

# Returning to Work on Campus For Employees

January 2022



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## 1. Introduction

In keeping with public health guidelines, the University of Ottawa's Administration Committee has authorized the gradual resumption of activities on campus.

The health and safety of our community remain central to the University's priorities.

Employees play a key role in this effort. You have shown unprecedented determination and commitment in furthering the University's academic mission despite the circumstances, and we will continue to ensure your well-being.

Human Resources has developed this return-to-campus guide to provide general instructions and advice for workers. In particular, this guide:

- Provides information on HR practices that must be observed before and during the full return to campus.
- Promotes a work environment that reflects the University's response to provincial and City of Ottawa public health guidelines.
- Relies on lessons learned from faculties and services who have had employees working on campus throughout the pandemic.

We are hopeful that the planning underway in our faculties and services will ensure a smooth return to campus so that we can fulfill our academic and research mission.

## 2. Return to work on campus

### 2.1 Mandatory COVID-19 vaccination

The health of our community is important and we are all responsible for doing our part to ensure it. Employees are required to certify their vaccination status through the online COVID-19 Vaccination Declaration tool. New employees are required to certify their vaccination status prior to their anticipated start date.

We encourage you to regularly visit the [University of Ottawa Mandatory COVID-19 vaccination webpage](#).

### 2.2 Request for accommodation on medical grounds

If you request an accommodation on medical grounds, you will be required to provide documents from your healthcare provider to support this request. This will be clearly explained when you use the COVID-19 Vaccination Declaration tool to request an accommodation.

### 2.3 Orientation session before resuming work on campus

Health and safety are at the forefront of our plans. Before you return, we encourage you to complete the [COVID-19 — Returning to Work on Campus: Protecting Yourself and Others](#) orientation session, which aims to familiarize you with the changes implemented on campus and what you must do every day to ensure your health and safety and that of others.

## 2.4 Wellbeing and mental health

You may find it difficult to go back to work on campus after months of working from home, especially if you have concerns about your health, the health of a family member, or childcare issues. It's normal to be worried or feel anxious about resuming activities outside of home.

Since the start of the pandemic, we have added many resources to the [Health and Wellness website](#). These resources are now available to all employee groups, including contract employees. We encourage you to review the information on following websites as well:

- [Employee and family assistance program | University of Ottawa](#)
- [Stay healthy and connected through COVID-19 | University of Ottawa](#)

## 2.5 COVID Daily Health Check-In

### 2.5.1 COVID-19 Daily Health Check-In

In keeping with Ottawa Public Health recommendations and uOttawa requirements, everyone who comes to campus must complete the University's COVID-19 Daily Health Check-In to [screen for COVID-19](#) prior to reporting to work each day. This is to prevent anyone who has symptoms of COVID-19, or who may have been exposed to COVID-19, from entering the workplace.

It's important that you not report to work if you or someone who lives in your household is sick or has symptoms related to COVID-19. This is critical to limiting the spread of the virus on campus. Symptoms are outlined in the daily assessment tool.

### 2.5.2 If you must stay home

**Notify your supervisor of your absence.** Please follow the guidelines for self-isolation, depending on the location of your primary residence: see the links below for your region. If you have further questions, or if you must extend your leave for any reason, contact Health and Wellness. The senior health and accommodation advisor assigned to your faculty or service will contact you as soon as possible.

- [Instructions for people with COVID-19 | Gouvernement du Québec \(quebec.ca\)](#)
- [Information for those who have symptoms, test positive for COVID-19, and high-risk contacts - Ottawa Public Health](#)

## 2.6 If you get sick at work

**Don't come into work if you feel sick or have symptoms.** If you become ill while at work, isolate yourself from others immediately.

If you have COVID-19 symptoms, contact your supervisor immediately and self-isolate until you can safely leave the workplace. If you need immediate medical assistance, Protection Services will be called.

If you can't drive your own vehicle home, your supervisor will make arrangements for you to get home. Public transportation is not an option.

