



Guidelines & Responsibilities for Managers & Unit Heads for Developing Return to Campus Plans – Fall 2021

Summary

The health and safety of the OCAD University community and the broader community are the priority as the university proceeds with reopening the campus. Each member of the community has a role to play in ensuring the health and wellness of each other; it is a shared responsibility.

In consultation with their teams, Managers and unit heads have been working on departmental plans for the delivery of their services this Fall and the timing of their team members' return to campus. The following guidelines and responsibilities are designed to support them in developing these plans. Additionally, the health and safety measures outlined in this document should be applied by Faculty Office Managers to faculty offices and to researchers responsible for lab/studio environments.

The guidelines have been developed in accordance with public health guidelines. Managers and unit heads are encouraged to review their plans in consultation with the Environmental Health & Safety Advisor and plans should be shared with each manager or unit head's Executive Team lead (Vice-President/Vice-Provost/President).

Responsibilities of managers/unit heads:

- Learn about OCAD U's general health and safety measures by completing the [COVID-19 Safety Training](#). Encourage unit employees to complete this training.
- Identify which positions from the unit are required to be on campus to perform critical functions and services that involve face-to-face interaction when students return to in-person learning for the Fall term, on Wednesday, September 8, 2021. Communicate and confirm with these staff regarding their roles and return dates. Confirm and communicate with all other staff the requirement to return to campus by October 26, 2021 unless otherwise arranged due to an approved accommodation or remote work arrangement per the Remote Work Guidelines.
- Communicate to staff who are returning to campus that they must submit their proof of vaccination via the OCAD U Safe app (as soon as this feature becomes available) and/or have an exemption for medical or protected grounds under the Ontario Human Rights Code. These exemptions must be submitted through the formal accommodations process, and to attend campus, these individuals must participate in the rapid antigen testing program (overseen by Environmental Health & Safety).
- In consultation with your team, develop a detailed operating plan for your unit for the resumption of on-campus work. Document and communicate this plan to all team members.
- Return to Campus unit plan for employees conducting critical functions and services that involve face-to-face interaction should be established and communicated in advance of Wednesday, September 8, 2021.
- For employees returning to campus by Tuesday, October 26, 2021, as communicated in the [Return to Campus Plan for administrative staff](#), unit-based plans impacting these employees should be communicated well in advance of this date.

- Ensure that employees who are conducting remote work and who are not expected to be on campus understand that prior to coming to campus for any reason, they must request authorization from their unit heads, and meet all conditions of entry to campus (including have provided proof of vaccination or are participating in the rapid testing program).
- Post information on service options for students, faculty and/or other clients to your departmental web page and share with [Sarah Mulholland](#), Manager, Student Communications.
- Provide team members with appropriate personal protective equipment (PPE), instructions or other resources required to implement the unit operating plan. Consult Environmental Health & Safety regarding any PPE questions or requirements (more details below).
- Ensure that safety measures as recommended by Toronto Public Health (such as physical distancing and PPE requirements) are compliant with accessibility requirements under the AODA (Accessibility for Ontarians with Disabilities Act, 2005). Note that the Ministry of Colleges & Universities has specified there are no occupancy limits for universities and colleges. That said, Toronto Public Health continues to recommend the practice of physical distancing of at least 2 (two) metres, and OCAD University continues to require this. Plan for your workspace to allow for physical distancing as much as possible using the measures listed below.
- Be familiar with relevant policies and procedures, including
 - [5001 - Health & Safety Policy](#) (PDF)
 - [5004 - Work Refusal Procedures](#) (PDF)
 - [5011 - Reporting and Resolving Health Safety Concerns](#) (PDF)
 - [Remote Work Guidelines](#) (PDF)
- Be familiar with and ensure employees are aware of the supports available to them, including the policy for [Accommodation in Employment for Persons with Disabilities](#) (PDF) and the [Request for Workplace Accommodation](#) form (PDF).

Note: Unit-based Return to Campus plans for the start of the Fall term must address health and safety and operational concerns only. These plans are not intended to address longer-term or ongoing remote work arrangements for employees. Managers will use the Remote Work Guidelines to inform these decisions.

Health & safety measures available to Managers and Unit heads

Unit Heads should contact workrequest@ocadu.ca to arrange a consultation on the health and safety and operational needs of your area. A team will work with you to implement measures below if needed.

