

Fall Planning: Return to Campus

September 2, 2021



This bulletin provides information and resources regarding the fall return to campus.

1. Information/Resources

- University's [COVID-19 website](#) - regular updates to the response to COVID-19, FAQs, various resource links
- [COVID-19 tab on HSW Toolbox](#) on SharePoint – various resources for employees and supervisors, including safety bulletins, links to general employee training and other resources related to COVID-19 as well as information and links to mental health supports
- Government of Canada [COVID-19 webpage](#)

2. COVID-19 Self-Screening

- Faculty/staff/students are required to complete the [COVID-19 self-screening](#) through the University's Brock Safety app or the link [here](#), before attending campus and reminded to stay home when sick.
- Starting Tuesday, Sept 7/21, employees are required to forward their results of the COVID-19 self-screening to their Supervisor prior to attending campus or participating/engaging in work that may be in the community. Faculty members are to forward their results to the Department Chair.
 - If the use of the mobile app or web link is not possible for a faculty/staff member an alternate format to review the self-screening questions daily must be discussed and implemented with the Supervisor.
 - Supervisors are responsible to ensure their employees have completed the requirements for self-screening. Supervisors are not required to maintain a record of the result following their confirmation.
 - If a submitted result does not permit the employee from entering Brock's facilities or other work location, the Supervisor is to ensure the employee follows the provided auto-instructions from the app for next steps, which includes returning home to self-isolate and immediately contacting their health care provider and/or Niagara Region Public Health, etc.
 - Should a Supervisor have questions on next steps in relation to a submitted result not permitting access and any required absences, please contact employeehealth@brocku.ca.
- Starting Tuesday, Sept 7/21 students when in the course of their employment contract (i.e. TA and RA) are required to forward their results of the COVID-19 self-screening to their Supervisor prior to attending campus or participating/engaging in work that may be in the community.
- Individuals may be requested to display results from the daily COVID-19 self-screening.
- Signage will be posted at entry points that prohibits entry for those who are experiencing symptoms associated with COVID-19 as well as strategic locations throughout campus.

3. Community Protective Equipment (CPE)

- Unlike articles of personal protective equipment that are intended to protect the wearer from hazards, the primary purpose of community protective equipment (CPE) is to minimize risks to other persons. In the context of this pandemic, CPE includes non-medical masks and face coverings, which may be used to prevent the wearer from expelling respiratory droplets and minimize the opportunity to infect others.
- Brock requires anyone in campus buildings to wear (at least) a [non-medical mask/ face covering](#), in a manner that covers their mouth, nose and chin. See attached Masking Requirements bulletin for more information on non-medical masks including donning & doffing.
- Brock University strongly encourages (at least) the use of non-medical masks/face coverings outdoors when people cannot physically distance.
- A non-medical mask/face covering (at least) is required in vehicles that operate as part of the post-secondary education institution.
- Further detailed information on masking requirements, including exemptions is available in the HSW bulletin: [COVID -19: Masking Requirements](#), both attached and posted on the [COVID-19 tab on HSW Toolbox](#) on SharePoint. It is important to note there are exemptions to this requirement which will be accommodated by your Supervisor.

4. Personal Protective Equipment (PPE)

- Unless separated by an impermeable barrier (plexiglass), in circumstances where an employee is required to come within 2m/6ft of another person in order to provide them service, and that person is not wearing a mask or face covering in a manner that covers their mouth, nose and chin; the employee is required to wear appropriate PPE (a medical grade mask that covers their mouth and nose – molded around the nose and eye protection (goggles or face shield)).
- Further detailed information on the required PPE, including exemptions, is available in the HSW bulletin: [COVID-19: Masking Requirements](#), both attached and posted on the [COVID-19 tab](#) on [HSW Toolbox](#) on SharePoint. It is important to note there are exemptions to this requirement and will be accommodated by your supervisor.

5. Physical Distancing

- Effective September 7, 2021 amendments have been made to the applicable legislation, O.Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step to remove physical distancing and capacity limit requirements for indoor instructional spaces (i.e. classrooms, labs, etc.). This applies to indoor instructional spaces only. Physical distancing of 2m/6ft is required in all other circumstances.

6. Personal Hygiene

- Hand hygiene (hand washing & sanitizer use videos are provided on the [COVID-19 tab](#) on the [HSW Toolbox](#) SharePoint site); [cough & sneeze etiquette](#); and avoid touching face, are strongly encouraged.
- Hand sanitizer dispensers are installed throughout campus and should be available in departments near shared equipment.

