Quick Reference Guide:
Resources for Returning to Campus
Quick Reference Guide: Resources for Returning to Campuses

Directors, managers, chairs and support staff can use this quick reference guide to better understand resources available to them as they develop their Operational Plans for the safe and gradual return of faculty and staff to U of G facilities.

Students, faculty and staff can reference this document for the University’s overall approach to a safe return to campus.

The University’s COVID-19 website continues to be the most up-to-date source of information on the University’s response to the COVID-19 pandemic.

All measures outlined in this document are designed to prioritize a healthy and safe learning, research and work environment while being responsive to changing government regulations and public health guidance.

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ACADEMIC PLANS
Academic plans will be established by deans and chairs in collaboration with faculty. For the safe resumption of face-to-face teaching refer to Fall Classroom Health and Safety Protocols.

More information on Academics and Courses is available on the University’s COVID-19 website.

RESEARCH PLAN
For information on policies and processes that support University research while keeping the research community safe, refer to the Research Phase-In Framework.

In general, research activities require an approved Research Management Plan (RMP). Limited exceptions to this requirement include research conducted completely and solely from a remote office location (e.g., working from home) and research that has an approved Field Safety Plan that incorporates adherence to public health measures.

To determine if your research requires a Research Management Plan, ask your associate dean for research and graduate studies.

Human participant face-to-face research: Refer to the relevant frameworks and guidelines on the Research during COVID-19 website.

Research-related travel: Refer to the approval process that has been developed to allow travel for some critical, time-sensitive, research.

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For further information refer to the Research during COVID-19 website.

OPERATIONAL PLANS – Staffing Requirements

Guidance documents and templates to assist in preparing and implementing operational plans are available on the U of G COVID-19 Planning webpage.

Prioritization: Return to campus is to be prioritized for those who provide critical or time-sensitive services that support teaching, research, on-site student experiences and return-to-campus activities of colleges or directorates.

Approval: Decisions on which employees and which roles return to campus will be determined by deans and AVPs, in consultation and in coordination with appropriate on-campus resource providers (e.g., physical resources, environmental health and safety, human resources, faculty and academic staff relations).

An operational plan must be developed, approved by the appropriate dean or AVP, and implemented before staff can return to campus.

HEALTH AND SAFETY

U of G COVID-19 Call Center

U of G's COVID-19 call centre supports students, faculty and staff who have concerns or questions about COVID-19. The call centre can be accessed by phoning 519-824-4120 ext. 53906. The centre is staffed Monday to Friday from 8:30 a.m. to 4:30 p.m. Voicemail is available for students, faculty and staff phoning after hours.

Students, faculty and staff can contact that call centre if they:

- Have tested positive for COVID-19 or have been exposed to a positive case. The call centre is the first point of contact at U of G and will guide callers through the reporting process and connect them with supports from Student Health Services or Occupational Health and Wellness.
- Have questions about getting vaccinated or getting tested.
- Need guidance on self-isolation or monitoring.

The U of G COVID-19 call centre is staffed by members of Student Health Services. This central point of contact for the University community can help with Public Health’s contact tracing efforts for positive cases within the University community, which may help prevent outbreaks. Calls are kept confidential beyond referral to further supports.

COVID-19 Training Requirements

All employees and students must complete the Environmental Health and Safety (EHS) COVID-19 Infection Prevention and Control Awareness training through CourseLink before coming to campus or a U of G workplace.

Employees should forward the course completion confirmation e-mail to their immediate supervisor or designated department contact (e.g., administrative assistant). Those who have previously completed the training should repeat it as a refresher.

Daily COVID-19 Screening and Reporting Requirements

Every day before coming to a U of G facility, students, faculty and staff must complete the University of Guelph’s COVID-19 Daily Screening Form and follow its direction.

The daily screening form can be accessed on the:

- U of G intranet
- COVID-19 website

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Employees and students must not come to U of G facilities if they are feeling unwell or experiencing COVID-19 symptoms, or if a close contact is unwell or has tested positive for COVID-19.

If a student or employee is feeling unwell or must isolate,

- **Employees**: Must call U of G’s COVID-19 call centre at 519-824-4120, Ext., 53906. They must also complete and submit the University Employee Self Declaration Form and inform their supervisor of their absence.
- **Students**: Must call U of G’s COVID-19 call centre at 519-824-4120, Ext., 53906. They must also complete and submit the Student Self Declaration Form inform their advisor/course instructor of their absence.

**Government of Canada COVID Alert App**
Everyone is strongly encouraged to download the Government of Canada’s COVID Alert app. The app can notify individuals of potential exposure to COVID-19 before any symptoms are present.

**Physical Distancing**
Individuals at U of G facilities should be able to maintain 2 m of distance from others. Continue with virtual meetings when possible and limit face-to-face interactions.

