COVID-19 Tools and Resources

If you are unable to perform your duties due to a self-isolation period or illness related absence resulting from COVID-19 please notify your Supervisor/Manager, Chair or Division Head per normal practice to inform them of your absence and complete the Self Declaration Form [1].

In response to operational changes resulting from COVID-19 and to support University of Guelph Employees as they navigate the changing environment in a healthy and productive way, HR has compiled the following list of tools, resources and information to assist you.

Emergency Leave

In response to the COVID-19 pandemic the Ontario Government has passed legislation amending the leave provisions of the Employment Standards Act, 2000 to provide for an Infectious Disease Emergency Leave (IDEL) which is a job protected leave available to an employee that is required to be absent or is unable to work due to the COVID-19 pandemic.

- **Infectious Disease Emergency Leave (IDEL)** [2]

Health and Safety

- If you have concerns or inquiries related to COVID-19 and working safely on campus please contact Environmental Health and Safety (EHS) [3] or Occupational Health and Wellness (OHW) [4].
- More information about working safely during COVID-19 can be found within the EHS Guidelines under COVID-19 [5].

PPE

- Information about ordering personal hygiene supplies, building readiness, signage and cleaning measures for common areas and high touch surface can be found on the Physical Resources website at PR COVID-19 Tools and Resources [6].
- Personal hygiene supplies are available for purchase from the Physical Resources Stock Room [7].

The University has suspended all non-essential hiring while we closely monitor the developments related to the COVID-19 pandemic. As the situation continues to evolve, updates will available at the following links:

- **University of Guelph Current Opportunities** [8] for Internal and External Job Seekers
- **University of Guelph Request to Hire** [9] for Hiring Managers

Remote Learning Opportunities

Learning & Development is working diligently to identify web-based learning workshops that can provide tools, resources and skills to meet your needs as we all adapt to remote or challenging work conditions.

- A full set of learning programs available to staff and faculty can be found on the Event Calendar [10].
- **Online learning resources** [11] are available through LinkedIn.
Wellness

- A variety of online wellness-related resources and virtual events can be found on the Wellness@Work COVID-19 Wellness Resources web page. The University's Employee and Family Assistance Program (EFAP) provider, Homewood Health, has created a COVID-19 Pandemic Toolkit for Leaders, Manager, and Supervisors.

Flexible Work Arrangements

- A Flexible Work Arrangements Policy for Non-Academic Staff has been adopted to outline the various types of flexible work arrangements employees may request, operational requirements permitting, and the framework within which they are administered.
- A Flexible Work Self-Assessment Checklist should be completed by employees and their supervisor(s) when developing a flexible work arrangement, as part of the review process.
- HR Consultants are available to provide additional support and information to employees and their supervisors throughout the development and implementation of an approved flexible work arrangement.

Working Remotely

Occupational Health and Wellnes have provided the following tips to assist you in making your remote work space as comfortable as possible:

- ErgonomicTips
- Finding the right chair
- Steps to adjusting your office chair

Updates on U of G's Response to COVID-19

- The University's COVID-19 website continues to be the most up to date source of information on U of G's response to the COVID-19 pandemic.
- To learn about the University's approach to gradually bringing students, faculty and staff back to campus safely visit the Return to Campuses website.

Source URL: https://www.uoguelph.ca/hr/covid-19-tools-and-resources

Links
[3] mailto:ehs@uoguelph.ca?subject=Concerns%20or%20Inquiries%20Related%20to%20COVID-19
[4] mailto:ohw@uoguelph.ca?subject=Concerns%20or%20Inquiries%20Related%20to%20COVID-19
[5] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs
[7] https://www.pr.uoguelph.ca/customer-services/stockroom
[8] https://www.uoguelph.ca/hr/careers-guelph/current-opportunities
[9] https://www.uoguelph.ca/hr/managers-recruitment-selection-orientation/request-hire
[10] https://www.uoguelph.ca/learningmatters/eventreg
[11] https://www.uoguelph.ca/hr/pre-recorded-sessions
[12] https://www.uoguelph.ca/wellnessatwork/COVID19-wellness-resources
[13] https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/515-employee-assistance-program-all-staff
COVID-19 Tools and Resources
Published on Human Resources (https://www.uoguelph.ca/hr)

[16] https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/520-flexible-work-arrangements-%28non-academic-staff%29
[17] https://www.uoguelph.ca/hr/system/files/2021.06.17-%20Flexible%20Work%20Self-Assessment%20Checklist%20Fillable%20for%20HR%20Policy%20520_0.pdf
[18] https://www.uoguelph.ca/hr/node/4317/
[19] https://www.uoguelph.ca/hr/ergonomics-working-remotely
[20] https://www.uoguelph.ca/hr/ergonomics-what-look-chair
[21] https://www.uoguelph.ca/hr/ergonomics-steps-adjusting-your-office-chair
[22] https://maestro.uoguelph.ca/trk/click?ref=z12lgfsq5w_0-b52x34c33x08&
[23] https://news.uoguelph.ca/return-to-campus/