We will arrange for a ride with a family member or taxi. The cost for the taxi will be covered by the University. Wear a mask and wash your hands or use hand sanitizer before getting into the vehicle, and sit in the back seat with the window open. If transportation is by taxi, the company, name and number or operator should be recorded.

All absences from work should be recorded in the FAST leave management system, as usual. If you're absent because of COVID-19, enter your leave under "Sick Leave (COVID-19)".

## 2.7 Vaccination

### 2.7.1 Accommodations for Religion/Creed

Employees must submit their request using the [COVID-19 Vaccination Declaration](#) tool and fill out and submit the form provided by the University in this tool.

Faculty or staff members who have been granted an accommodation, or who are waiting for accommodation approval, will be required to undergo testing at least twice per seven-day period here on campus.

## 2.8 Requests for accommodation due to family status

Employees must send requests for accommodation for reasons related to family status to their manager.

## 2.9 Work refusal under the *Ontario Occupational Health and Safety Act*

During the COVID-19 pandemic, the provisions of the *Ontario Occupational Health and Safety Act* continue to apply, including your right to refuse unsafe work.

The University has implemented measures to meet public health requirements and ensure your health and safety. If you feel unsafe, you can initiate the [University work refusal procedure](#).

The [BounceBack](#) program is a great resource if you're feeling stressed, worried, or anxious about events related to COVID-19. It's a free resource offered by the Canadian Mental Health Association in many different languages.

For up-to-date information about the spread of COVID-19 in the community and testing centre locations, see the [Ottawa Public Health website](#) or the [Ville de Gatineau COVID-19 website](#).

## 3. If you need an employee card

- Take a picture of yourself, preferably against a white or neutral wall (no objects on the wall), and save it in JPEG format.
- Email the picture to [HRinfo@uOttawa.ca](mailto:HRinfo@uOttawa.ca) with the subject line "Employee card request — 100#####" (with the hashtags as your employee number).
- Indicate your name and faculty or service
- When we receive the information, we'll check your status in the Human Resources database.

- If your file is up-to-date, we'll print the card and send it by internal mail to your faculty or service.

As part of the full return to campus, InfoRH will now be open and staff members can go to room TBT019 to have their card made or to pick up their printed card.

#### 4. Resources for employees

##### 4.1 Stay connected and healthy during the COVID-19 pandemic

Human Resources has created a webpage titled [Stay healthy and connected through COVID-19 | University Of Ottawa](#) for employees, with support and information on the following:

- Home workspaces
- Taking care of your mental health
- Taking care of your physical health
- Managing childcare or other personal responsibilities
- Absences or returning to work
- Staying safe — essential workers
- [Online training via Microsoft Teams](#)
- [Action Learning Groups](#)
- [Coaching](#)

If you have any questions about these services, contact your HR business partner or HR manager.

#### 5. Contacts at Human Resources

- Benefits: [hrbenefits@uOttawa.ca](mailto:hrbenefits@uOttawa.ca)
- Leave: [leaveshr@uOttawa.ca](mailto:leaveshr@uOttawa.ca)
- Employment and immigration: [immigrat@uOttawa.ca](mailto:immigrat@uOttawa.ca)
- Talent management: [hrtalentmanagement@uOttawa.ca](mailto:hrtalentmanagement@uOttawa.ca)
- HR Info: [HRinfo@uOttawa.ca](mailto:HRinfo@uOttawa.ca)
- Leadership, Learning and Organizational Development: [HRlearning@uOttawa.ca](mailto:HRlearning@uOttawa.ca)
- Compensation: [infopay@uOttawa.ca](mailto:infopay@uOttawa.ca)
- Pension plan: [hrpension@uOttawa.ca](mailto:hrpension@uOttawa.ca)
- Performance Management Program: [performance@uOttawa.ca](mailto:performance@uOttawa.ca)
- Health and Wellness: [hrhealth@uOttawa.ca](mailto:hrhealth@uOttawa.ca)