**Workspaces**: The Physical Resources Return to Campus Checklist can be used to help evaluate workspaces for physical distance. If physical distance cannot be maintained due to the tasks being performed, consideration must be given to engineering controls (e.g., barriers) and/or Personal Protective Equipment (PPE). Consider staggering lunch breaks and work breaks to minimize the number of people in a space at a given time.

**Shared spaces**: Occupancy limits for shared spaces (e.g., meeting rooms, lunchrooms, etc.) should be established to ensure physical distancing. Employee scheduling/cohorting is to be prioritized over space reconfigurations.

**Washrooms**: In washrooms, maintain 2 m of physical distance, if the washroom is too small to maintain 2 m from others, confirm if it is empty before entering.

**Elevators**: Follow physical distancing and occupancy rates in elevators; take the stairs whenever possible.

If further assistance is required after completing the Return to Campus Checklist, email the Physical Resources Work Order Desk (wo@pr.uoguelph.ca).

Consult with EHS for PPE requirements.

**Respiratory Etiquette and Hand Cleaning**
- Proper hand hygiene should be practiced (frequent hand washing and/or use of sanitizer).
- Proper respiratory etiquette should be ensured (coughing/sneezing into a tissue or the bend of an arm, not into a hand).

**Face Coverings and Non-Medical Masks**
Face coverings must be worn indoors at U of G facilities. Outdoors, face coverings must be worn when 2 m of physical distance cannot be maintained. This means wearing a face covering in cubicles, classrooms, hallways, washrooms, meeting rooms and other common areas. Limited times when face coverings can be removed indoors are available on the Practices section of the Return to Campuses website.

Public health agencies continue to recognize well-fitting, properly worn 2- and 3-ply non-medical masks as an effective source control and protection from COVID-19 and its variants. Non-medical masks continue to
be acceptable in public and workplace settings.

A 2 m physical distance must be maintained when engaging in activities such as eating or drinking that require people to remove their masks. A distance of more than 2 m is preferred.

**Masks should only be removed while eating or drinking.** A mask must be worn for all other activities.

*Medical Masks*
The University has enhanced mask requirements for those who are at higher risk of COVID-19 exposure as a result of their work environment. Faculty, staff, and students who must work within 2 m or less of others will be provided with and required to wear medical masks. Medical masks are not required for those who are able to maintain physical distancing during their work.

For further guidance on face coverings and masks, refer to [EHS COVID-19 Guidelines](https://www.uoguelph.ca/ehs/2021-08-05-return-to-campus-safety-protocols) and [Return to Campuses Safety Protocols](https://www.uoguelph.ca/ehs/2021-08-05-return-to-campus-safety-protocols).

Employees who have a medical condition that impacts their ability to wear a face covering should contact Occupational Health and Wellness at ohw@uoguelph.ca or 519-824-4120 ext. 52647. Students should contact Student Health Services at 519-824-4120 ext. 52131.

*Eye Protection - Goggles and Face Shields*
Under the province’s COVID-19 response framework, eye protection (i.e., goggles or face shields) is not required for most work situations at U of G. The use of eye protection for those who must work at a distance of less than 2 m from others will be determined by departments based on operational needs.

In determining whether employees require eye protection, departments should consider advice from Wellington-Dufferin-Guelph Public Health. WDG Public Health has indicated that an employee must isolate if:

- Over a 24-hour period, they spend more than 15 minutes within 2 m of someone who tests positive for COVID-19, and
- They were not separated by a physical barrier (e.g., cubicle wall, plexiglass), and
- The employee was not wearing eye protection.

This isolation requirement could have business continuity impacts on departments.

Disposable face shields are available on request to those who must work at a distance of less than 2 m from others.

Departments can order face shields through the [Physical Resources website](https://www.uoguelph.ca/physical-resources).

Face shields should not be used when driving.

Disposable face shields or goggles are required personal protective equipment (PPE) for U of G employee groups in specific work settings with close contact with others and/or potential positive cases (e.g., occupied student residences, Health and Performance Centre, Student Health Services and Child Care and Learning Centre).

Refer to [EHS COVID-19 Guidelines](https://www.uoguelph.ca/ehs/2021-08-05-return-to-campus-safety-protocols) for more information.

*Safety Signage and Decals*
To help inform individuals about expectations for safe use of University facilities, U of G has developed COVID-19 safety signs that highlight required actions such as wearing face coverings, physical distancing, cleaning hands and more.

Updated: July 15, 2021
Departments/units are responsible for posting COVID-19 safety signage in offices, labs, research spaces and department shared spaces. Pre-printed signs and decals and self-print material is available through Physical Resources.

Physical Resources has posted COVID-19 signage related to foot-traffic flows, space etiquette and expectations, room capacities, and cleaning protocols for centrally booked classrooms and public/common spaces assigned to PR.

