

Updated August 18, 2020

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:



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

a. Plan Author

- i. Prepare the electronic Return to Campus plan on the dedicated SharePoint site.
- ii. When applicable, consult with the leadership of other team(s) to align the safety measures for shared workspace.
- iii. Work with HR to inform identified returning staff.
- iv. Monitor the completion progress of the returning staff's confirmation.

b. First Approver (Department Head/Director)

- i. Review submitted Return to Campus plan.
- ii. Ensure staffing capacity, workspace population density and safety measures comply with relevant guidelines and protocols.

c. SLT/ELT

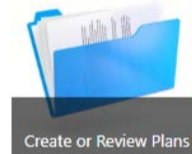
- i. Review and approve all submitted plans in their respective portfolios.

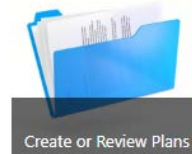
d. Returning Staff

- i. Review the Return to Campus plan and relevant guidelines and protocols.
- ii. Confirm the return by completing the acknowledgement on SharePoint.

3. How do I start a Return to Campus Plan?

- a. To start a Return to Campus Plan, visit the [Return to Campus SharePoint site](#).

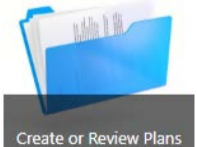




- b. Click on the "Create or Review Plans" icon  to enter your plan library.
- c. Click on the "Click here to start a new Workspace Safety Plan" link

[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?

	<p>This is your plan library, where you may:</p> <ul style="list-style-type: none"> • 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
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 <p>SLT Approvals</p>	<p>This section is for SLT/ELT review and approval only.</p> <p>Each SLT/ELT will only be able to see the plan(s) under their own portfolio.</p>
 <p>Employee Confirmation(s)</p>	<p>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.</p> <p>You will only see your own confirmation.</p>

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 Return to Campus plan is submitted?

- a. Upon submission, your plan will be locked down from 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 staff 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.
- 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 staff. It’s not intended for identify each individual returning employee. For example, you may need 10 FTE’s of 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 returning employees are added to this section, and their confirmations are properly completed.

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

Yes, you can add more staff for confirmation at anytime, and the newly added staff will be notified by email as well. Please do not exceed with the approved staffing requirement when adding more staff for confirmation.

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

Once a plan is submitted for approval, the plan will be locked down to ensure valid approvals. If you need to make corrections to your submitted plan, you may:

- Inform the appropriate approvers to disapprove the plan, if it has not been approved by the First Approver or SLT. The plan will then be unlocked and returned to the plan author for editing.
- If the plan has been approved by SLT, you may contact campus.reentry@ucalgary.ca to re-open the plan for changes. Please keep in mind that after re-opening the plan, it needs to go through the entire review/approval workflow again.

12. If I want to amend the plan while the return to campus progress evolves, what should I do?

It depends on the amendments you want to make to your plan:

- If your changes/amendments do not require those notified staff to acknowledge again, you may contact campus.reentry@ucalgary.ca to re-open the plan. Some examples of those types of changes are (but not limited to):
 - Add more required staff positions or capacities;
 - Change consultation status for shared workspace;
- If your changes/amendments require the notified staff to become aware, you may create a new plan. Some examples of those types of changes are (but not limited to):
 - Change safety measures from previously approved plans;
 - Change the emergency procedures.