## Return to Campus Fall 2021 - Manager’s Checklist

This list is for your use. Keep for your reference. It is a reminder of the various things you should consider as you plan your team’s return to campus.

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| **Department:** |  |
| **Manager:** |  |
|  |  |
| ­­­­**Topic** | **Done** | **Comments** |
| **Flexible Work Arrangements:** If members of your team are eligible and are looking at flexible work arrangement, please work with them using [HR’s guidelines](https://employees.viu.ca/human-resources/resources-employees/flexible-work-viu). |[ ]  Click or tap here to enter text. |
| **Communicable Disease Prevention**: Please remind your team of the fundamental measures of disease prevention in [VIU’s Communicable Disease Plan](https://adm.viu.ca/health-and-safety/viu-communicable-diseases-plan). See WorksafeBC for more info. |[ ]  Click or tap here to enter text. |
| **Safety Plans:** If you have non-COVID related safety plans/programs in your workspace, please review these plans with your team. |[ ]  Click or tap here to enter text. |
| **Moving Equipment:** If your employees need assistance moving furniture or equipment from home to office, please [contact Facilities Services](https://fscd.viu.ca/facilities-services/service-requests). |[ ]  Click or tap here to enter text. |
| **Technology Set-up:** If your employees need assistance setting up computer or technology in the office, please [contact IT Services](https://technology.viu.ca/). |[ ]  Click or tap here to enter text. |
| **Access Control:** If your employees need assistance obtaining building access cards or keys for offices (for new employees), please [contact Facilities Services](https://fscd.viu.ca/facilities-services/service-requests). |[ ]  Click or tap here to enter text. |
| **Parking:** If your employees need assistance purchasing parking passes, please order online through [WestPark](https://viu.westpark.com/).  |[ ]  Click or tap here to enter text. |
| **Shuttered Buildings:** See Appendix D of the Return to Campus Manager’s Guide for a list and schedule of buildings shuttered. Contact Facilities Services for more info. |[ ]  Click or tap here to enter text. |
| **Ergonomics:** If your employees need assistance with ergonomic improvements to their workstation, see [VIU Health and Safety Ergonomics](https://adm.viu.ca/health-and-safety/ergonomics) and the [free self-assessment tool](https://www.movesafe.com/office-ergonomics-free-self-assessment-tool/?utm_source=MoveSafe+Newsletter&utm_campaign=60244422ab-MoveS%20afe+Newsletter+May+19&utm_medium=email&utm_term=0_0f1c5d0c23-60244422ab-1271098053&ct=t()&mc_cid=60244422ab&mc_eid=0c8c7a1f79). |[ ]  Click or tap here to enter text. |
| **Wellness:** For support for your team’s mental and physical well-being please see [employee supports & resources](https://employees.viu.ca/human-resources/covid-supports-resources). |[ ]  Click or tap here to enter text. |
| **Illness Protocols:** Review the employee illness protocols which can be found on the [Health and Safety website](https://adm.viu.ca/health-and-safety/covid-19-fall-2021). |[ ]  Click or tap here to enter text. |

Questions about this checklist can be directed to Health and Safety Services: safety@viu.ca