



Start of Term Guide for On-Campus Employees Winter 2022

SUMMARY: We're [CampusReady](#) for Winter 2022. We're closely following public health practices, but we need your help this term to minimize any risks. This quick reference guide highlights critical information for on-campus employees this semester. On the U of A COVID-19 [campus safety page](#) you will find a list of the essentials; what you need to know about COVID-19 campus safety protocols **before** and **during** a visit to U of A campuses. If you have any questions after reviewing this document, please discuss with your supervisor or email phrtinfo@ualberta.ca. As always during the COVID-19 pandemic, the information included here is subject to change according to provincial or institutional safety measures.

- **For all employees:** [Transitioning to on-campus work](#)
- **For supervisors:** [Managing the transition to campus](#)
- **For researchers:** [Information for Researchers and Research Groups](#)
- **For instructors:** [Information for instructors about transitioning to campus](#)

Similar health and safety [Start of Term Guides](#) are available for students and instructors.

University buildings are open

Most university buildings are open with just a few exceptions. [See a list of open buildings and their operating hours](#). If needed, a properly-coded ONEcard or key will be required for your team members or students to gain access to locked buildings.

[UAB.ca/hours](#) provides up-to-date building hours and identifies the exterior entrance for ONEcard access. Please note that you will still have the building access (buildings, spaces, floors, and doors -- including exterior doors) you were previously granted by your **Faculty Access Control Administrator**.

If your ONEcard access is not working, email bss.support@ualberta. If you do not have a ONEcard yet, visit ualberta.ca/onecard for instructions.

Academic departments control access to labs, studios and other specialized learning spaces as per normal procedures.

On-campus COVID-19 safety

The below information is summarized on the [U of A Campus Safety Checklist](#).

✓ **Safety Measures General Directives**

The [Safety Measures General Directives](#) (SMGD) provides guidance on expectations for faculty, staff, students, contractors and visitors in preparing their plans to ensure a continued safe return to our campuses. The SMGD reflects the current health measures in place and may be amended in response to emerging public health information.

✓ **Winter Term 2022 | Coming to Campus eLearning** The 2022 Winter Term | Coming to Campus eLearning is a quick voluntary update for [faculty and staff](#) and [students](#) returning in January.

✓ **CampusReady** All U of A students, faculty and staff should have their [CampusReady](#) pass readily available while on campus. Regular pass checking will occur during the Winter semester.

✓ **Daily health check**

If you're feeling sick, stay home, notify your supervisor and follow Alberta Health Services advice. More info: [COVID-19 procedures for staff and students who are ill](#).

✓ **Masks required use**

You are required to wear a non-medical or fabric mask in all indoor common spaces, with very few exceptions. This includes: classrooms, labs, offices and meeting rooms. For more details, please review the [U of A mask policy](#).

✓ **Physical distancing**

Respectful physical distancing and smaller groups are encouraged whenever possible.

✓ **Cleaning and sanitation in classrooms, labs, and other workspaces**

Cleaning and sanitation protocols are followed on campuses, with a focus on washrooms, high-touch surfaces and high-traffic areas. Your [department is responsible](#) for cleaning and sanitizing: workbenches; laboratory benches; desktops and cabinets; fume hoods; laboratory, research, athletic and maintenance equipment; studios and specialized work and instructional spaces.

✓ **COVID-19 Rapid Response & sick procedures**

Employees: If you have had any of the [indicated COVID-19 symptoms](#) during the past ten days, stay home and do not go to campus until your symptoms have resolved, you are feeling better, or you receive a negative AHS COVID-19 test result. **Immediately** advise your supervisor if you receive a positive AHS test result for COVID-19 AND you have been on campus in the past 14 days. Ensure that your supervisor has a phone number where you can be reached.

✓ **Supervisors and activity coordinators:** If one of your staff members or participants informs you that they have received a positive AHS COVID-19 test result AND have been on campus in the last 14 days, contact the U of A Rapid Response Triage Team as soon as possible. Email your name and the phone number where you can be reached to phrt.triage@ualberta.ca. A triage member will contact you shortly.

Please read these additional essential resources:

- [Sick procedures for staff and students](#)
- [U of A Rapid Response Plan](#)

- [Protocol for Notifications Regarding Confirmed Cases of COVID-19](#)

Please note that public health requirements may still change depending on local COVID-19 transmission rates and vaccination levels. The U of A will continue to follow the advice of public health authorities on public safety measures, and post updates as applicable.

Managing health and safety in your workspace

This semester's work experience will be different. It is important to set expectations regarding the shared responsibility everyone has in community health and safety during COVID-19. At the start of this new semester, you may wish to advise your team members of the following:

1. Health and safety is a shared responsibility among all members of our community.
2. If you are feeling ill or have symptoms, stay home. If you are on campus and begin to feel unwell, return home immediately.
3. Remind team members of the importance of regularly checking their ualberta email for essential U of A information regarding [COVID-19 response notifications](#).
4. If a team member appears to have [symptoms](#), a supervisor may ask them to go home. Employees should then follow the [sick procedures for staff and students](#).
5. If a supervisor or team leader believes that the health and safety of the team is at risk for any reason, they may choose to suspend activities.
6. Up-to-date U of A COVID-19 public safety information can be found at [uab.ca/covid19](#).

911 for Police/Fire/Medical Emergency | After 911, call UAPS at 780-492-5050.

Review [ualberta.ca/emergency](#) for all U of A emergency information and procedures.

Community and campus safety are a shared responsibility. By working together we increase our chances of having a safe and successful semester. Thank you in advance for doing your part.

COVID-19 information for the U of A community: [uab.ca/covid19](#)

General enquiries: U of A Public Health Response Team, phrtinfo@ualberta.ca

COVID-19 Rapid Response support for on-campus supervisors, instructors and activity coordinators: U of A Rapid Response Triage Team, phrt.triage@ualberta.ca