

## Return to Campus Process Summary for (administrative and support services)

### Principles

- Carleton Community safety is the primary focus and 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 (one week prior)

### Steps for Return to Campus:

- 1) **Recovery Assessment Questionnaire**
  - Collection of information necessary to develop site specific protocols and requirements which must be implemented
- 2) **Responses reviewed by RTC Planning Group**
- 3) **“Requirements and Protocols” document provided to Director/Manager**
  - includes instructions on getting space ready, guidelines for conducting tasks safely, procurement instructions for supplies/equipment
- 4) **Advise Unions**
  - HR will inform any union whose members will be affected by the return to work so that they are proactively informed about the decision
- 5) **Approval by Steering Committee**
  - RTC planning group to provide recommendation to Steering Committee, who will provide final approval; the Director/Manager will be informed
- 6) **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**
- 7) **Complete the COVID Reporting Portal (<http://carleton.ca/covidreporting>) by submitting the following:**
  - individual access permissions
  - daily personnel on-campus numbers
  - return to campus plans

### Supplies:

Procurement of essential supplies is funded centrally (specialized research related supplies to paid for by research funds)

Catalogues are in eShop for supplies:

- **physical controls** (public signage and standard physical barriers)
- **general supplies** (cleaning supplies, gloves, etc.),
- **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:

- Employees who become ill at work must immediately self-isolate and inform manager by email or phone and leave premises ASAP;
- If employee became ill after self-isolating, please 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).
- Director/Manager must inform HR if a staff member has been ill for more than 5 days. Report all cases of illness potentially linked to the COVID-19 virus in the COVID Reporting Portal: <http://carleton.ca/covidreporting>

### Reminders

- Work from home remains the *primary option*
- Hand washing is essential –soap and water, hand sanitizer
- Physical distancing whenever possible
- Employees who are ill must stay home and any absence due to illness are recorded as sick leave.
- Non-Medical Masks are recommended where distancing is not possible
- Non-Medical Masks are required in publicly accessible areas of a Building
- Training must be completed before return 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](mailto:returntocampus@carleton.ca)
- Health and Safety: [ehs@carleton.ca](mailto:ehs@carleton.ca)
- HR issues: [Debbie.Orme-Rego@carleton.ca](mailto:Debbie.Orme-Rego@carleton.ca)
- Procurement issues: [procurementservices@carleton.ca](mailto:procurementservices@carleton.ca)
- Cleaning and building issues: [daniel.redmond@Carleton.ca](mailto:daniel.redmond@Carleton.ca)
- Risk management and insurance contact: [risk@carleton.ca](mailto:risk@carleton.ca)
- Research RTC to be addressed to **applicable Dean or designate.**