



## COVID-19 Return to Campus Guidelines for Leaders

Updated Aug. 6, 2020

The purpose of this document is to provide additional guidance to leaders who have some faculty and staff on their team that are returning to campus. This guidance is aligned with the [UCalgary COVID-19 Re-Entry Protocols](#) and the [Return to Campus Planning Guide](#) and focuses on the items for leaders to consider and manage.

This document should be reviewed by leaders prior to recommending that any staff return to campus so that there is a clear understanding of what the leader responsibilities are. These guidelines should also be reviewed and actioned once any staff are approved to return.

Principle	Guidelines and Considerations
Limit the number of people in the workplace at the same time	<ul style="list-style-type: none"> <li>• Encourage faculty and staff to continue working from home if they are able and if their jobs are conducive to this, until further notice. Reinforce the principle that if they can work from home, they should work from home.</li> <li>• For those faculty and staff who must return to campus physically on some basis:               <ul style="list-style-type: none"> <li>○ Allow only a partial amount of staff in your faculty/unit to return to the campus at any given time. Numbers of staff will be limited by the physical space constraints as defined in the Re-Entry Protocols and <a href="#">Lab and Office Workspace Safety Plan</a>.</li> <li>○ Implement staggered or rotating visits to the campus to reduce the number of faculty and staff present at any one time. For example, for those staff who are returning to campus, have some go to campus on Monday/Wednesday/Friday and work from home on Tuesday/Thursday. Have the remaining staff do the opposite schedule.</li> <li>○ Maintain a record of faculty and staff who are at the campus each day and keep these records for at least two weeks (on a rolling basis). This will be important for contact tracing efforts should anyone test positive for COVID-19.</li> <li>○ Implement adjusted hours of work to avoid movements of people at the same time (staggered start/end times, lunch hours, etc.).</li> </ul> </li> <li>• Limit the number of third-party visitors to the campus to only essential in-person visits.</li> </ul>

<p>Accommodate personal circumstances and preferences where possible</p>	<ul style="list-style-type: none"> <li>• Faculty and staff whose regular forms of childcare are not available (and cannot find viable alternatives) should be given flexibility to continue working from home. Similarly, staff with elder care responsibilities or who have an immunocompromised condition (or family member) should also be given such flexibility.</li> <li>• Faculty and staff who do not have any restrictions (e.g. childcare, immunocompromised) and whose position is required to return to campus may indicate a personal preference to not return at this time. These staff will need to return in the time frame indicated by their leader. However, leaders should take the time to walk through all safety protocols and provide assurance that appropriate measures have been taken to keep the work environment as safe as possible. Questions and concerns on this can be raised with your <a href="#">HR Partners/Advisor</a> or with <a href="#">Environment, Health and Safety</a>.</li> <li>• Long-term requests to work from home are likely to arise as well. Human Resources is currently working on a proposed approach to handle these requests. Requests that occur in the meantime should be deferred and considered if and when there is a university-wide program in place.</li> <li>• Be mindful of the mental health impacts of the COVID-19 pandemic. Support faculty and staff by reminding them of available mental health support and encourage them to use these resources. See this link for more details: <a href="#">Mental Health During COVID-19</a>.</li> </ul>
<p>Plan for physical distancing when at work</p>	<ul style="list-style-type: none"> <li>• Faculty and staff should maintain a minimum two-metre distance from one another.</li> <li>• Numbers of staff will be limited by the physical space constraints as defined in the <a href="#">Lab and Office Workspace Safety Plan</a>. Workspaces and floor plans should accommodate a two-metre physical distance and if not, appropriate adjustments must be made. This may include increasing separation between desks, workstations, shared offices, and furniture or fixtures in common spaces, such as lunchrooms, meeting rooms, and waiting rooms. Prior to approval of staff to return to campus, a Lab and Office Workspace Safety Plan must be completed. Assistance with this assessment and implementation can be provided by contacting <a href="#">Environment Health and Safety</a>.</li> <li>• Limit the number of people who may ride in an elevator at a time, likely one at a time unless physically distancing can be maintained. Signage and floor stickers will be utilized to encourage people to remain two-metres apart. Similarly,</li> </ul>

