

Return to Campus processes for academic units and faculty access to offices

Preamble

We are still under Provincial Government Stage 3 orders which restrict the opening of campus, so we are not returning to campus at this time (except for essential services, research, and work that cannot be done remotely as provided for in the orders).

This is a plan for preparing for the future and the return to campus when it is safe to do so.

It allows us to prepare buildings, policies and reporting structures.

We will return to campus when Provincial Government orders allow us to do so.

Principles

- Carleton Community safety is the primary focus and the return to campus will be phased and progressive.
- FMP will be preparing buildings and grounds before return— FMP to be advised of return well in advance (at least 1 week prior).

The Provincial Government Stage 3 orders specifically allows for temporary access to facilities, even for activities not listed as essential, for certain limited purposes including maintenance, security, and critical matters that cannot be attended to remotely.

This document outlines two processes for a) faculty access to offices, and b) academic departments return to campus. It also includes general return to campus information.

A) Faculty access to offices

These access requests must be approved by the relevant Dean. The Dean will report approval through the [COVID Portal](#). Faculty members must email their Dean for approval and additional information.

B) Academic department return to campus process – There are currently no plans to have academic departments return to campus.

1) Recovery Assessment Questionnaire

- Collection of information necessary to develop site specific protocols and requirements (e.g. plexiglass, etc.)

2) Responses reviewed by Return to Campus (RTC) Planning Group

3) “Requirements and Protocols” document provided to the Chair

- includes instructions on getting space ready, guidelines for conducting tasks safely, procurement instructions for supplies/equipment

a. Advise Unions

Deputy Provost’s Office and HR will inform any union whose members will be affected by the return to campus so that they are proactively informed about the decision

4) Approval by Steering Committee

- RTC planning group to provide recommendation to Steering Committee, who will provide final approval; the Chair will be informed

5) Notify Employees of Return

- Employees informed of return to campus with appropriate notice (minimum of 1 week)
- **Returning employees will be required to take COVID online training posted on cuLearn**
- **Employees must also familiarize themselves and comply with the [Carleton University Mask Policy](#)**

C) General return to campus information

Supplies:

Procurement of essential supplies is funded centrally (specialized research related supplies to be paid for by research funds). Catalogues are in eShop for the following supplies:

- **physical controls** (public signage and standard physical barriers),
- **general supplies** (cleaning supplies, gloves, etc.), and
- **research related supplies.**
- Orders will be reviewed for appropriate volumes to ensure appropriate quantities are ordered.
- Orders will be delivered to the Department or area.

HR Process for Illness: Faculty and Staff who become ill at work must immediately self-isolate and inform Supervisor/Chair by email or phone and leave premises immediately;

- Employees who became ill after self-isolating should report only the days off due to illness as sick leave.
- Until further notice, a doctor's note will not be required to confirm short-term illness (i.e. more than 5 days but less than 20). Supervisor or Chair must inform HR if a faculty or staff member has been ill for more than 5 days. Report all cases of illness potentially linked to COVID-19 at: <http://carleton.ca/covidreporting>

Reminders

- Work from home remains the *primary option*.
- Hand washing is essential – soap and water or hand sanitizer.
- Physically distance whenever possible.
- Faculty and staff who are ill must stay home.
- Employees must familiarize themselves and comply with the [Carleton University Mask Policy](#).
- Training must be completed before returning to campus.
- **Infection prevention guidelines are available on the [EHS website](#).**

For questions or concerns, please address them as follows.

Questions related to...

- RTC assessment and plans: returntocampus@carleton.ca
- Health and Safety: ehs@carleton.ca
- HR issues: Debbie.Orme-Rego@carleton.ca
- Procurement issues: procurementservices@carleton.ca
- Cleaning and building issues: FMP Service Centre, FMP.Service.Centre@CUNET.CARLETON.CA
- Risk management and insurance issues: risk@carleton.ca
- Research RTC to be addressed to **applicable Dean or designate**.

