

# Working Together to Ensure a Safe Campus

## Important Information for Employees (including faculty, contract instructors, staff and teaching assistants)

The health and safety of all members of the Carleton community is the university's top priority. Working from home, maintaining physical distancing and hand hygiene remain the primary approaches to minimize the risk of virus transmission. As we slowly and progressively return to campus, you will receive information from your manager/Dean if and when you are permitted to return to campus and the circumstances under which a return would occur. **Otherwise, employees are expected to continue to work remotely.** [Report all cases of symptoms potentially linked to COVID-19.](#)

Before returning to work on campus, employees must:

- Have the approval of their manager/Dean to be on campus through the [appropriate protocol](#).
- Complete the [COVID-19: Infection Prevention and Control Training](#) on cuLearn.
- Stay home if you are feeling unwell.
- Complete the [COVID-19 Screening Form](#) before coming to campus.

Once on campus:

- Respect and follow all posted signage and use approved entrances and exits.
- Building access is restricted to authorized personnel only with the exception of buildings and spaces within them that are designated as publicly accessible. The current list of publicly accessible buildings and spaces as well as hours of operation can be found on the [Carleton COVID-19 website](#).
- Practice physical distancing. Where possible, stay two metres (six feet) apart from others.
- Avoid using the tunnels. Access to the tunnels has been restricted to authorized individuals only and those with approval to use the tunnels for accessibility purposes.
- Wear a mask as per [Carleton's COVID-19 Mask Policy](#). This is required when in a publicly accessible space within buildings, in non-publicly accessible Carleton workplaces where a two-meter (six feet) physical distance cannot be consistently maintained or within a common or shared space.
- Wash hands (or use sanitizer) thoroughly and regularly and avoid touching your face.
- Disinfect your personal workstation and shared spaces within your unit such as door handles, countertops, physical barriers, etc., frequently and at minimum twice daily.
- Leave campus immediately if you are feeling unwell and notify your manager/Dean electronically.

For more information, visit [Carleton's COVID-19 website](#). Any additional questions can be forwarded to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) or [returntocampus@carleton.ca](mailto:returntocampus@carleton.ca).

## Health and Safety Measures

As always, the health and safety of our campus community remains Carleton's top priority. You will receive information from your manager/Dean if and when you are permitted to return to campus and the circumstances under which a return would occur. **Otherwise, employees are expected to continue to work remotely.** If you're feeling unwell, you are required to stay home. [Report all cases of symptoms potentially linked to COVID-19.](#)

If you are required to be on campus, you will notice many changes such as how you move through buildings, how you enter/exit buildings, meeting rooms and classrooms, where you can sit, floor markings, signage, sparse furniture and reduced occupancy limits. Please respect and follow all posted signage.

Facilities Management and Planning will continue to clean public spaces (e.g. corridors, elevators, washrooms) with enhanced frequency. Employees who must be on campus are required to disinfect their personal workstation and shared spaces within their department/unit such as door handles, countertops, physical barriers, etc. at a minimum twice per day. Custodial personnel will not be emptying individual garbage/recycling bins in offices. Please dispose of all garbage/recycling in centralized waste collection containers.

Building ventilation has been optimized and hand sanitizer and disinfectant are available to departments/units. Please contact the designated requisitioner for your department/unit to order additional supplies such as essential cleaning products, disinfectant, hand sanitizer and personal care kits for each employee (including masks).

Avoid using the tunnels. Access to the tunnels has been restricted to authorized individuals only and those with approval to use the tunnels for accessibility purposes.

Carleton requires the use of masks when in a publicly accessible space within buildings, in non-publicly accessible Carleton workplaces where a two-meter (six feet) physical distance cannot be consistently maintained or within a common or shared space. Employees will be supplied with two washable face masks when returning to campus as part of their Personal Care package.

For more information on Carleton's Return to Campus Plans, please visit [Carleton's COVID-19 website](#). Any additional questions can be forwarded to [returntocampus@carleton.ca](mailto:returntocampus@carleton.ca).

### Resources and Contacts:

- Health-related inquiries: Contact your family doctor, Telehealth Ontario at 1-866-797-0000, or Health and Counselling Services at 613-520-6674
- Health and Safety: [ehs@carleton.ca](mailto:ehs@carleton.ca)
- Safety-related inquiries: [CampusSafetyServices@cunet.carleton.ca](mailto:CampusSafetyServices@cunet.carleton.ca) or 613-520-3612
- General inquiries: COVID-19 Information: [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca)
- [Download COVID Alert](#): Canada's free exposure notification app.
- Supplies can be [ordered](#) through eShop
- [Faculty & Staff Resources including FAQs](#)
- [Research Resources](#)
- [Building Updates](#)
- [Policies and Protocols](#)