	<p>stairwell traffic will need to ensure physical distancing. Stay to the right and follow the directional signage.</p> <ul style="list-style-type: none"> <li>• Adjust scheduling, such as start/end times and breaks to reduce the number of people using common spaces (such as break rooms, lunchrooms, and bathrooms) and elevators/stairwells at the same time.</li> <li>• Occupancy of shared spaces such as copy, mail and lunchrooms should be limited to allow for 2m distancing. This may mean that only one person can access the space at a time.</li> <li>• At this time, there is no access to kitchen appliances on-campus. This includes access to refrigerators, microwaves, dishwashers, coffee brewing equipment, kettles or shared utensils or dishware. <ul style="list-style-type: none"> <li>○ Kitchen sinks may be used for drinking water.</li> <li>○ Faucets and any other areas touched when a person is in a kitchen must be disinfected before and after use.</li> </ul> </li> <li>• Implement signage to ensure distance is maintained, for example using taped arrows to indicate “one way” traffic in departmental hallways, taping off waiting areas to prevent bottlenecks in small spaces such as washrooms, taping off areas around workstations, appliances, machines, photocopiers, etc. to indicate appropriate two-metre spacing. Temporary signage in building common areas, like stairwells and elevators, will be addressed centrally however, leaders are asked to monitor this and take ownership for ensuring that areas around their teams are properly addressed. Temporary signage is available for download and printing at this link: <a href="https://ucalgary.ca/risk/environment-health-safety">https://ucalgary.ca/risk/environment-health-safety</a></li> <li>• Cancel or go virtual on activities, social events and in-person meetings.</li> <li>• Spread out essential in-person appointments and meeting times to minimize proximity to others. The majority of meetings should continue to be held virtually.</li> <li>• Physical distancing is the most effective way to prevent spread of COVID-19. The use of Personal Protective Equipment (PPE) such as masks and gloves should be recommended to staff when physical distancing measures cannot be ensured, such as when entering or exiting the workspace. Staff must supply their own PPE.</li> </ul>
<p>Limit physical contact and minimize interpersonal interactions</p>	<ul style="list-style-type: none"> <li>• Remove all communal items that cannot be easily cleaned, such as newspapers, magazines, and candy bowls.</li> <li>• Eliminate sharing of tools and equipment between faculty and staff, or if sharing is required, providing solution for</li> </ul>

	<p>staff to disinfect tools and equipment between uses (e.g. copiers/printers, lunchroom tables/chairs).</p> <ul style="list-style-type: none"> <li>• 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. These areas should be cleaned daily when occupied.</li> <li>• Continue using technology to minimize interactions, such as using technology to share documents and videoconferencing as much as possible.</li> <li>• 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. Please refer to the <a href="#">Protocol for Front Counter Shielding</a> for more details.</li> <li>• A plexiglass shield is required in the following circumstances: <ul style="list-style-type: none"> <li>○ If a transaction is taking place (i.e., the exchange of goods or materials).</li> <li>○ If there is a high volume of visitors to the front desk, generally more than four (4) persons per hour.</li> <li>○ If two-metre physical distancing cannot be achieved.</li> </ul> </li> <li>• In circumstances where the above criteria cannot be met, and distancing is possible, floor decals clearly illustrating two-metre distancing, removal of visitor furniture to reduce occupancy, and queuing signage should be used to ensure provincial standards are being adhered to.</li> <li>• If the configuration of the front counter is too complicated for a simple plexiglass shield and spatial or furniture modifications are required, then a work request can be submitted to Facilities.</li> <li>• Consider where physical barriers (such as those found in many grocery stores and pharmacies) could be helpful to partition staff.</li> <li>• Events should be planned in-line with the Events Matrix. In-person meetings should continue virtually.</li> <li>• Spread out essential in-person appointments and meeting times. The majority of meetings should continue to be held virtually.</li> <li>• Develop protocol for use of shared physical files</li> <li>• Implement a mechanism for sanitization of incoming deliveries/mail.</li> </ul>
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Encourage hygiene	<ul style="list-style-type: none"> <li>• Promote regular and thorough hand-washing and good hygiene by faculty and staff and other individuals present in the workplace. Signage is available for download and printing at this link: <a href="https://ucalgary.ca/risk/environment-health-safety">https://ucalgary.ca/risk/environment-health-safety</a>.</li> <li>• Ensure faculty and staff complete “return to work” training.</li> <li>• 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.</li> <li>• Faculties and departments are required to provide additional cleaning and sanitization to their work surfaces and equipment. Therefore, faculties and departments 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 type of spaces would include the following: <ul style="list-style-type: none"> <li>○ Workbenches, laboratory benches, desktops and cabinets.</li> <li>○ Laboratory, research, athletic and maintenance equipment.</li> <li>○ High-touch surfaces in faculty and departmental areas.</li> <li>○ Meeting rooms and boardrooms.</li> </ul> </li> </ul>
Prevent sick faculty and staff from being at work	<ul style="list-style-type: none"> <li>• Anyone who feels ill, and particularly with COVID-19 type symptoms of cough, fever, shortness of breath, runny nose or sore throat, or any of the other symptoms identified by Alberta Health Services here must not come to the campus.</li> <li>• 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 <a href="#">COVID-19 Procedure for Sick Employees</a> established for Staff developed by Staff Wellness.</li> </ul>
Compliance with safety protocols	<ul style="list-style-type: none"> <li>• Our success returning faculty and staff to campus safely will depend largely on everyone’s cooperation and willingness to follow guidelines such as these leader guidelines and other related documents. It is important for leaders to monitor and ensure adherence to the university’s guidelines for the sake of everyone’s safety.</li> </ul>

	<ul style="list-style-type: none"><li>• Issues of serious and/or repeated non-compliance should be considered a disciplinary matter and reviewed with Human Resources.</li></ul>
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