



## Return to Campus: What Employees Need to Do Reference Sheet

The University of Windsor is committed to the protection of the health, safety, and wellbeing of all members of the community. All employees have a role to play in mitigating the spread of COVID-19 in our campus community. This reference sheet lists the key actions that employees need to take prior to and when on campus as outlined in the required employee information session and connects employees to tools and resources that support the health, safety, and wellbeing of all members of the campus community.

| Key Actions  | Links to Resources / Reference Documents   |
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| <b>Prior to Coming to Campus</b>   |  |
| Complete the mandatory employee information session: Return to Campus: What Employees Need to Know.  | ➤ <a href="#">Employee information session</a>   |
| Ensure that you have received the masks supplied by the University.  | ➤ <a href="#">Distribution of face masks</a>   |
| Complete the self-assessment questionnaire (via the Safe Lancer app, PDF or web form) prior to coming to campus each day.                            | ➤ <a href="#">Safe Lancer App</a><br>➤ Self-Assessment Questionnaire ( <a href="#">PDF</a> ) or ( <a href="#">web-form</a> ) - print a copy<br>➤ <a href="#">Guidelines for Individuals Returning to Campus</a>  |
| Stay home if you are not feeling well. Follow-departmental reporting procedures.   | ➤ <a href="#">COVID-19 Employee Guide to Reporting Illness, Infection and Testing and Employee Privacy</a>   |
| Become familiar with the University's COVID-19 Safety Plan and Departmental Checklist.   | ➤ <a href="#">COVID-19 Safety Plan</a><br>➤ Departmental checklist – contact your supervisor   |
| Become familiar with the guidance documents regarding what to do should you come across an individual not following the safety procedures/protocols. | ➤ <a href="#">Respectful Engagement: Following Campus Rules for COVID-19</a><br>➤ <a href="#">Addressing Ongoing Concerns around Student or Staff Refusal to Wear a Mask or Follow Safety Protocols</a><br>➤ <a href="#">Keeping Our Campus Community Safe: A Guide for Staff</a>  |
| <b>When on campus</b>  |  |
| Use the Safe Lancer QR Code readers at the entrance of each building to check-in.  | ➤ <a href="#">Safe Lancer QR Code Check-in Procedures</a>  |
| Wear a mask as per the COVID-19 Mandatory Mask Policy.   | ➤ <a href="#">COVID-19 Mandatory Mask Policy</a>   |
| Maintain physical distancing of 2 metres or more from others.  | ➤ <a href="#">Social Distance Information</a>  |
| Follow good hand and cough hygiene practices.  | ➤ <a href="#">Information Posters and Videos</a>   |
| Disinfect frequently touched equipment and surfaces.   | ➤ <a href="#">Cleaning Protocols for Laboratories</a><br>➤ <a href="#">Employee Cleaning Guidelines for COVID-19</a><br>➤ <a href="#">Other Cleaning Protocols</a><br>➤ <a href="#">HVAC and Water Safety</a>  |
| Follow posted signage, zone, and flow requirements.  | ➤ <a href="#">Safety Signage</a><br>➤ <a href="#">Zone and Flow</a>  |
| Follow other safety protocols and guidelines (University wide and department specific).  | ➤ <a href="#">Guidelines for the Shared Use of Printers, Photocopiers, and Fax Machines</a><br>➤ <a href="#">Guidelines for the Shared Use of Vehicles and Mobile Equipment</a><br>➤ <a href="#">Guidelines and Procedures for Lunchrooms and Breakrooms</a><br>➤ <a href="#">Guidelines and Procedures for Meeting Rooms and Shared Spaces</a><br>➤ <a href="#">Guidelines for One-time on Campus Building/Office Entry</a> |
| Keep a log of workdays, work locations and possible close contacts if using paper/PDF copy of the daily screening questionnaire.                     | ➤ <a href="#">Record of Workdays, Locations and Contacts Form</a>  |
| Communicate concerns and report hazards to your supervisor/Dean or your representative on the Joint Health & Safety Committee.                       | ➤ <a href="#">Safety Committee Members</a>   |
| <b>Stay Informed and Access Wellness Supports</b>  |  |
| Visit the Return to Campus website regularly to stay informed.   | ➤ <a href="#">Return to Campus Website</a><br>➤ <a href="#">Latest News and E-Newsletter</a>   |
| Visit the Workplace Wellness website regularly for mental health and other wellness supports.  | ➤ <a href="#">Workplace Wellness Initiatives</a><br>➤ <a href="#">Employee Mental Health Resources</a><br>➤ <a href="#">Recommended practices to Promote Mental Health and Wellbeing</a>   |

For More Information Visit the Return to Campus Website [www.uwindsor.ca/returntocampus](http://www.uwindsor.ca/returntocampus)  
Health & Safety Inquiries: [safety@uwindsor.ca](mailto:safety@uwindsor.ca)