VIU Employee Return to Campus/Site Intake Form

Each Faculty/Division should complete **one** form for their area.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Faculty / Division:** |  | **Dean / Director:** |  |
|  | **Department** | **Total number of employees in Department** | **Location of employees**  **(campus, building and floor)** |  |
| Department 1 |  |  |  |  |
| Department 2 |  |  |  |  |
| Department 3 |  |  |  |  |
| Department 4 |  |  |  |  |
| Department 5 |  |  |  |  |
| **Phase** | **Department(s) and Number of Employees in each department** | **Type of Work being performed** | **Locations (Campus/Site - Building/Room)** | **Rationale for Working to Campus/Site** |
| **On Campus/Site Now** | Dept. 1 – 2 employees  Dept. 2 – 0 employees  … |  |  |  |
| **Phase 3a**  August |  |  |  |  |
| **Phase** | **Department(s) and Number of Employees in each department** | **Type of Work being performed** | **Locations (Campus/Site - Building/Room)** | **Rationale for Working to Campus/Site** |
| **Phase 3b**  September |  |  |  |  |
| **Phase 3c**  October |  |  |  |  |
| **Phase 3d**  November  /December |  |  |  |  |
| **Phase 4**  TBD |  |  |  |  |

**Following review of this plan, a safety plan needs to be developed with the following steps in compliance with WorkSafe BC before access can be granted:**

* Review the Exposure Control Plan for COVID-19
* Identification and risk assessment of critical tasks
* Safe work procedures
* Office/location checklist
* People Management
* Facility access/cleaning plan
* Training requirements
* Oversight/compliance

**Next Steps:** Please forward this to the OCC via [safety@viu.ca](mailto:safety@viu.ca). Once reviewed, Health and Safety will notify you and send you instructions on how to complete the safety plan.