- **Scheduling tasks and workflows to reduce traffic in on-campus spaces**
This could include staggered shifts, flexible work arrangements, scheduled rather than drop-in appointments, contactless deliveries, and, when possible, providing services online or by phone. Scheduling changes must be consistent with collective agreements, policies, and procedures.
- **Reorganizing the physical environment**
This could include establishing separate entrance and exits, removing or moving furniture, posting signs to encourage physical distancing, installing physical barriers in areas where physical distancing is difficult or not possible (such as service counters), removing non-essential items from work areas and surfaces, assigning work spaces, avoiding shared use of communal office equipment or supplies, booking access to shared equipment, and limiting or removing access to communal spaces. Note that with

respect to physical barriers, priority will be given to high volume service counters where physical distancing may be difficult.

Consideration must be given to accessibility requirements when making changes to physical workspaces.

- **Increased caretaking**

It is now well understood that air quality and ventilation play a primary role in COVID-19 transmission and that surface transmission is of lesser of a concern. As per public health guidelines, OCAD University cleaning staff continue to disinfect high-touch areas (e.g. door handles, elevator buttons, railings) in common areas twice daily. Employees may request cleaning supplies for staff from workrequest@ocadu.ca to conduct more frequent cleaning of high-touch areas in their immediate workspaces. Encourage staff to regularly wipe-down frequently used service countertops, shared equipment and tools. Units may also request additional hand sanitizer for such areas.

- **Ensuring access to the appropriate personal protective equipment (PPE)** for the task. In addition to masks, which are required to be worn indoors, this may include face shields for front line staff who are unable to distance.

- **Removing masks while working alone; breaks, eating and drinking**

Masks may be removed when a single individual is in a private, enclosed office or meeting room. If others join them, or they need to move through a common area where they may encounter others, employees must put on their masks. Employees may remove masks briefly for eating and drinking, while remaining distanced at least 2 (two) metres from others.

Managers may wish to consider reallocating employee offices to become used for mask breaks, privacy for participation in online meetings, or eating, to ensure equitable access for all team members to a place to take a break. It is not recommended to allocate kitchenettes as eating spaces, as this may prevent others from accessing and preparing their own lunches. Employees are encouraged to take mask breaks and eat outside while weather allows.

- **Communications**

Promote participation in [COVID-19 Safety Training](#), communicate workplace health and safety procedures, clearly and often, to employees and to others who may enter the workplace (students, visitors, contractors, the public). Establishing and communicating unit-based Return to Campus plans are key in minimizing the potential for conflict in the workplace. Maintaining open lines of communication and engaging team members in planning are healthy ways for employees to share disagreements and work together to settle them.

Measures being undertaken across OCAD University

The following measures are undertaken broadly across the university by Safety, Security & Campus Operations, Facilities & Studio Services and Environmental Health & Safety.

Access control and COVID-19 screening

- Access to buildings is controlled using OCAD U ID card access. Those who will be allowed to enter are authorized students and employees who are vaccinated or have been exempted through the formal accommodations process due to medical or

protected grounds under the Ontario Human Rights Code, and are participating in the rapid antigen testing program.

- All students and employees are expected to submit their self-assessment for symptoms using the OCAD U Safe app in advance of each visit to campus. These self-assessments provide important information to aid in contact tracing in the event of exposure.
- Until the start of classes on Wednesday, September 8, 2021, community members must request access using the Access Request Form (www.ocadu.ca/returntocampus).

Communications and signage

- Symptom awareness, physical distancing and mask requirement signage across the campus
- Directional signage to encourage distancing in areas that may require queuing
- Elevator and washroom occupancy limits and signage
- Directional stairwell signage
- Equipment cleaning signage
- Classroom, lab, studio and general gathering area occupancy limits and signage

Cleaning and sanitization

- OCAD U's cleaning staff follow twice daily enhanced cleaning protocols for campus washrooms and high touch surfaces and locations, such as stairwell handrails, elevator buttons, and door handles.
- Provisioning hand sanitizer and hand sanitizing stations.

Personal Protective Equipment

- Provisioning personal protective equipment, including masks, face shields, gloves.
- Provisioning barriers (such as Plexiglass) at service desks where physical distancing may not be possible. Contact workrequest@ocadu.ca to inquire.
- Provisioning traffic management tools such as stanchions (supplies are limited).

Air quality and ventilation management

- Implementing standards set by Public Health Ontario, the American Industrial Hygiene Association, the Canadian Centre for Occupational Health and Safety and the American Society of Heating, Refrigeration and Air Conditioning Engineers.
- Increased minimum fresh air intake for HVAC units
- Upgraded air filtration to MERV 13 rated filters, which are typically used in hospitals for general surgery and filter bacteria and virus carriers.
- Monitoring and measuring air changes per hour for all areas of the campus.

Resources

- OCAD U's [COVID-19 signage resources in the InfoDrive](#)
- [Toronto Public Health signage](#)