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
- Health and Safety: ehs@carleton.ca
- HR issues: Debbie.Orme-Rego@carleton.ca
- Procurement issues: procurementservices@carleton.ca
- Cleaning and building issues: daniel.redmond@Carleton.ca
- Risk management and insurance contact: risk@carleton.ca
- Research RTC to be addressed to applicable Dean or designate.