Safe Return to Campus
Recovery Strategy

Process and Protocols
April 2021

Carleton University
Agenda

• Assumptions and Principles for Return to Campus (RTC)
• RTC Processes for Administrative Management, Academic Management, and Support Services
• Preparation of Buildings
• Supplies for RTC
• General Policies and Procedures
• Vaccinations
• Required absences
• Questions

• **Note:** The presentation does not address the return of students and academic plan. Those will be addressed separately
The planning ecosystem

- Carleton University Scenario Planning Working Group
- Return to Campus Committee
- Carleton University Flexible Arrangements Working Group
RTC Planning Group

The **RTC Planning Group** consists of:
- VPSE (Chair)
- Vice-Provost and Associate Vice-President (Academic)
- EHS
- HR
- Procurement
- FMP
- Risk
- Health and Counselling
- Legal
- Emergency Management Officer
- Consulting with various stakeholders as needed
Assumptions and Principles for RTC

• **Community Health & Safety is the primary concern and guiding principle**

• Return to campus will be phased and **must** abide by Provincial Government Orders (*still in effect*) and the *Occupational Health Safety Act (OHSA)*

• Required Staff will return in phases prior to the return of students and classes to prepare offices, buildings and other areas for the return to campus

• Areas which should return in priority sequence are:
  • Core Services (already on campus – FMP, Campus Safety, Campus Services, H&C, Residence)
  • Areas which support labs and research, including library (already on campus)
  • Research (for those approved to be on campus)
  • Areas which support students (e.g. Registrar, Financial Aid, Faculty of Graduate Studies, Academic Management, Student Accounts, Academic Departments, Athletics, Dining Services etc.), parts of ITS and TLS
  • Admin and Governance Areas (e.g. ITS, Financial Services, Human Resources, Business Office (excluding Student Accounts), University Secretariat, etc.) and other areas as required
Planning for the Return to Campus

• Planning is based on Provincial Government orders being in effect and will guide the opening of campus. Return to campus will be in compliance with Provincial Government orders and Health & Safety

• Not all members of department/unit will be returning at once due to physical distancing requirements. The return will be guided by Health and Safety requirements including capacity limits

• All plans are focused on the return to campus in a safe way.

• Planning allows us to prepare in a safe way:
  • Preparing Infrastructure: Buildings, Classrooms, Study Space and Offices;
  • Establishing Required Policies and Guidelines;
  • Structured and phased process for return of depts/units
Ensuring a Safe Workplace

To help ensure a safe workplace and prevent the transmission of COVID-19, the following measures are effective:

- Maintaining a 2-metre physical distance from others and gatherings are restricted as per public health;
- Wearing a non-medical mask when physical distancing cannot be maintained or in a public space;
- Mandatory screening and staying at home if ill or experiencing any symptoms (including mild);
- Frequent hand washing using warm water and soap for at least 20 seconds; alternatively, using hand sanitizer with a minimum of 60% alcohol base;
- Avoiding touching the face, mouth, nose or eyes;
- Covering your cough with tissues or your sleeve; cleaning and disinfecting your surfaces and objects;
- Follow directional arrows for movement, entrance and egress;
- Limit elevator occupancy to the posted maximum;
- Adhere to maximum occupancy signage for meeting rooms and common areas;
- Use hand sanitizer upon entering the building and/or touching high-frequency contact surfaces (such as elevator call buttons);
- Comply with instructions and posted signage (such as wiping down surfaces)
Expectations are provincial guidelines and standard health/safety requirements will remain in effect:

- Physical distancing (6ft)
- Non-Medical masks are mandatory where distancing is not possible and are required in all publicly accessible spaces
- Hand washing essential – soap and water, hand sanitizer
- OHSA obligates both employer and worker to ensure a safe workplace
- Plans are in development to support education and compliance
- Including education program and escalation process to support the community in meeting public health guidelines
Process: Administrative Management, Academic Management and Other Support Services

**Step 1:** Recovery Assessment (Questionnaire) to Gather Specific Activities and Use of Space

**Step 2:** Submitted Responses have been reviewed by RTC

**Step 3:** “Requirements and Protocols” document have been provided to Manager/Supervisor/Chair

*Note: The above steps were conducted last spring*

*RTC will be supporting managers with their plans*
Step 4: Updating “Requirements and Protocols” document provided to Manager/Supervisor/Chair to be updated

- If a “RTC Requirements and Protocols” document has been completed it needs to be updated and returned to RTC for final approval

Issues to include in the document and reopening plan:

