Return to Work on Campus
HR Guide for Employees
2020
Contents

1. Introduction .......................................................... 3

2. Returning to work on campus ........................................ 3
   2.1. If you have concerns about returning to work on campus .......... 3
   2.2. Self-assessment questionnaire .................................. 3
   2.3. Required orientation session before resuming work on campus ...... 4
   2.4. If you get sick at work .............................................. 4
   2.5. Work refusal under the Ontario Occupational Health and Safety Act......... 5
   2.6. Well-being and mental health .................................... 5

3. If you require an employee card .................................... 6

4. Resources for employees ............................................ 6
   4.1 Stay healthy and connected through COVID-19 .......................... 6
   4.2 Action Learning Groups for employees ................................ 6

5. Contact Human Resources ........................................... 7
1. Introduction
The AC has called for the initiation of a COVID-19 recovery process for the resumption of University activities using a gradual three-stage approach mirroring that of the Ontario government.

As part of COVID-19 prevention efforts, the University of Ottawa Human Resources Service has produced a new information guide to help employees return to work after several months of lockdown.

This guide presents information on health and wellness and other resources available for support on your return to campus.

This guide is evergreen and will be constantly updated as “deconfinement” progresses.

The goal of this guide is to provide general guidance to uOttawa employees. In particular, this guide:

• Provides information to employees on HR practices that must be observed before and during the gradual return to campus.
• Contributes to a work environment that supports the University of Ottawa’s response to provincial and city of Ottawa public health guidelines and directives.

We hope for you to be able to successfully return to campus, to fully meet the University’s academic and research mission while COVID-19 related restrictions remain in place.

2. Returning to work on campus

2.1. If you have concerns about returning to work on campus
In the past few months, many changes have been implemented on campus to protect your health and ensure that it is safe for you to return. Should you have concerns or questions about returning to work on campus, speak with your supervisor or contact the Office of Risk Management or your union representative. If you have health or family issues that prevent you from returning to work on campus, email the Health and Wellness section at hrhealth@uOttawa.ca. Some individuals may have personal situations that prevent them from returning to campus under any circumstances until there is a vaccine for COVID-19.

2.2. Self-assessment questionnaire
As persons infected with COVID-19 may have few or no symptoms, you are encouraged to complete the Public Health Ontario self-assessment questionnaire prior to reporting to work each day. This is to prevent anyone with COVID-19 symptoms or anyone who may have been exposed to COVID-19 from entering the workplace. The self-assessment results are not shared with your supervisor, your faculty or service, or Health and Wellness. It is important that you not to report to work if you are sick, and that you complete the self-assessment before reporting to work, as this is critical to limiting the spread of the virus on campus.
When you complete the self-assessment questionnaire you will be asked if you:

- are experiencing any COVID-19 symptoms
- have been in close contact with anyone who has been diagnosed with or who has symptoms of COVID-19 in the last 14 days
- have a compromised immune system or chronic health condition or if you are 70 years of age or older

If you answer yes to any of the above questions you will be told to stay home, isolate yourself from others and, depending on your circumstances, contact your health care provider.

If you are told to stay home, you must inform your supervisor and Health and Wellness of your absence by emailing hrhealth@uOttawa.ca. In the email, indicate your name, contact information (phone number or preferred email address), unit and self-assessment result. The senior health and accommodation adviser assigned to your faculty or service will contact you to determine if you need to self-isolate and get tested for COVID-19 or if you can return to work.

2.3. Required orientation session before resuming work on campus

Health and safety are at the forefront of uOttawa’s plans as we prepare to gradually ramp up our research activities and course offerings for the summer and fall 2020 terms. The University has taken proactive protective measures to create a healthy and safe work and study environment for those returning to campus. The past few months of confinement have given us the opportunity to evaluate and mobilize the resources needed to plan a healthy and safe environment for uOttawa community members in response to COVID-19.

Prior to returning to work on campus, you are encouraged to:

- Complete the COVID-19 — Returning to Work on Campus: Protecting Yourself and Others orientation.
  The goal of the session is to ensure that you are familiar with the changes implemented on campus and what you are encouraged to do daily to ensure your health and safety and that of others when you return to work on campus.

- In addition to completing the COVID-19 — Returning to Work on Campus: Protecting Yourself and Others session, employees who must work on campus must complete a health self-evaluation on the Ontario Public Health website.

2.4. If you get sick at work

Do not come into work if you feel sick. Should you become ill while at work, you must isolate yourself from others immediately. As part of the orientation specific to your work area, you should have been informed of the assigned self-isolation areas in your faculty or service. These areas should be clearly identified and used only by people who need to self-isolate.
Should you have COVID-19 symptoms, you should immediately contact your supervisor and self-isolate until you can safely leave the workplace. Protection Services will be called if you need immediate medical assistance.

