

Keeping Our Campus Community Safe: A Guide for Staff

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**UWINDSOR
TOGETHER**

Return to campus life and community

As the University continues the gradual transition of employees to campus, the health and safety of all members of the campus community remains a top priority. The COVID-19 Safety Plan and departmental Safety Plan Checklists incorporate recommendations provided by federal, provincial, and local public health authorities, best practices, the Ontario Occupational Health and Safety Act and other applicable legislation. These will continue to evolve and remain flexible and responsive to updated public health guidelines.

As you prepare for the transition back to campus, remember to be kind and patient with your colleagues and yourself. Give yourself the permission to feel stressed, worried, anxious, etc. Acknowledge that many of your colleagues are also feeling this way and that it is okay to take the time to make health and wellness a priority and to build self-care into your day.

We all play a vital role in preventing the spread of COVID-19 on campus. This document outlines what you need to know/do before coming to campus, the process for bringing forward safety concerns and what you could do to respectfully inform and remind individuals of the Health & Safety expectations, procedures and protocols that have been put in place to protect all members of the campus community.

WHAT YOU NEED TO KNOW/DO BEFORE COMING TO CAMPUS

We all have a role in contributing to the health and wellbeing of our campus community. As you prepare to come to campus it is important that you review the policies, guidelines and protocols that have been designed to keep everyone safe on campus.

- Complete the mandatory [vaccination attestation](#) as per the [COVID-19 Vaccination Policy](#). In order to attend campus, you must be fully vaccinated.
- Complete the mandatory [Return to Campus: What Employees Need to Know](#) information session.
- Become familiar with the health and safety protocols which can be found on the [Return to Campus – Health and Safety website](#) and the [Resource Documents webpage](#) of the site.
- Download the [Safe Lancer App](#) which connects you to the [COVID-19 Self-Assessment Questionnaire](#) and complete it daily, before coming to campus. Should you not have a mobile device, use the [webform](#) or [download a printable self-assessment questionnaire document](#).
- Review your department-specific Safety Plan Checklist. Connect with your supervisor to access this information and to discuss any emerging questions/concerns.
- Review the [COVID-19 Guide to Reporting Illness, Infection and Testing and Employee Privacy](#).
- Review the [COVID-19 Mandatory Non-medical Mask Policy](#).
- Become familiar with [employee mental health resources and supports](#) and [Workplace Accommodation Guidelines](#).

COMMUNICATING SAFETY CONCERNS

Under the Occupational Health and Safety Act, the University has an obligation to take reasonable care to maintain a safe and healthy workplace, employees are responsible to report safety hazards or concerns

to their supervisor and supervisors are responsible to address safety hazards in the workplace in a timely manner. Should you have any safety concerns, it is important that you bring these forward to your supervisor immediately. You also have the right to consult your representative on the [Joint Health and Safety Committees](#) (Central Safety Committee and Downtown Safety Committee).

Depending on the issue, your supervisor may need to investigate the concern/issue. Your supervisor will keep you informed throughout the process and advise of any corrective measures. If you still believe that the work is unsafe despite the measures taken, you can consult with a member of the Joint Health and Safety Committee or the Health & Safety Office for guidance. You also have the right under the Occupational Health and Safety Act, to refuse unsafe work. Work refusals should be based on the employee's reasonable belief that the University has not taken the necessary measures to protect employee health and minimize the potential exposure to the hazard (COVID-19). Information on the work refusal process can be found on the [Human Resources website](#).

MAINTAINING A RESPECTFUL AND SAFE ENVIRONMENT

All members of the University of Windsor community play a key role in maintaining a respectful and safe environment. As you return to campus, you may encounter situations where individuals may not be following procedures/protocols. In these instances, you could respectfully inform and remind people of the expectations, procedures and protocols that are in place to keep our community safe. The following are some guidelines when approaching others:

- Adapting to new policies, protocols can be difficult for some members of the campus community. Approach the individual non-confrontationally, with kindness and compassion.
- Many factors can affect an individual's awareness and understanding of current policies, procedures, or protocols. Always assume that the person may not be aware of the policies/protocols or may not fully understand them.
- Smile, introduce yourself, and politely advise of the specific policy/protocol that may apply to the situation. Focus on guiding and informing, not questioning. Be mindful of your tone of voice, aim to inform and clarify in a calm and positive manner.
- Listen to the individual and share information to help them understand the University's expectations and procedures that must be followed while on campus to keep everyone safe.
- Conclude the conversation by thanking them for listening and encourage them to visit the UWindsor [Return to Campus website](#) for the most reliable and up-to-date information.
- Should the situation escalate, or the person become angry or confrontational during the interaction, do not engage, walk away and report the issue to your supervisor.

Should you not feel comfortable or safe approaching the individual(s) or encounter a member of the campus community who repeatedly demonstrates an unwillingness to adhere to the safety expectations and procedures, you should first contact your supervisor or email returntocampus@uwindsor.ca. Alternatively, you can also contact your representative on the Joint Health and Safety Committee or the appropriate Labour Relations Manager or Human Resources Manager in the Department of Human Resources.

We look forward to welcoming you back to campus.

For more information:

www.uwindsor.ca/returntocampus

returntocampus@uwindsor.ca