7. Cleaning/Disinfection

- Custodial Services conducts Enhanced Cleaning and Disinfecting Protocols in all buildings on campus, and has implemented new disinfecting technology such as electrostatic disinfecting sprayers focusing on high touch surfaces in public and common areas, residence common spaces, public washrooms, gyms, lobbies, classrooms, theaters, dining spaces, laboratories and libraries, etc.
- The recommended frequency of cleaning is done in conjunction with Enhanced Cleaning Protocols and determined by considering the COVID-19 transmission rate in the community, type of space, number of people using the space, etc.
- Classrooms and Laboratories will be cleaned by following the Enhanced Cleaning protocol steps and with the consideration to usage and number of occupants. Electrostatic Sprayer Technology is used on daily basis in all classrooms.
- Faculty and staff are all asked to regularly clean and disinfect their personal work spaces, on top of regular cleaning and disinfection done by Brock's Custodial Services.
- There are approximately 260 wall mounted and free standing hand sanitizing dispensers across campus. These are maintained, checked, cleaned and replenished by custodians on a daily basis.
- A [COVID-19 Cleaning & Disinfection bulletin](#) is both attached and available on the [COVID-19 tab](#) on the HSW Toolbox SharePoint site. This bulletin includes information for departments to purchase cleaning supplies from the catalog in Workday.

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8. Ventilation/HVAC

- The Department of Facilities Management is ensuring that all spaces on campus meet top industry standards and best practices for operating building systems to address COVID-19 concerns. The following measures have been implemented in all of Brock's buildings (Main Campus, East Campus, MIW, Hamilton)
 - All building ventilation systems will continue to undergo regular maintenance to ensure air is clean and flowing into and out of buildings properly
 - Overrides have been implemented in various areas and systems (e.g., air intakes) to maintain increased fresh air volumes to indoor spaces
 - High performance filters (i.e., MERV-16, which are surgical-grade) have been installed in numerous areas across campus. Filters are changed on a prescribed schedule ensuring filters are meeting rated performance
 - Checking air changes via building HVAC system balancing and air audits to ensure ASHRAE standards are met or exceeded
 - Adding HVAC systems controls in areas/buildings not currently connected to Brock's Building Automation System
 - Plans are in place to flush indoor spaces prior and post occupancy – ventilation will be started two hours prior to scheduled occupancy and also run past occupancy
 - Continue to follow guidance from ASHRAE, Public Health Ontario, Public Health Agency of Canada, CDC guidance as new information becomes available
 - Adding air purification units (HEPA filters) in teaching classrooms and teaching labs

9. Drinking Fountains

- Drinking fountain spouts have been removed. Only bottle filling stations are available.

10. Washrooms/Elevators

- Masks (as described in the HSW bulletin [COVID-19: Masking Requirements](#)) are required in all indoor areas including washrooms and elevators.
- Hand blow dryers have been disconnected in washrooms and replaced with paper towel dispensers.
- Sanitize hands prior to entering an elevator and upon exiting an elevator.

11. Department Specific Fall Planning Resource

- The Department Planning Resource chart, which is attached, is a resource to assist departments to document their return to campus plans and is not required to be forwarded centrally but is required to be retained within departments/faculties.
- This document provides assessment considerations related to the department workspace; work processes, including providing employee resources i.e. [COVID-19 Reporting Document](#) (and is also attached) all found on the [COVID-19 tab](#) on the HSW Toolbox SharePoint site; CPE; PPE; and communication and training. All resources for employees related to COVID-19 are found on the [COVID-19 tab](#) on the [HSW Toolbox SharePoint site](#).

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11. Instructor Response to Ill Student

- This [resource](#) assists instructors who may deal with a situation involving a student who may fall ill while on campus. The document is attached and can also be found on the [COVID-19 tab](#) on the HSW Toolbox.

12. Contact Tracing

- Safeguarding the health and safety of Brock University students, faculty and staff is a top priority. Brock has a comprehensive approach to assist public health with contact tracing in the event of an identified positive case of COVID-19 on our campus. The information collected (name, address, phone number, date of birth, email address and exposure period) will be shared with public health through a secure method. This information may be maintained and will be in line with Brock retention protocols.