**Cleaning and Disinfecting**

Physical Resources Custodial Services has implemented enhanced cleaning protocols that follow the recommendations of Wellington-Dufferin-Guelph Public Health (WDGPH) and government agencies.

Custodial Services will clean centrally booked classrooms and public/common campus areas.

As part of their operational plans, departments/units should develop cleaning and disinfecting protocols for department assigned areas (e.g., meeting rooms, lunchrooms etc.) and personal work areas and high-touch surfaces (e.g., photocopiers, printers, small appliances, shared tools etc.).

Individuals should be reminded that shared equipment and tools should be disinfected before use. Individuals should not assume the previous user disinfected the equipment/tools after they were done.

Cleaning supplies can be ordered through the Physical Resources Stockroom.

**Sourcing Supplies**

Departments can order COVID-19 related supplies (e.g., face masks (non-medical and medical), face shields, gloves, hand sanitizer, cleaning and disinfecting products, paper towels, dry wipes, etc.) through the Physical Resources Stockroom.

Consider having hand sanitizer available in shared spaces, high-touch areas and in general reception areas.

**COVID-19 Testing and Contact Tracing**

**Testing and Assessment**

Student Health Services (SHS) offers COVID-19 testing to students, faculty and staff working or studying on campus. Testing is by appointment only. Call SHS at 519-824-4120 extension 52131.

Individuals can also get tested at local COVID-19 Assessment Centers. Information on testing in Guelph can be found on the WDG Public Health website.

**Reporting Requirements After Testing Positive**

Individuals who are feeling unwell should reference the I Have Tested Positive for COVID-19 or I Am Feeling Sick page on the University’s COVID-19 website.

**Individuals who test positive for COVID-19, must contact the following groups.**

- **Employees and students:** Call U of G’s COVID-19 call centre at 519-824-4120, Ext., 53906.
- **Students living in residence:** Inform your Residence Assistant of a positive test result so that isolation can be arranged and supports (i.e., food delivery) can be put in place.
- **Supervisors:** If you are informed that an employee on your team has tested positive for COVID-19, contact OHW at ohw@uoguelph.ca or 519-824-4120 extension 52647 for further direction.

Updated: July 15, 2021
Contact Tracing
WDG Public Health will lead contact tracing for all those in the U of G community. To support Public Health’s contact tracing efforts, the University established a COVID-19 call centre, which serves as a central point of contact for the University community. The call centre can help with Public Health’s contact tracing efforts for positive cases within the University community, which may help prevent outbreaks. Calls are kept confidential beyond referral to further supports.

Units and departments should have processes in place to monitor attendance in classes, labs and areas they manage. This process could be a shared calendar, spreadsheet, attendance records etc.

Returning to a U of G Facility After a COVID-19 Related Absence
Occupational Health and Wellness (OHW) will provide return-to-work guidance for all employees who are absent from on-site or remote work due to COVID-19 isolation, symptoms or illness. Prior to an employee’s return to on-site work, OHW will confirm medical clearance to the employee and the supervisor. Employees are not to return to on-site work until OHW has provided this clearance.

For more information, refer to the OHW COVID-19 Return to Work Process.

Students: Students returning to a U of G facility after a COVID-19 related absence are to follow the direction of Public Health and their physician. Students may contact the U of G COVID-19 call centre at 519-824-4120, Ext. 53906.

Managing Positive Cases or Outbreaks
Local public health units are responsible for declaring an outbreak within their jurisdictions.

Student Health Services and Occupational Health and Wellness will coordinate with local public health units to manage and respond to individual cases of COVID-19 at University locations.

In close collaboration with Public Health, the University’s Outbreak Response Team will be responsible for directing the University’s management of and response to an outbreak. The University protocol on managing positive cases and outbreaks can be found on U of G’s COVID-19 website. Information on confirmed positive cases and outbreaks will be provided on the University’s Case Reporting website.

Services
COVID-19 Vaccination Clinic
The University is hosting a community COVID-19 vaccination clinic in partnership with WDG Public Health, and the Guelph Family Health Team. The clinic is being held in the University Centre and it is anticipated to run to mid-August 2021. The University is not responsible for booking vaccination appointments.

For more information visit the U of G COVID-19 Vaccination Clinic website.

Student Wellness
Student Wellness continues to provide services, including during provincial lockdowns. To further minimize the risk of COVID-19 transmission some processes and services have been changed. To make an appointment at the Student Health Services clinic, call 519-824-4120 extension 52131.

Refer to COVID-19 - FAQs for Student Wellness Services for more information.

Occupational Health and Wellness (OHW)
OHW continues to provide services to employees in managing occupational and non-occupational related illness and injury, facilitating return-to-work programs, arranging medical accommodation, and providing occupational health surveillance.
To minimize the risk of COVID-19 transmission, some processes are offered remotely.

