

# Return to Workplace COVID-19 Protocols

Community Health Sciences Department &  
O'Brien Institute for Public Health

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UNIVERSITY OF  
CALGARY

# Purpose

Prepare returning employees for safe work spaces during COVID-19

# UofC criteria to return to Campus

- The University policy remains, as a general rule, work that can effectively be performed from home should continue to be done from home until further notice. The University has outlined three reasons for return to campus:
  - Campus access is required for on-going use of tools and equipment;
  - Work involves secure data and confidential information;
  - On-site preparation and attendance are required for delivering services to faculty, students, staff and the public.

# Return to work University Guidelines

The University of Calgary has established re-entry safety protocols to protect employees:

[UCalgary COVID-19 Re-Entry Protocols](#)

[COVID-19 Building Common Area Safety Plan Template](#)

# General Guidelines

- Anyone who feels ill, and particularly with COVID-19 type symptoms of cough, fever, shortness of breath, runny nose or sore throat, or any of the [other symptoms identified by Alberta Health Services](#) must not come to the campus.
- Complete the Alberta Health Services [online screening survey](#) daily
- Maintain a physical distance of 2 metres from other people.
- A non-medical mask is required to be worn in all indoor common areas on UCalgary campuses or in an situation where adhering to physical distancing measures may not be possible (some individuals are exempt)
- Avoid touching your face or rubbing your eyes.
- Wash your hands thoroughly and frequently, especially before and after coming into frequent contact with high-touch point surfaces like door handles, bannisters, elevator buttons, kitchens and equipment.
- If you are unable to wash your hands, use the hand sanitizer stations that are located around campus inside main building entrances, near elevators and office spaces.
- Practice respiratory etiquette including coughing and sneezing into bent elbow and prompt disposal of tissues in the trash.
- Follow the signage and floor markings when moving around campus spaces and buildings.
- Follow all public health guidelines with respect to [restrictions on gatherings](#), both indoors and outdoors

# Workplace Specific Protocols: TRW 3<sup>rd</sup> floor

## The following protocols are unique to our area: TRW 3<sup>rd</sup> floor

- Approval to access: Approval is required to access the floor. Email Mariko Roe ([mnroe@ucalgary.ca](mailto:mnroe@ucalgary.ca)) to request approval. When granted, please respect the days & times for which you were granted permission to come to campus. If you anticipate a change in your schedule, request approval by emailing Mariko.
- Security Entrance: Electronic card access is currently *required* to access the 3<sup>rd</sup> floor TRW
- Shared Areas: If you share a workstation, it is your responsibility to ensure that you are not coming in at the same time as your colleague.
- Meeting Rooms: Will operate at 50% capacity. No more than 4 persons at one time allowed in Nightingale, Fisher and Snow rooms. 8 people max in the Rose room. To book a meeting room you must contact Brenda Green ([bgreen@ucalgary.ca](mailto:bgreen@ucalgary.ca)) **ONLY**
- Elevators: No more than 2 people each use (physical distancing)
- Stairwells: Maintain physical distancing
- Hallways: Directional signage on floor; masks must be worn in all common areas (all areas that are not closed individual offices).
- Washrooms: some sinks/stalls may be closed; frequent cleaning being performed by Facilities
- Lunchroom/Kitchen: The kitchen on TRW3 is not open for use presently. Please bring your own food containers with ice packs/thermoses. Microwaves are available at Pur Eatery in the HRIC Building.
- Cleaning/Sanitizing: Facilities performing additional cleaning to high touch areas; **employees are responsible for cleaning their own work area and pre/post sanitization of common areas** such as meeting rooms, copier room, telephone room, etc.

