Return to Campus Manager’s Guide

To support the return to campus of employees for Fall 2021

August 2021



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## Statement of purpose

This document is intended to be used as a guide to assist Faculty and Division chairs/managers in developing plans to have their employees return to campus/sites. This guide applies to office activities, face to face service activities and operational activities.

## Guiding principles

In light of the dynamics of the COVID-19 pandemic, a series of guiding principles have been developed. The following principles are intended to enable cohesive planning across the campus based on the same fundamental values and understanding of the current COVID-19 challenges now and moving forward:

1. All of our decisions are based firmly on continuing to support the safety and well-being of our students, employees and broader community.
2. Follow the advice and direction of BC’s Public Health Office, the Ministry of Advanced Education, Skill and Training and WorkSafeBC.
3. Priority will be given to those areas that provide direct support to the delivery of academic programs and student services.
4. Decisions will be driven by a student centred, high-quality education and support services approach.
5. The University will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.
6. Given the time sensitivity of this work and the dynamic nature of the COVID pandemic, assumptions may be required to help guide decision making, and move planning and implementation forward. In these circumstances the assumptions will be stated up front and will be reviewed on a periodic basis.

## SCOPE

The scope of these guidelines is for employees returning to campus performing:

* Office work for
	+ Faculty
	+ Student Services
	+ Administration
	+ Operations
* Face-to-face service with students and employees (library, registration, cafeteria, residence, gym…)
* Facilities maintenance work (buildings, equipment, landscaping)

Out of scope for these guidelines are employees returning to campus performing the following services:

* Academic instruction, each faculty will manage the return to campus. Any special operational requirements to support academic delivery can be brought forward to the Operational Continuity Committee (OCC.) Note: much of this has already been identified and is being worked on by the OCC.
* VIU sanctioned events or external parties using VIU facilities - for this type of work please see the “Return to Campus Events/Activities” guidelines.

## Responsibilities

**Deans/Directors**

* Understand and communicate these guidelines and the process
* Ensure your return to campus plans are being executed
* Ensure your employees are trained and understand the measures, practices, and policies for managing communicable diseases

**Managers**

* Understand and communicate the guidelines and the process
* Execute your department return to campus plan
* Ensure your employees are trained and understand the measures, practices, and policies for managing communicable diseases

**Employees**

* Engage in your department return to campus plan
* Engage in training and understand the measures, practices, and policies for managing communicable diseases

## schedule

The schedule of your employees return to campus should meet the needs of the department in order to properly prepare for a typical fall semester. If you provide direct support to the delivery of academic learning or provide student services, this would mean a return to campus by early August to early September. You may also want to take into consideration a week or two of lead-time as you may want to bring your team back gradually, to coordinate the scheduling of facilities equipment moves and/or IT assistance with technology setup.

Areas that do not provide direct support to the delivery of academic learning or student services will have more flexibility in scheduling their return to campus. These areas will have until the end of October to complete the execution of their return to campus plans.

For all areas, the timelines are driven by the need for the effective provision of services, given each team’s mandate and responsibility. Managers need to determine the timelines for their teams based on that priority.

As you schedule your department’s return to campus you may also need to take into consideration the Flexible Work Arrangement program; implementation of a Flexible Work Arrangement can occur at the same time as your employees return to campus. For example, an employee’s return to campus may include one day a week working from home provided you and your employee have completed a Flexible Work Arrangement plan. Please see section “Alignment/Coordination with Flexible Work Arrangement Program” for more details.

## Priority Aligned approach

Priority will be given to those areas that provide direct support to the delivery of academic programs and student services. All areas may schedule their return to campus as they deem necessary, but if there are any bottlenecks or scheduling issues those areas that provide direct support will be given preference and other areas may be delayed in their return.

The return to campus for your employees should also align with the [VIU Restart Plan](https://adm.viu.ca/health-and-safety/covid-19) and the [BC Restart Plan 2.0](https://www2.gov.bc.ca/gov/content/covid-19/info/restart).

Activities planned once your team is back on campus, must also align with the [VIU Restart Plan](https://adm.viu.ca/sites/default/files/full-restart-plan.pdf).



Source – BC’s Restart: A Plan To Bring Us Back Together – May 25, 2021

## Approval Process

No approvals are required to begin the process of bringing your team back to campus.

Please fill out the Return to Campus form in [Appendix A](#_Appendix_A:_) for your department and return to trina.forrest@viu.ca so that the Return to Campus Working Group can review and coordinate any scheduling or prioritization, if required.