OHW has also developed guidelines on working remotely: Ergonomic Tips, Finding the Right Chair, Steps to Adjusting your Office Chair.

Refer to the OHW website for further information.

*Environmental Health and Safety (EHS)*

**Guidance Documents**
EHS has developed a series of guidelines for learning and working safely during the pandemic. This includes:

- Guidance for Employees Travelling in a Vehicle
- Guidance for Using Non-Medical Masks
- Working in the Laboratory and Physical Distancing.

Refer to EHS COVID-19 Guidelines for a complete list or the EHS website for more information.

**Monitoring and Workplace Inspections**
An inspection of COVID-19 related precautionary measures will be included within the general Lab Safety, Biosafety and Radiation safety inspections and other EHS audits.

To support ongoing workplace inspections, local joint health and safety committees (LJHSC), Research Station Health and Safety (H&S) representatives or local contacts can access the COVID-19 Protective Measures Inspection Checklist. Departments should work with their LJHSC or H&S reps or contacts to implement and monitor COVID-19 precautionary measures and processes that have been put in place.

For health and safety inquiries contact your EHS liaison or EHS at ehs@uoguelph.ca or (519) 824-4120 extension 53282.

**Diversity and Human Rights**
During the COVID-19 pandemic it is important that we continue to maintain a culture of equity, inclusion and support in our communities. To navigate these challenging times, U of G’s Office of Diversity and Human Rights has developed the handbook Fostering a Sense of Belonging in Times of Crisis and Challenge. It offers suggestions and tips on how to focus on equity, diversity and inclusion so we can support one another.

To learn how the handbook helps encourage belonging and community during the pandemic watch the video or read the transcript on the #CaringInCovid site.

**Indigenous Student Center (ISC)**
The ISC continues to offer its standard programming, while meeting all WDG Public Health and University COVID-19 safety requirements. Some programming will be offered remotely.

For more information refer to the ISC website.

**Student Housing Services**
All University residences will be open in Fall 2021. Information related to how residences will operate this fall and COVID health, safety, compliance expectations of students and FAQs can be found on the Student Housing Services website. Information for those in Family Housing is also available online.
**Athletics**
U of G’s Department of Athletics continues to provide access to facilities, programs and services while closely following Public Health and government directives. To reduce the risk of COVID-19 transmission some programming is offered remotely.

For more information refer to the Department of Athletics and the Athletics COVID-19 website.

**Hospitality**
See the full list of dining options and hours on the Hospitality Services website.

**Bookstore**
For the latest on bookstore hours, services and operations visit the Bookstore website.

**McLaughlin Library**
Information about the services available and safety measures in place can be found on the Library website.

**University Spaces**
**Facilities and Building Readiness**
Physical Resources (PR) has made several adjustments to mechanical systems to ensure they continue running to high quality standards. Air handling unit schedules have been adjusted to increase run time and relative humidity. Ventilation systems have preventative maintenance measures in place to ensure proper operation, including fresh air and return air dampers as well as filters. PR tracks access to buildings and will re-adjust ventilation schedules and operations as required.

Where possible windows should be opened to increase fresh air into the space.

Refer to Building Readiness on the Physical Resources website.

**Buildings, Facilities and Public Spaces**
For information on which campus buildings and facilities are available refer to U of G’s Buildings, Events and Services COVID-19 FAQs.

For information on best practices when in shared spaces please refer to the Return to Campus website – Spaces.

**Classrooms**
Departments should refer to the Preparing Departments to Assess Instructional Spaces when making plans for on-campus instruction.

Students and instructors participating in face-to-face instruction must follow the Fall Classroom Health and Safety Protocols.

**Student Study Spaces and Workspaces**
The University has developed a Student Study Space Framework to help phase in access to on-campus study and workspaces for undergraduate and graduate students.

**Prayer Spaces**
Prayer spaces are available on campus for individual prayer by students, staff and faculty who are living on campus or who have returned to campus for work or study.

For more information, refer to the University Centre Prayer Spaces-Return to Campus Plan.

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Supporting Mental Health and Well-Being
A number of mental health and well-being resources are available to faculty, staff and students.

Faculty and staff mental well-being resources
- U of G’s COVID-19 Employee Mental Health web page.
- Wellness@Work COVID-19 Wellness Resource web page
- Wellness@Work website
- Employee and Family Assistance program
- COVID-19 Pandemic Toolkit for Leaders, Manager, and Supervisors.

Student mental well-being resources
- U of G’s Student Mental Health webpage
- Canadian Mental Health Association’s Centre for Innovation in Campus Mental Health (graduate students)

ADDITIONAL RESOURCES
Additional resources include:
- Human Resources - HR COVID-19 Tools and Resources
- Planning
- Guidance on Service, Repair and Maintenance – Technical Service from Outside of Canada and Template – USMCA provision for business visitors for services at U of G