- Cleaning protocols, supplies and staffing
- Screening as per Carleton policies and space access issues
- Symptom reporting, contact tracing and isolation requirements must be as per Carleton policies
- Physical Distancing and Room Capacity as per government order requirements
- Mandatory Mask use as per public health and Carleton policy
- Signage, crowd control, directional markers and traffic flow
- Remote work where appropriate and subject to operational needs and physical distancing
- Fall 2021 flexible work arrangement guidelines are being developed by CUFA
- Procurement of necessary supplies for departments
- Cleaning supplies and sanitizer availability
- Plexiglass barriers and determination of where required as recommended by RTC
Step 5: Approval by Steering Committee
- RTC to provide recommendation on areas and proposed date of return (tentative August)
- Steering Committee will provide final approval
- Manager/Supervisor/Dean will be informed

Step 6: Share with the Unions
- Unions will continue to be regularly updated on the return to campus plans and the steps taken to ensure workplace safety
- Health and Safety questions from Union members to be directed to JHSC rep as per OHSA

Step 7: Notify Employees
- Employees will be informed about return to campus with appropriate notice given. Note: Not all units will be returning for September
- Returning faculty and staff must do the Covid online training posted on CuLearn
- Accommodation requests to be addressed to HR on a case-by-case basis
Preparation of Buildings & Grounds

Buildings
• FMP is preparing buildings and grounds to be ready before the phased return of faculty, staff and students and is coordinating their activities with the prioritized schedule for return

Cleaning
• Cleaning protocols are in place for Buildings, Classrooms, Common Spaces, Study Spaces
• Additional Resources are being secured as required

Ventilation
• 90% of Buildings meet or exceed ASHRAE Covid Standard for air quality
• Remainder of Buildings will be brought up to standard before opening using existing or new technologies with expectation to hit 100% compliance
• Tunnels will remain restricted access
• Third Party Consultant is reviewing buildings to confirm ASHRAE standard is met
Cleaning

Improvements to pre-COVID custodial staffing levels:
- 31% increase currently in place
- 102% increase planned before in-person class activities resume

Concentrated efforts on high touch surfaces and common spaces where staff, faculty and students are working

While the science on surface transmission (fomites) has evolved so that it is a less of an issue, cleaning remains required under public health guidelines. We continue to evaluate and assess cleanable spaces to maintain OPH cleaning guidelines

Robust cleaning strategy:
- Targeted service areas
- Emergency response
- Focused disinfectant program
- Specialized cleaning technologies and equipment
Custodial Cleaning & Frequencies by FMP

<table>
<thead>
<tr>
<th>Area – Entrances/Corridors</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door/Glass/Handles/Pinpads</td>
<td>Daily</td>
</tr>
<tr>
<td>Walls/Floors/Garbage</td>
<td>Daily</td>
</tr>
<tr>
<td>Floor Edging/Dusting</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area - Washrooms</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet/Urinals/Sinks</td>
<td>Daily</td>
</tr>
<tr>
<td>Mirrors/Countertops/Garbage</td>
<td>Daily</td>
</tr>
<tr>
<td>Walls/Doors/Partitions</td>
<td>Daily</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area – Classrooms/Study Spaces</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whiteboard/Chalkboard</td>
<td>Daily</td>
</tr>
<tr>
<td>Tabletops/Work Surfaces/Chairs</td>
<td>Daily</td>
</tr>
<tr>
<td>Doors/Light Switches/Handles</td>
<td>Daily</td>
</tr>
<tr>
<td>Garbage/Recycling</td>
<td>Daily</td>
</tr>
<tr>
<td>Floors/Walls/Countertops</td>
<td>Daily</td>
</tr>
<tr>
<td>Sinks/Lavatories</td>
<td>Daily</td>
</tr>
<tr>
<td>Dusting</td>
<td>Weekly</td>
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</tbody>
</table>
Recommended Cleaning by Departments (Internal Departmental Spaces)

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Desk/Workspace</td>
<td>Daily</td>
</tr>
<tr>
<td>Light Switches</td>
<td>Daily</td>
</tr>
<tr>
<td>Kitchen Areas</td>
<td>Daily</td>
</tr>
<tr>
<td>Printer/Copier</td>
<td>Daily</td>
</tr>
<tr>
<td>Phone/Keyboard/Mouse</td>
<td>Daily</td>
</tr>
<tr>
<td>Counter Spaces and Waiting Areas</td>
<td>As Required</td>
</tr>
</tbody>
</table>
Supplies and Procurement

Assumptions, considerations and principles

• The university will shift back to decentralized purchasing, assuming supply channels are stable. This means that departments will order the necessary supplies directly from appropriate vendors, as identified by Procurement Services. Further details will be provided on the recommended vendors and ordering methods.