# Facilities Protocols

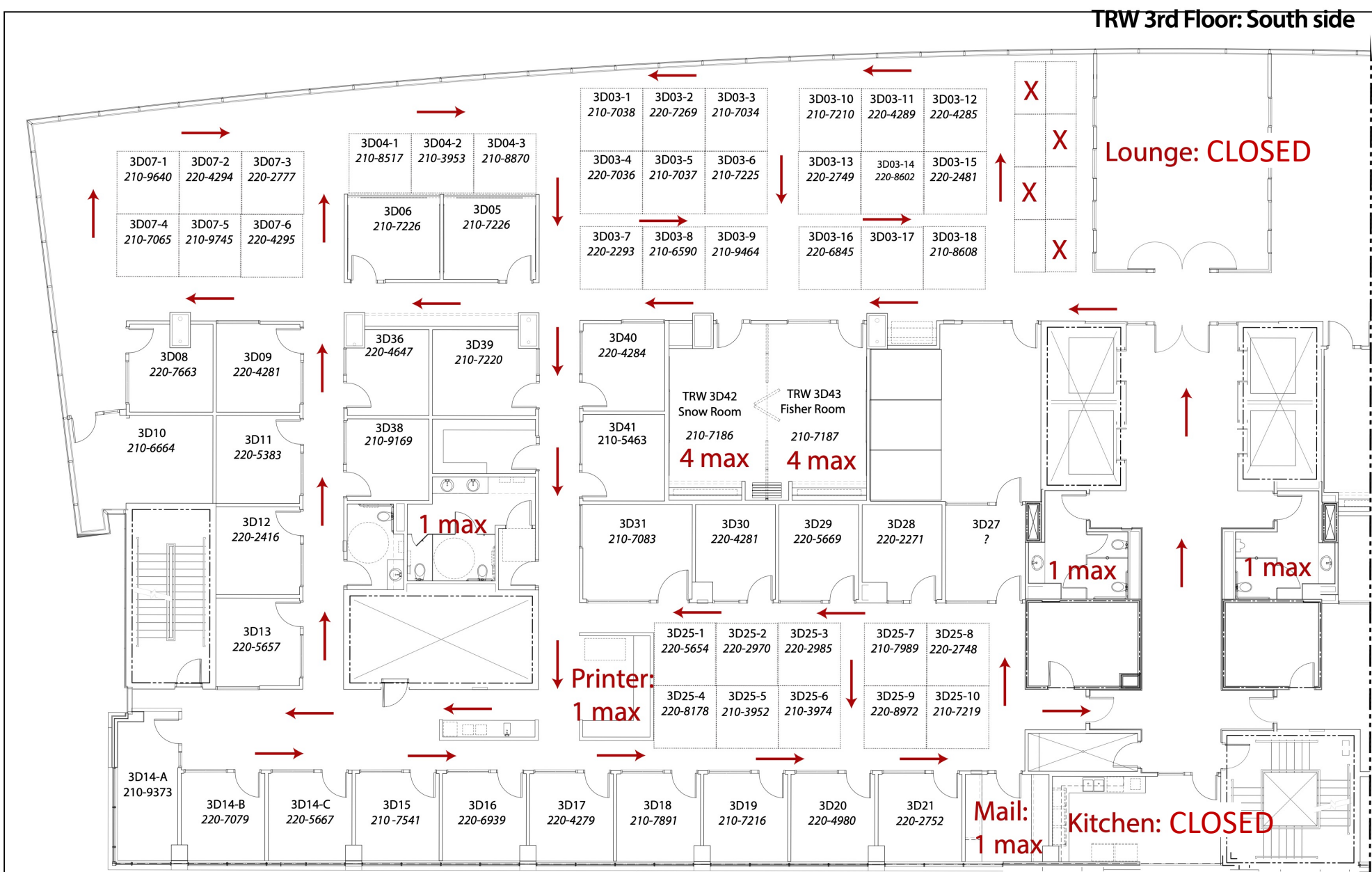
1. Limited numbers of people on premises
2. Approval to access the floor is required.
3. Directional traffic flow – refer to map and signage
4. Workspace separation – minimum 2 metres distancing
5. Copier/Printer/Stationery Area – limit of 1 people in area
6. Meeting Rooms – limitations of usage and capacity at 50%; clean pre and post use
7. Cleaning – employees to clean own work area – if you are sharing a workstation, it is very important to clean before and after your work day.
8. Garbage and Recycling – no collection in individual offices. Please use common garbages.
9. File Room and File Cabinets – pre/post sanitize, limitation of people to 1 person at all time
10. Food and beverages – Please refer to the [guidelines](#) provided by the University

# Limited Numbers of Staff on Premises

- Only those required and approved by Manager
- Check in/out system required for contract tracing and emergency purposes: Please respect days/time you are allowed to come to the 3<sup>rd</sup> floor. For ad-hoc visit (a quick pop-in to grab something) please contact Mariko at least 1 day in advance of your visit.