If you have any further questions, students please contact Student Health Services at covid19nurse@brocku.ca or staff/faculty please contact Kathryn Walker, Manager, Health Management & Wellness at kwalker6@brocku.ca

13. Training

- A COVID-19 safety considerations training module on Sakai is available for employees
- A COVID-19 safety considerations training module is available on Sakai site for students

14. Required COVID-19 Vaccinations

- As preparations continue for the Fall term, the University will require COVID-19 vaccinations for all students, faculty, staff and visitors who wish to access campus.
- A first dose of a Health Canada-approved vaccine will be required by September 1, and fully vaccinated (14 days after second dose) no later than October 15. Evidence of COVID-19 vaccine status is required. Anyone who cannot be vaccinated, based on medical or other protected grounds recognized by the Ontario Human Rights Code, can request an accommodation. Individuals who are granted an accommodation will be required to complete antigen screening twice a week, as well as complete enhanced screening measures when accessing campus.
- Vaccination evidence can be uploaded to Brock's [vaccination declaration tool](#). A dedicated web page and [FAQs](#) has been established with details about how to upload your proof of vaccination, information outlining the limited grounds on which an accommodation will be considered, and other information.

15. Employee Wellbeing

- The fall is a shift from remote work to returning to campus for many. The changes will differ based on individual circumstances. Open communication, managing expectations and active listening is key.
- Attached is an [Employee Wellbeing Campus Reopening Guide for People Leaders](#) to provide resources to support the return to campus transition.

16. Contacts

Should employees have health & safety questions or concerns? Contact:

- Supervisor
- If applicable, union representative
- Joint Health & Safety Committee member
- Health, Safety & Wellness at besafe@Brocku.ca

Need more information about this topic? Contact besafe@brocku.ca

COVID-19: Masking Requirements

September 2, 2021



• **MASKING REQUIREMENT:**

- Brock requires anyone in campus buildings to wear (at least) a [non-medical mask/ face covering](#), in a manner that covers their mouth, nose and chin. See Appendix 1 for more information on non-medical masks including donning & doffing.
- Brock University strongly encourages the use of (at least) non-medical masks/face coverings outdoors when people cannot physically distance.
- A non-medical mask/face covering (at least) is required in vehicles that operate as part of the post-secondary education institution.

• **PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENT (i.e. medical mask/eye protection):**

- Unless separated by an impermeable barrier (plexiglass), in circumstances where an employee is required to come within 2m/6ft of another person in order to provide them service, and that person is not wearing a mask or face covering in a manner that covers their mouth, nose and chin; the employee is required to wear appropriate PPE (a medical grade mask that covers their mouth and nose – molded around the nose and eye protection (goggles or face shield)).

Further risk assessment and review of PPE for specific tasks may be required (including when other health & safety hazards exist) and in conjunction with Health, Safety & Wellness.

• **EXEMPTIONS:**

- As per the Ontario Ministry of Health:
 - have a medical condition that inhibits your ability to wear a face covering
 - are unable to put on or remove your face covering without help from someone else
 - are receiving accommodations according to the *Accessibility for Ontarians with Disabilities Act, 2005* or the *Human Rights Code*
 - children do not have to wear a face covering indoors if they are younger than two years old
- For employees who wish to request a mask exemption through a medical accommodation please contact employeehealth@brocku.ca. For students who wish to request a mask exemption please contact studentaffairs@brocku.ca.
- Is performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance;
- Needs to temporarily remove their mask or face covering while in the indoor area,
 - to receive services that require the removal of their mask or face covering,
 - to engage in an athletic or fitness activity,
 - to consume food or drink (employees shall maintain a physical distance of 2m/6ft or separated by plexiglass/impermeable barrier), or
 - as may be necessary for the purposes of health and safety
- Performs work for the business or organization (i.e. employees), is in an area that is **not** accessible to members of the public and is able to maintain a physical distance of at least 2m/6ft from every other person while in the indoor area.

