key in the WSPID of the plan that you would like to search in the "Enter WSPID and hit enter" box, then hit Enter key or the red reset button:
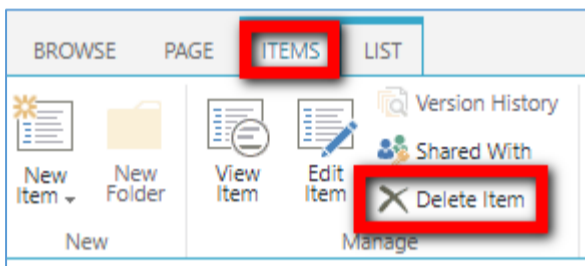

17. **How do I remove an employee confirmation from a WSP?**

- **Step 1**: Follow the steps in Question 16 to find the employee with the associated WSPID.

- **Step 2**: Tick the check mark to select the employee(s) that you want to remove from the WSP:

- **Step 3**: Navigate to the "ITEMS" tab on the top left of your screen, and then select "Delete Item":

If you have any questions or require assistance, please contact campus.reentry@ucalgary.ca.