# Directional traffic flow – South Side TRW 3



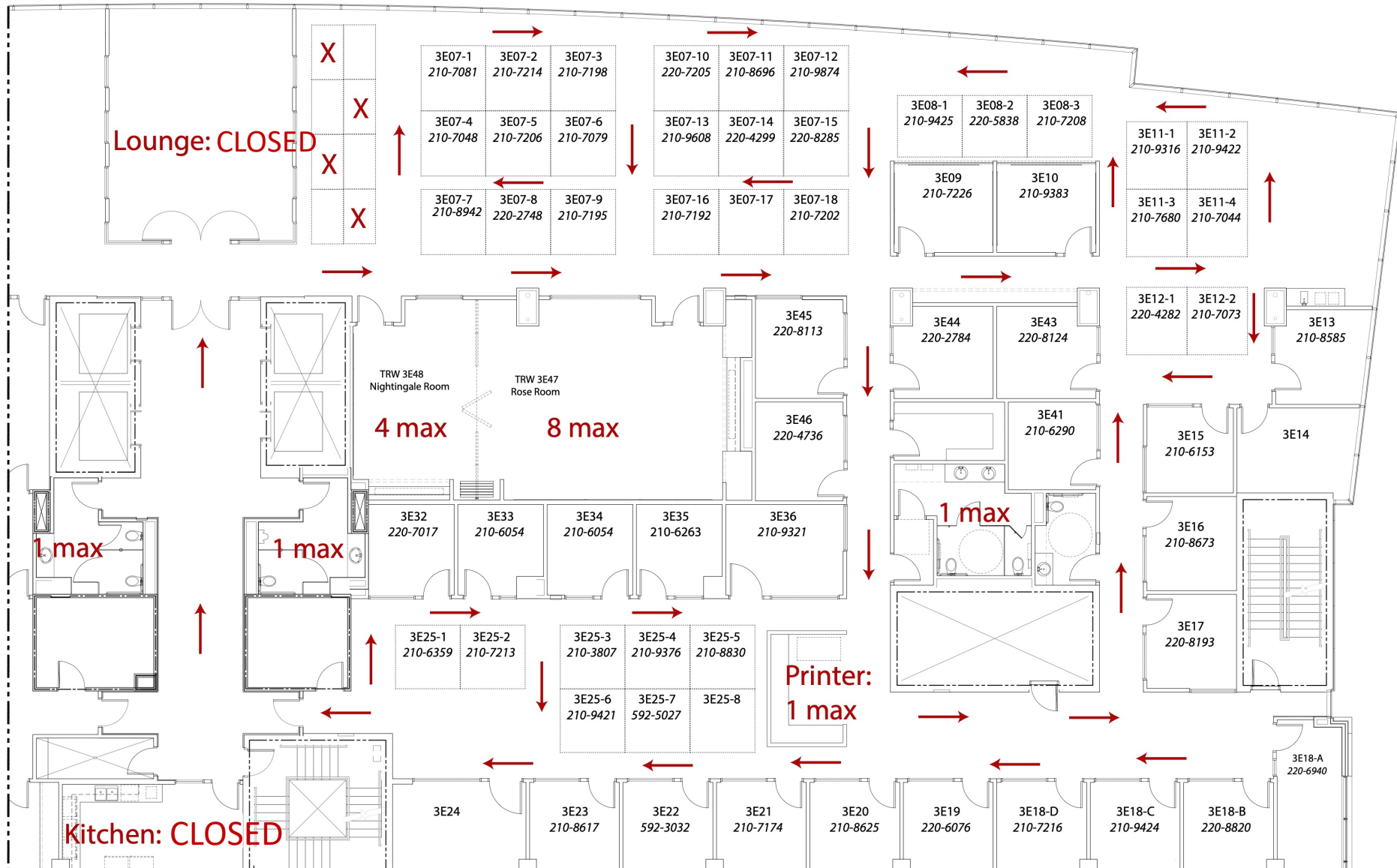
Follow directional signage to allow for one-way traffic flow, where possible

Travel in/out from occupied workstations is one-directional

Use face covering for common spaces (e.g. bathroom) and when 2 metre physical distancing not feasible

# Directional traffic flow – North side TRW 3

TRW 3rd Floor: North side



Follow directional signage to allow for one-way traffic flow, where possible

Travel in/out from occupied workstations is one-directional

Use face covering for common spaces (e.g. bathroom) and when 2 metre physical distancing not feasible

