

Return to Campus: What Supervisors 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, therefore the University's return to campus activities will be gradual, deliberate and guided by prevailing public health advice and provincial restrictions. This reference sheet is intended to assist supervisors plan for the gradual resumption of campus activities. It summarizes the key actions that supervisors need to take and connects supervisors to the tools and resources posted online to help safely and effectively transition employees back to campus.

Key Actions	Links to Resources / Reference Documents
Return to Campus Plan – Development, Approval, Implementation and Evaluation	
Determine which employees can continue working remotely. Remote work should continue wherever possible.	<ul style="list-style-type: none"> ➤ Return to Campus Framework ➤ Institutional Guiding Principles for Resumption to Campus Activities
Develop and implement a Return to Campus (RTC) plan for the gradual return of employees in consultation with Health & Safety.	<ul style="list-style-type: none"> ➤ Health & Safety Guidelines and Protocols ➤ Covid-19 Hazard Assessment and Control Measures ➤ Health & Safety Checklist for Return to Campus Plan ➤ COVID-19 Safe Operating Procedure Template ➤ Safety Plan Approval Process
Review and update the approved RTC plan to reflect any changes to health and safety procedures/control measures.	<ul style="list-style-type: none"> ➤ Evaluation and Monitoring
Implement the control measures outlined in the RTC plan including but not limited to physical distancing strategies, signage, processes, etc.	<ul style="list-style-type: none"> ➤ Safety Signage ➤ Cleaning Protocols, HVAC and Water ➤ Cleaning Protocols for Laboratories ➤ Guidelines for the Shared Use of Printers, Photocopiers and Fax Machines. ➤ Order Form for Cleaning Products ➤ Employee Cleaning Guidelines for COVID-19
Communicate to Employees	
Communicate to employees the RTC plan and other department specific processes and expectations.	<ul style="list-style-type: none"> ➤ Before Going to Campus Information ➤ Guidelines for Individuals Returning to Campus
Communicate to employees the non-medical mask policy and ensure employees receive the university supplied masks prior to coming to campus.	<ul style="list-style-type: none"> ➤ Non-Medical Mask Information ➤ Non-Medical Mask Policy
Communicate to employees the mandatory health screening requirement.	<ul style="list-style-type: none"> ➤ Safe Lancer App Information ➤ PDF Questionnaire ➤ Information Regarding Approved or Denied Badges (scroll to the bottom of the page)
Remind employees to complete the mandatory Return to Campus: What Employees Need to Know information session and monitor completion through the myUWinfo portal.	<ul style="list-style-type: none"> ➤ Employee Information Session ➤ myUWinfo (Reports can be found in the Administrative tab)
Communicate to employees the work log requirement (work days, locations and contacts) and ensure employee logs are readily available and kept for a 14-day period.	<ul style="list-style-type: none"> ➤ Personal Record Form - Work Days, Locations and Contacts
Workplace Accommodation, Illness Reporting, Managing Compliance, Record Keeping and Employee Concerns	
Report illness and infection	<ul style="list-style-type: none"> ➤ Supervisor's Guide to Reporting Employee Illness, Infection and Testing and Employee Privacy ➤ Employee Guide to Reporting Illness, Infection and Testing and Employee Privacy
Receive requests for accommodation.	<ul style="list-style-type: none"> ➤ Workplace Accommodation Guidelines ➤ Contact Human Resources to Facilitate the Accommodation Process
Monitor and manage compliance with established protocols and procedures. Employees who refuse to complete the required health screening must be asked to leave campus immediately.	<ul style="list-style-type: none"> ➤ Contact Human Resources for Guidance
Maintain accurate records of all employees working on/coming to campus.	Supervisors should develop their own system for tracking employees working on/coming to campus.
Address employee concerns in a timely manner.	<ul style="list-style-type: none"> ➤ Contact Health & Safety for Guidance ➤ Work Refusal
Staying Informed, Having Supportive Conversations and Wellbeing Supports	
Connect employees to wellbeing supports.	<ul style="list-style-type: none"> ➤ Workplace Wellness Initiatives ➤ Employee and Family Assistance Program ➤ Community Resources ➤ Recommended Practices to Promote Mental Health and Wellbeing
Keep employees informed and have supportive conversations.	<ul style="list-style-type: none"> ➤ Resource from CMHA – Return to the Workplace: A Psychological Toolkit for Heading Back to Work
Visit the Return to Campus website regularly to stay informed.	<ul style="list-style-type: none"> ➤ Return to Campus Website

**For More Information Visit the Return to Campus Website www.uwindsor.ca/returntocampus
Health & Safety Inquiries: safety@uwindsor.ca**