## CheckList

A “Return to Campus Managers Checklist” is available in [Appendix B](#_Appendix_B:_).

This list is a reminder of the various things you should consider as you plan your team’s return to campus. Each item on this list is further discussed in this guide.

### **Alignment / Coordination with Flexible Work Arrangement Program**

If members of your team are eligible and are looking at flexible work arrangements, please work with those team members to review the guidelines, process and approval requirements. Information, guidelines and resources on the Flexible Work Arrangement program are found at the following [link](https://employees.viu.ca/human-resources/resources-employees/flexible-work-viu) on the VIU HR webpage.

See also the e-mail sent out to all managers on June 23, 2021 from Dan Vandersluis on Flexible Work Arrangements – [Appendix C](#_Appendix_C:_). This e-mail contains a “Flexible Work Arrangement Manager Facilitator Guide” to assist you in determining the optimal flexible work arrangements for your team.

The Flexible Work Arrangements can be introduced at any time for your team provided it is done in keeping with the above Flexible Work Arrangement Guidelines.

### **Required COVID Safety Plans and Non COVID Safety Plan Refresh**

VIU will be following the [COVID-19 Return-to-Campus Guidelines](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/covid19-return-to-campus-guidelines-web.pdf), issued by the Ministry of Advanced Education and Skills Training on July 5, 2021. These guidelines provide updated public health guidance to support the full return to in-person education, research and on-campus services for B.C.’s post-secondary institutions. The guidelines will be updated periodically, as necessary, to align with evolving public health guidance. As they do VIU’s Operational Continuity Committee will review the changes and make the necessary adjustments to VIU’s Restart Plan.

A key component of VIU’s Restart Plan is the transitioning from specific COVID-19 Safety plans for the workplace to a VIU institutional Communicable Diseases Plan. This will move us away from the need to focus on COVID-19 alone. The COVID-19 specific controls of the COVID-19 Safety Plan will no longer be required outside of instances of elevated risk.

VIU’s Communicable Diseases Plan is available on the VIU Health and Safety [website.](https://adm.viu.ca/health-and-safety/viu-communicable-diseases-plan)

At this time managers must ensure that fundamental measures of communicable disease prevention are in place at their workplace. This means ensuring employees should:

* Stay home when they are sick (e.g. fever and/or chills, recent onset coughing, diarrhea).
* If they begin to feel sick while at work or in class, notify you (manager) and go home.
* Follow appropriate hygiene practices:
	+ Wash or sanitize your hands well and often;
	+ Cough or sneeze into your elbow or a tissue, wash your hands after;
	+ Do not share food, drinks or utensils;
	+ Consider physical distancing;
	+ Avoid touching your eyes, nose and mouth with unwashed hands; and
	+ Follow direction, orders, guidance, recommendations and notices issues by the provincial health officer and medical health officer for our region.

As managers you should anticipate that absences may be higher than during pre-pandemic periods due to ongoing self-assessments and self-isolation requirements. Each area should be aware of this and have a contingency plan in place if required.

If the risk of transmission is elevated in your workplace, Health & Safety will coordinate a response with you and the Public Health Office that may include adding additional safety controls in the workplace.

**NON COVID-19 SAFETY PLANS**

Since many employees have been away from the workplace for almost a year and half, it is recommended that you review with your team any non-COVID-19 related safety plans/programs you have for your workspace.

### **IT/Facilities Support**

As you and your team plan your return to campus, your employees may need assistance in the following (a link is provided to each with more information):

1. Moving furniture or equipment from home to office, please see this [link](https://fscd.viu.ca/facilities-services/service-requests).
2. Setting up a computer or technology in the office, please see this [webpage](https://technology.viu.ca/) (creating IT requests is on the right hand side of this webpage)
3. Building access cards and potentially keys for offices (for new employees), please see this [link](https://fscd.viu.ca/facilities-services/service-requests).
4. Purchasing parking passes, please see this [link](https://viu.westpark.com/).
5. Depending on timing, shuttering of buildings may be a consideration. Please see [Appendix D](#_Appendix_D:_) for a schedule of shuttered buildings for summer 2021.

### **Ergonomics**

Please remind your team that ergonomics play an important role in the safety and well-being of employees and proper ergonomic set up and design of work spaces can minimize the risk of a wide range of injuries or daily discomfort. Please see the links below for more information about making improvements to your workstation set-up. [VIU Health and Safety Ergonomics](https://adm.viu.ca/health-and-safety/ergonomics)

Move Safe Office Ergonomics set-up [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)

If further assistance is needed in assessing your workspace, please email safety@viu.ca.