• The University will continue to maintain an emergency stock of essential supplies for health and safety, and provide centralized support through eShop, in the event that supply chain disruptions reoccur.

• All university established protocols and procurement policies apply.

• Receiving of couriers and mail will be decentralized when appropriate back to depts.
Sourcing to Meet Individualized Department Requirements

• The initial sourcing and supply of personal care kits will be provided by Procurement Services.

• Sourcing of departmental cleaning supplies (i.e., those supplies normally acquired by units to supplement contract cleaning activities) will be procured through eShop through our approved supplier catalogues.

• Regular PPE sourcing for research purposes will be handled by the Science Stores to accommodate the individualized and ongoing needs of research.

• Sourcing for Health & Counselling and Housing will be handled separately by those units, with Procurement assisting, as needed. Other units requiring assistance may contact Procurement Services.
The following catalogues are available in eShop to facilitate ordering of essentials supplies:

- **Physical Controls**: All approved public signage and standard physical barriers, free of charge to internal departments. Note: Barrier orders require walkthrough to review appropriateness and placement.
- **General Supplies**: Inventory of products (e.g., personal care kits) which are free of charge to internal departments as well as some difficult to acquire items which are available on a cost-recovery basis through Procurement Services. Several vendor catalogues will be available for direct supply purchases.
- **Research-related supplies**: Science Stores inventory for research-specific use, including required PPE for labs.
- Equipment (e.g., laptops, computers and webcams) are available through eShop.
Essential Supplies and Controls

- A Return To Campus Purchasing Guide will be provided which will outline available supplies, approved vendors, and ordering methods.
- The current catalogues in eShop, which include the below physical and administrative controls, will be updated, as necessary.

<table>
<thead>
<tr>
<th>Physical and Administrative Controls Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plexiglass (secure)</td>
</tr>
<tr>
<td>Plexiglass (stand-alone)</td>
</tr>
<tr>
<td>Physical distancing poster</td>
</tr>
<tr>
<td>Stand here (arrow, floor decal)</td>
</tr>
<tr>
<td>Stand here (footprint, floor decal)</td>
</tr>
<tr>
<td>Restricted access poster</td>
</tr>
<tr>
<td>Maximum capacity Poster</td>
</tr>
<tr>
<td>Workspace distancing (floor decal)</td>
</tr>
<tr>
<td>Enter/Exit only signs</td>
</tr>
</tbody>
</table>
Campus Signage Catalogue

Do your part...

STAY 2 METRES APART

PRACTICE SOCIAL DISTANCING

PLEASE STAY 6 FEET APART

TEMPORARILY CLOSED
TO THE PUBLIC
DUE TO COVID-19

BY APPOINTMENT ONLY

CALL OR EMAIL
(613) 520-2600
CAMPUSCARD@CARLETON.CA

PLEASE STOP
BEFORE ENTERING

1. Have you travelled outside of Canada in the last 14 days?
2. Have you had COVID-like symptoms (fever, cough, loss of sense of smell or taste, sore throat, muscle aches) in the last 14 days?
3. Have you been in contact with someone who has had COVID-19?
4. Are you feeling unwell today?

If you answered YES to any of the above questions, PLEASE DO NOT ENTER.

WASHINGTONDCOVIDCHECK.CO

STOP STAY 2 METERS FROM THIS WORK AREA

Stop The Spread
Overall General Safety Information

• Mandatory screening of faculty, staff, students and visitors
• Mandatory symptom reporting
• Mandatory mask when physical distancing is not possible, or individuals are in publicly accessible space
• Mandatory physical distancing requirements
• Restricted Tunnel Access - access to Tunnels are limited in certain areas to golf carts and individuals with accessibility requirements
Mandatory Screening

- Portal presently on Covid-19 webpage must be completed by all before coming on campus daily
- Staff and faculty must complete employee screening form daily
- Some public buildings have screening with attendants to verify screening has been completed
- Examining potential new, more scalable solution
Vaccinations

- We worked with OPH to develop a vaccination clinic starting May 5 at Health and Counselling.
- AZ Vaccines are available for eligible people ages 40 or older in 2021 (based on public health criteria) with priority to:
  - Patients of the clinic (within past five years) Faculty, staff and approved contractors who are required to be on campus, and those who will be gradually returning to campus in August as part of our return to campus plans.
- Developing vaccination policy and guidelines based on legal opinion (currently being worked on) and government recommendations.
- Creating an education campaign to highlight the benefits of vaccination.
Health Concerns for Higher Risk Employees

• Employees can seek accommodation due to a medical condition; they are required to provide a medical note supporting their accommodation request.