MASKING REQUIREMENTS FAQs:

- **Where can faculty & staff remove their masks while working in office spaces?**
 - Faculty & staff may remove their masks or face coverings while they are working, in their designated workspace, in areas not open to the public provided they are able to maintain a physical distance of at least 2m/6ft from every other person. If individuals come to their workspace, masks must be put on. Masks or face coverings must also be put on whenever leaving their designated workspace.
 - There may be situations where someone is deaf or hard of hearing and may require an employee to remove their mask or face covering to speak to them. As a reminder – anyone removing their mask or face covering must maintain a minimum physical distance of 2m/6ft from others.
- **If there is a physical barrier (i.e. plexi) are masks still required in a public area?**
 - Yes, masks are required in areas accessible to the public even with a physical barrier, unless the person is exempt from wearing a mask.
- **Are Instructors required to wear masks while teaching?**
 - Yes, masks are required in classrooms, even if there is a physical distance of 2m, unless the instructor is exempt from wearing a mask. This is required under the legislation as classrooms are accessible to members of the public. Instructors are able to momentarily remove their mask to take a drink of water but must put back on immediately following.
- **Are students required to wear masks in classrooms and study spaces, even if maintaining a physical distance of 2m?**
 - Yes, the legislation requires students/visitors etc., to wear a mask or face covering at all times while indoors, unless an exemption applies. Students are able to momentarily remove their mask to take a drink of water but must put back on immediately following. The legislation only permits employees (faculty/staff) to remove their mask in areas not accessible to members of the public while maintaining a physical distance of at least 2m/6ft from every other person while in the indoor area.
- **Who is responsible for compliance/enforcement of masking requirements?**
 - The university will take an educative approach encouraging the campus community to be kind rather than making assumptions about those you see without them. For those with a mask exemption, as described on pg. 1, singling them out in public can be socially isolating and lead to anxiety.
 - Supervisors will be responsible for employee compliance and will accommodate those where an exemption applies.
 - Instructors will not be responsible for enforcing mask requirements in the classroom, however a gentle reminder of the masking requirements could be provided if necessary.

COVID-19

Appendix 1: Non-medical masks/face coverings

NON-MEDICAL MASKS/FACE COVERINGS:

A video on [How to wear a non-medical face mask or covering](#) is available from the [HSW Toolbox](#). It is important to know that non-medical masks/face coverings are not PPE. Further information on face coverings/non-medical masks, including the downloadable poster shown below, is available on the [Government of Canada COVID-19 website](#)



Do wear a non-medical mask or face covering to protect yourself and others.



Do ensure your nose, mouth, and chin are fully covered.



Do ensure the mask is made of at least 3 layers, including 2 layers of tightly woven fabric, with a filter or filter fabric between layers.



Do replace and launder your mask after each use, or whenever it becomes damp or dirty.



Do inspect the mask for tears or holes.



Do wash your mask with hot, soapy water and let it dry completely before wearing it again.



Do ensure the mask or face covering is clean and dry.



Do store re-usable masks in a clean paper bag until you wear it again.



Do wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



Do discard masks that cannot be washed in a garbage bin after use.



Do use the ear loops or ties to put on and remove the mask.

Non-medical masks/face covering continued:

DONNING (Putting On):

- Wash hands with soap and water or alcohol-based hand sanitizer if water is not readily available.
- Choose a mask with the correct size and fit.
- Place the mask carefully, ensuring it covers the mouth and nose, with the nosepiece on top.
- Place loops around each ear or tie securely to minimize any gaps between the face and the mask.
- Stretch mask to fit under chin and mold nosepiece to bridge of nose.
- Avoid touching the mask while wearing.

DOFFING (Taking Off):

- Before removing mask, wash hands with soap and water or alcohol-based hand sanitizer if water is not readily available.
- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it/remove from behind, only touching the loops or ties of the mask.
- Place disposable masks immediately into lined garbage bin or if a face covering place directly into laundry or into a paper bag.
- After removal or whenever a used mask is inadvertently touched, clean hands using an alcohol-based hand sanitizer or soap and water.
- Wash/replace masks as soon as they become damp or soiled with a new clean, dry mask

NON-MEDICAL MASKS/FACE COVERINGS CONSIDERATIONS:

- Face shields are not a replacement for face coverings. A face shield is used to protect the eyes of the person wearing it.
- A non-medical mask or face covering is to be constructed of three layers, including at least two layers of tightly woven fabric, and a third middle layer of filter-type fabric, such as non-woven polypropylene
- The Government of Canada does not recommend neck gaiters as they are not well secured to the head or ears and are likely to move or slip out of place and are difficult to remove without contaminating yourself.
- The Government of Canada does not recommend masks with exhalation valves as they do not protect others from COVID-19 or limit the spread of the virus as they allow droplets to spread outside the mask.