If you can’t drive your own vehicle home, your supervisor will make arrangements for you to get home, as use of public transportation is not an option. Arrangements for a ride with a family member or transportation by a taxi will be made. You will be asked to wear a mask and wash your hands or use hand sanitizer before getting into the vehicle, as well as sitting in the back seat with window opened. If transportation is by taxi, the company, name and number or the operator should be recorded.

Health and Wellness will be advised that you reported feeling ill and an Accident, Incident, Occupational Illness or Near Miss report form must be completed. The Senior Health and Accommodation Advisor will contact you to determine what follow-up measures are needed.

It is important that you also email Health and Wellness at hrhealth@uOttawa.ca, including your name, contact information (phone number or preferred email) and unit.

The senior health and accommodation adviser will contact you and, depending on the circumstances, determine how long you need to self-isolate, and whether you must get tested and/or seek medical care. Medical staff will determine the duration of your absence, if applicable. All absences from work should be recorded in the FAST leave management system as per usual. If you are absent because of COVID-19, you will be told to enter your leave using the COVID sick leave category.

2.5. Work refusal under the Ontario Occupational Health and Safety Act
During COVID-19, the provisions of the Ontario Occupational Health and Safety Act continue to apply, including your right to refuse unsafe work. All employees have a right to a work environment that protects their health and safety and the University has a legal obligation to take all reasonable precautions to protect employees from injury and illness. If you fear contracting the virus, you may refuse work if you believe your job or the work assigned to you may create a danger to your health.

Although the University has implemented a number of measures to meet public health requirements and ensure your health and safety, if you feel unsafe, you may initiate a work refusal in accordance with the established University work refusal procedure.

2.6. Well-being and mental health
Going back to work on campus after months of working from home may be difficult, especially if you continue to deal with concerns about your health, the health of a family member or child care. It is not uncommon to be worried or feel anxious about resuming activities outside of the home environment.

Since the start of the pandemic, considerable COVID-19 mental health and wellness information for employees coping with child care issues, anxiety and telework has been added to the Mental Health and Wellness web site:

All employees, including contract employees, now have access to short-term counselling services under the Employee and Family Assistance Program. Services are offered by Morneau Shepell, a provider not
part of the University. They are free, available 24/7 and confidential. No one at the University will know if you or your immediate family members access the services.

The BounceBack program is a great resource if you are feeling stressed, worried or anxious about events related to COVID-19. It is a free resource offered by the Canadian Mental Health Association to all Canadians in many different languages. It consists of booklets of information, online videos accessible at all times and up to six counselling sessions by phone.

For the most up to date information about the spread of COVID-19 in the community and testing centre locations, see the Ottawa Public Health website or Ville de Gatineau Website

3. If you require an employee card
   - Take a picture of yourself, preferably against a white or neutral wall (no objects on the wall), and save it as a JPEG.
   - Email the picture to HRinfo@uOttawa.ca with the subject line “Employee card request — 100####” (your employee number).
   - When we receive the information, we will check your status in Banner.
   - If your file is up to date, we will print the card and send it by internal mail to your faculty or service.

4. Resources for employees

4.1 Stay healthy and connected through COVID-19
To ensure the health and well-being of our employees, we offer University of Ottawa employees support and helpful information on the following:

- Home workspace
- Taking care of your mental health
- Taking care of your physical health
- Managing child care or other personal responsibilities
- Absence or return to work
- Staying safe — essential workers
- Online training via Microsoft Teams

4.2 Action Learning Groups for employees
The pandemic has transformed our daily lives and will continue to do so. Transformation 2030 is encouraging us to become more agile, impactful, sustainable and collaborative. With this in mind, we are offering you the opportunity to find support and assistance in identifying solutions to the many issues you face, some of which may be complex and difficult. Join an online action learning group today.
What is an Action Learning Group (ALG)?

An ALG is a small group of peers who, with the help of a certified facilitator, create a collaborative space to help each other to improve and even change their individual and collective practices according to specific values, principles and methodology.

ALGs can:

- be a strategic tool to help you solve problems
- improve your ability to remain engaged and motivated during periods of uncertainty
- increase your personal and organizational resilience

To join a group, email hrLearning@uottawa.ca.

5. Contact Human Resources

- Benefits: hrbenefits@uOttawa.ca
- Compensation: infopay@uOttawa.ca
- Employment and Immigration: immigrat@uOttawa.ca
- Health and Wellness: hrhealth@uOttawa.ca
- HR Info: HRinfo@uOttawa.ca
- Labour Relations: hr_labour@uOttawa.ca
- Leadership, Learning and Organizational Development: hrlearning@uottawa.ca
- Leaves: leaveshr@uOttawa.ca
- Performance Management and Development Program: performance@uOttawa.ca
- Pension Plan: hrpension@uOttawa.ca
- Talent Management: hrtalentmanagement@uOttawa.ca