

RETURN TO CAMPUS PROCESS SUMMARY AND CHECKLIST

PURPOSE

To provide departments and units across Carleton University with a checklist of important items that need to be considered and implemented prior to the return of personnel to campus.

RETURN TO CAMPUS PROCESS (MANDATORY)

- Department/Unit has completed [return-to-campus departmental survey](#) and received back a recovery assessment response from the Return to Campus Committee.
- Department/Unit has developed a Return to Campus (Phased) Plan and/or reviewed and updated their current plan based on current expectations and assumptions.
- Department/Unit has submitted their return-to-campus plan and requested return through the Return to Campus Working Group via returntocampus@carleton.ca.
 - Most current plan is attached to the email.
 - The department/unit has indicated its proposed date of return.
- Any changes or recommendations put forward by the Return to Campus Committee for the department/unit's Return to Campus Plan have been updated.
- A final walkthrough of the departmental space has been conducted with a member of the Return to Campus Committee.
- Department/Unit has received final approval from the Steering Committee to return to campus.

PERSONAL PROTECTIVE EQUIPMENT

- Personal care kits have been ordered (through [eShop](#)) and provided to all personnel.
- Personnel have been educated on Carleton's Mask Policy.
- PPE has been ordered and made available for those who require additional protective equipment due to the type of work being conducted. Please consult with EHS to determine if the PPE requirement applies.

CONTROLS AND HYGIENE

- Department/Unit has signage posted within office space to indicate appropriate physical distance.
- Department/Unit has signage posted within office space to indicate traffic flow.
- Department/Unit has signage posted indicating capacity limits of common spaces.
- Department/Unit has internal hygiene protocols developed. (i.e., a requirement to wash hands upon entry to office space, cleaning of unit spaces etc.)
- Department/Unit has educated all personnel on new internal hygiene protocols.

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ON-CAMPUS PERSONNEL AND REMOTE WORK ARRANGEMENTS

- Department/Unit personnel have completed COVID-19 Infection & Prevention training.
- Any accommodations of personnel that are required have been reviewed with HR prior to implementation.
- Department/Unit personnel understand their requirement to conduct mandatory COVID-19 screening prior to attending campus daily.
- Department/Unit personnel have reviewed the Carleton University COVID-19 Safety plan and are aware that it is located [online](#) and in their building.
- Alternative scheduling and continued remote work requirements have been considered for personnel based on operational requirements.

PHYSICAL SPACE AND DISTANCING

- Requests for plexiglass barriers have been reviewed by RTC for suitability and installed at service counter location(s).
- Shared office space(s) have been verified and/or reconfigured to meet physical distancing guidelines.
- Internal protocols have been developed for use of common spaces. (i.e., kitchens, seating areas)

CLEANING AND DISINFECTION

- Internal cleaning protocols have been developed for common spaces.
- Internal cleaning protocols have been developed for individual office spaces.
- The department/unit has an adequate inventory of cleaning and disinfection supplies.
- The department/unit has supplies readily available and accessible for users to clean/disinfect multi-user items after use.

NOTIFICATIONS

- Human Resources has notified the union whose members will be affected by the return to campus so that they are proactively informed of decision.
- The department/unit has advised Facilities Management & Planning of return and planned for cleaning of departmental space. This should be done at least one (1) week prior to return.
- The department/unit has informed employees of return to campus. Appropriate notice of at least one (1) week should be given.