### **Employee Support & Conduct**

As you plan your team’s return to campus, please remember to be respectful of each employees’ individual circumstances. Also remind your team as they return to campus to be respectful of one another.

“We all have our own reasons to go slower in some places. We need to respect both communities’, and individuals’, and workplaces’ risks and needs and desires to progress at a slower level, given their own risk tolerance and what’s happening to them — personally or in their community,” Dr. Henry

There are many resources and supports available to you and your team. We encourage you to use this information to support well-being for yourself, your family, and your loved ones. This [link](https://employees.viu.ca/human-resources/covid-supports-resources) provides support to your team’s mental well-being, physical well-being and provides manager resources.

### **Employee Illness protocol**

Once your team has returned to campus, if your employee is being tested or has tested positive for COVID-19 or if your employee becomes ill while on campus, please see the Managing COVID-19 Cases on Campus section on this [webpage](https://adm.viu.ca/health-and-safety/covid-19-fall-2021).

## Appendix A: VIU department Return to campus form – Fall 2021

Each Department should complete **one** form for their area. PLEASE USE THE SEPARATE FORM THAT ACCOMPANIED THIS GUIDE.

This should include any new hires or students you may be employing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | **Manager:** |  |
| **Total number of employees in Department** |  | **Total number currently on Campus** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of employees planning to return in month of July** | **Number of employees planning to return between** **August 1 - 15** | **Number of employees planning to return between** **August 16 - 29** | **Number of employees planning to return between** **August 30 – Sept 12** | **Number of employees planning to return** **after September 12** |
|  |  |  |  |  |

**Do you expect the need for Facilities assistance (moving or rearranging furniture or equipment)? If yes, please indicate approximate number of employees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of employees requiring Facilities assistance in the** **month of July** | **Number of employees requiring Facilities assistance between** **August 1 - 15** | **Number of employees requiring Facilities assistance between** **August 16 - 29** | **Number of employees requiring Facilities assistance between** **August 30 – Sept 12** | **Number of employees requiring Facilities assistance** **after September 12** |
|  |  |  |  |  |

**Do you expect the need for IT assistance (setup of computers or equipment)? If yes, please indicate approximate number of employees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of employees requiring IT assistance in the** **month of July** | **Number of employees requiring IT assistance between** **August 1 - 15** | **Number of employees requiring IT assistance between** **August 16 - 29** | **Number of employees requiring IT assistance between** **August 30 – Sept 12** | **Number of employees requiring IT assistance** **after September 12** |
|  |  |  |  |  |

No approvals are required to begin the process of bringing your team back to campus. The Return to Campus Working Group will review and coordinate any scheduling or prioritization if required.

**Next Steps:** Please forward this to the OCC via trina.forrest@viu.ca.

## Appendix B: Return to Campus Managers 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. We have also created this checklist as a separate document, for easier use.

|  |  |
| --- | --- |
| **Department:** |  |
| **Manager:** |  |
|  |  |
| ­­­­**Topic** | **Complete?** | **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). |   |   |
| **Communicable Disease Prevention**: Please remind your team of the fundamental measures of communicable disease prevention in [VIU’s Communicable Disease Plan](https://adm.viu.ca/health-and-safety/viu-communicable-diseases-plan). See [WorksafeBC](https://www.worksafebc.com/en/health-safety/injuries-diseases/infectious-diseases) for more info. |   |   |
| **Safety Plans:** If you have non-COVID related safety plans/programs in your workspace, please review these plans with your team. |   |   |
| **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) |   |   |
| **Technology Set-up:** If your employees need assistance setting up a computer or technology in the office, please [contact IT Services](https://technology.viu.ca/). |   |   |
| **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). |   |   |
| **Parking:** If your employees need assistance purchasing parking passes, please order online through [WestPark](https://viu.westpark.com/).  |   |   |
| **Shuttered Buildings:** See [Appendix D](#_Appendix_D:_) of the Return to Campus Manager’s Guide for list and schedule of buildings shuttered. [Contact Facilities Services](https://fscd.viu.ca/facilities-services/service-requests) for more info.  |   |   |
| **Ergonomics:** If your employees need assistance with ergonomic improvements to their workstation set-up, 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). |   |   |
| **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). |   |   |
| **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). |   |  |

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

## Appendix C: E-mail on Flexible Work Arrangements June 23, 2021







## Appendix D: List of shuttered building Summer 2021