# Meeting Rooms

- Use MS Teams or Zoom where feasible, even if all parties on site
- No more than 4 persons at one time allowed in Nightingale, Fisher and Snow rooms, 8 persons max in the Rose room
- Ensure 2 metre physical distancing between participants if using meeting rooms
- Sanitize hard surfaces before/after use (table, arms on chair, conference phone, technology devices, etc.)
- Cleaning products (wipes and hand sanitizer) are available in all meeting rooms
- Chairs have been moved or placed in a way to ensure physical distancing – please do not change
- Phone rooms – individual use only; sanitize pre/post use

# Cleaning

- Facilities will focus on high touch common areas with additional sanitization processes
- Sanitizers and wipes available in all common areas for your use
- Employees on site responsible for daily pre/post cleaning of their work area (hard surfaces – desk, phone, computer/keyboard, cabinets, etc.)
- Employees on site to do pre/post cleaning of each use of copier, shared filing cabinets/keys, counters, etc.

# Garbage and Recycling

- Facilities to collect garbage daily from common areas
- Employee to take recycling to copier room

# Filing Cabinets and Filing Room

- Shared resources; employees using these MUST sanitize shared keys, handles and hard surfaces each time entering/exiting
- Maintain physical distancing

# Food and Beverages

- The Kitchen and Lounge on the TRW 3<sup>rd</sup> floor remain closed at this time.
- Main cafeteria (Pur Eatery) available for use with physical distancing; Microwaves available for use
- Ideally, bring your own containers and ice packs, store in personal work area
- Outdoor eating encouraged (weather permitting) – maintain physical distancing
- Water fountains available (individual to clean pre/post)

# Other Safety Protocols

- Building fire wardens not on site initially – evacuate to muster point as per normal and notify your reports to manager
- Masks are required in all indoor spaces on main campus



# Mental Health During COVID-19

- **Practice compassion**

We're in the same storm on different boats. Try to recognize everyone is going through this moment under varying circumstances. Your own reactions and emotions are okay, as are others. Communicate your comfort level to those you interact with and encourage others to do the same.

- **One day at a time**

The uncertainty that we are coping with is a significant challenge. Instead of ruminating on the past or worrying about the future, be mindful of the present moment. This can help us focus on our own emotions and what we can control.

- **Reach out**

Although heightened stress in this situation is normal, support is available for you to discuss your feelings. If fear or stress is impacting your ability to participate or complete daily tasks, homework, or activities, reach out to your community—friends, family, faith, or through counselling or crisis lines.

For additional information and to access support please visit: <https://ucalgary.ca/risk/emergency-management/covid-19-response/mental-health-covid-19>

# Before you return

- Request access to return to work, this will be added to the Workplace Safety Plan on SharePoint
- Sign off on SharePoint workflow, acknowledging you have read the required documentation before your first day back
- Ensure you bring masks. University will provide up to two reusable masks through the Wellness Office
- Consider home vs. office set up (e.g. computer screens). Upon request you may be able to temporarily borrow monitors from other stations however they may not be compatible with existing equipment.

# TRW3 FAQ

- *How do I request permission to access the floor:*  
Email Mariko Roe directly – [mnroe@ucalgary.ca](mailto:mnroe@ucalgary.ca)
- *How to proceed when approval is granted, and I have reviewed the WSP:*  
You can now access the floor on the dates and times agreed upon
- *Who will have priority to access the floor:*  
Access will be granted on a case-by-case basis. We are a community trying to support each other. With changing demands and teaching schedules, you may be asked to change your schedule to support others' changing demands.
- *Can I come back full time in the office:*  
Not at this time.
- *Do I have to wear a mask in my closed door office / open concept workstation:*  
Masks do not need to be worn when alone in a closed office. In an open concept workstation, masks are strongly encouraged even if you are separated by a partition higher than your head while sitting down / standing and you are at least at 2 meters from others
- *How do I book a meeting room:*  
Please email ONLY Brenda Green ([bgreen@ucalgary.ca](mailto:bgreen@ucalgary.ca)) directly
- *Are cleaning supplies available for a) personal office/workstation and b) meeting rooms:*  
Yes, cleaning supplies will be provided. These are for office use only, they are not to be removed from the floor



Questions?