• Please contact Human Resources to discuss specific cases to arrange formalized accommodation plans.

• In the case of academic employees, HR will work with the Office of the Deputy Provost in developing these arrangements.
Protocol to Address Safety Concerns

- Mandatory process required by OHSA
- Employees are to first raise any safety issues with their manager
- Guidelines and resources will be provided to assist with discussions
- Manager and employee to proactively work together through any safety concerns
- Seek EHS and HR assistance to review
Protocol to Address Employee Concerns

• If concern remains, employee can contact JHSC member rep if desired

• Any employee who still has health and safety concerns, must report these to their Manager and Environmental Health and Safety (EHS)

• EHS will investigate and work with all parties to identify if remedial actions are required, or further steps are required. If, however, the workplace is deemed safe, the employee is required to return to work
Protocol to Address Accommodations

• Accommodated employees will work in accordance with their approved accommodation plan

• Employees who are requesting accommodations must work with their Managers to determine if accommodations can be put in place. Managers need to work with Human Resources to assess requests.

• Accommodated employees who are unable to work full time, may be able to access paid leave through the provisions of their collective agreement or workplace policy

• Employees may take unpaid leave under the Employment Standards Act, including exercising their rights to leave under the Declared Emergency Leave or Infectious Disease Leave
Process for Illness/Symptom Reporting

- Employees who become ill at work must immediately self-isolate and inform Manager/Chair by email or phone and leave premises ASAP.

- Please report all cases of illness through the symptom reporting tool on the covid-19 website. The university will follow up to identify if actions are required to keep the Carleton community safe, including contact tracing.

- For cases in which the 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).

- Manager or Chair must inform HR if a faculty or staff member has been ill for more than 5 days.
HR Process for Illness

• Employees who experience any symptoms of COVID-19 should follow the symptom reporting process
• Any employee experiencing mental health issues should seek the appropriate care including Employee & Family Assistance Program. Any such absences from work should be supported and treated as sick leave as per the appropriate collective agreements
Family and Child Care Considerations

• Employees may have children or other family members at home who either require care or are at risk of contracting Covid-19. Managers and Chairs should work with faculty or staff to determine appropriate accommodations and seek HR assistance.

• If an employee needs to be home to take care of children or other family members and is unable to work some or all the time, leave needs to be taken (e.g., special, annual, leave without pay). Note that employees can “borrow” annual leave from the 2021/2022 vacation year.
Classroom Guidelines

The following are high level mitigation measures with more specific guidelines to follow:

• All Public Health regulations and guidelines must be followed

• All persons:
  • Must complete the COVID-19 Screening form prior to coming to Campus
  • Must maintain physical distancing while in the classroom and capacity of the room must not exceed the capacity limits identified
  • Must wear masks at all times as per the University’s Mask Policy
  • Must only sit in designated seats

• Entry and exit are to be through designated doors

• Do not remove or adjust the furniture as the classroom has been configured as per Public Health requirements

• Wipe down any shared equipment prior to use
Classroom Guidelines

• No food or beverages are allowed
• Do not remain in the classroom before or after the class (recommended arrival is five (5) minutes prior to class)
• Dispose all garbage in the main receptacles in the building
• Professors are to take attendance for contact tracing purposes (exploring possible electronic solution)
• Any person who develops symptoms must immediately leave the classroom and report symptoms through the symptom reporting form
• Note: Other guidelines are in development including study space and meeting protocols
Summary

• Health & Safety is the guiding principle
• Plans based on provincial guidelines and health/safety requirements: distancing, masking, screening
• Return will be phased and in priority sequence
• Not all members of department/unit will be returning at once due to physical distancing requirements
• Depts/Units to complete/update their reopening plan (RTC to support)
• RTC will review plans, Steering will approve, plans will be shared with Unions and employees notified
For questions or concerns please address them as follows:

• Questions related to RTC assessment and plans (returntocampus@carleton.ca)
• Questions related to Health and Safety (ehs@carleton.ca)
• Questions related to HR issues (debbie.orme-rego@carleton.ca)
• Questions related to procurement issues (procurementservices@carleton.ca)
• Questions related to cleaning and building issues (fmp.servicecentre@carleton.ca)
• Questions related to risk management and insurance contact: (risk@carleton.ca)
• Questions related to research RTC to be addressed to applicable Dean or designate
• For any other questions covidinfo@carleton.ca (including student related)