Need more information about this topic? Contact besafe@brocku.ca

COVID-19

Appendix 2: Medical Masks

MEDICAL MASKS:

How to properly don (put on) a medical mask:



1
Wash hands using soap and water or an alcohol-based hand sanitizer



2
Place the mask securely over your nose and mouth



3
Squeeze flexible band to form a seal over your nose bridge



4
Secure ties or elastic bands at middle of head and neck

How to properly doff (remove) a medical mask:



1
Wash hands using soap and water or an alcohol-based hand sanitizer



2
Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front



3
Discard mask according to instructions



4
Immediately wash your hands using soap and water or an alcohol-based hand sanitizer

MEDICAL MASK SAFETY:

- Always **inspect** PPE before donning
- **Discard** if damaged or wet
- Change mask when it becomes hard to breathe through it
- Keep your hair and hands away from your face and avoid re-adjusting PPE once in place
- If you are going to re-use PPE, place in a designated container and follow the procedures specified in the COVID-19 lab training. Alternatively, fully cover with a single-use piece of tissue and store in a clean single-use zip-lock bag
- Hold masks by the ear loops to avoid touching the surfaces of the mask
- **NEVER** share your mask
- **ALWAYS** ensure that the mask is properly covering the mouth/nose
- **DO NOT** leave mask around your neck, hanging from your ears or on your forehead.
- If an N95 or KN95 respirator is required based on the risk assessment of the tasks/hazards, fit testing is required



- **Medical Masks:** Medical grade masks are masks which are assigned a protection rating of: Level I, II or III, with Level III providing the most protection i.e. it has been tested and [rated by the American Society for Testing and Materials \(ASTM\)](#). See Appendix 2 for more information on medical masks including donning and doffing.
- **Eye Protection-Goggles:** Goggles must fit snugly, particularly from the corners of the eye across the brow. While highly effective as eye protection, goggles do not provide splash or spray protection to other parts of the face. Indirectly-vented or non-vented goggles are preferred for infection control.
- **Eye Protection –Face shield:** Face shields are commonly used as an infection control alternative to goggles as they can also provide protection to other facial areas. To provide optimal protection from splashes and sprays, a face shield should have crown and chin protection and wrap around the face to the point of the ear.

Need more information about this topic? Contact besafe@brocku.ca

COVID-19 Cleaning & Disinfection

Cleaning and disinfection key information

- Routine and effective cleaning and disinfection is an essential activity to prevent the spread of the virus that causes COVID-19. Coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant when used according to the label directions.
- Frequently touched surfaces are most likely to be contaminated.
- Disinfecting products recommended by Health Canada for COVID-19 are consumer products and therefore do not fall under the Workplace Hazardous Materials Information System (WHMIS) legislation. Following the manufacturer's safety information for all products is important. Should a product be controlled under the WHMIS legislation, WHMIS training is available through the [Sakai Learning Management System](#).
- Use disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
 - Departments can order disinfectants and related items (paper towels, any required personal protective equipment (PPE) from catalogues on Workday.
 - To order and obtain disinfectant products or protective equipment, a [Job Aid](#) and an [instructional video](#) is available to assist with obtaining the desired products through Workday.
 - Employees can follow-up with Procurement Services to receive delivery and status updates.
 - Other disinfectants are readily available for labs through Science Stores, such as IPA and ethanol; at concentrations between 70-80% are effective and widely used against COVID-19.
- Check the expiry date of products you use and always follow manufacturer's instructions.
- DO NOT ever mix disinfectants. Some mixtures can produce harmful gases.
- For disinfectants to be effective, the surface/object/item must be free from visible soil. Therefore, if there is soil, including dust, clean before applying a disinfectant.
 - Clean with water, soap and a friction movement with an object (eg., paper towel) over the surface/object to be cleaned.
- Every person is responsible for the cleaning and disinfection of their space including work surfaces, keyboards, handles and knobs, light switches, etc. that are in their immediate surroundings.
 - Every worker should clean and disinfect at the beginning and the end of the workday as a minimum.
 - Custodial Services staff is working with new enhanced cleaning and disinfecting protocols throughout the campuses.
 - Disinfectants and paper towel should also be available in common use areas for routine disinfection. Eg., kitchenettes (refrigerator door handles, countertop, dining tables, microwave ovens, coffee makers, etc.), printing stations, archives drawers, etc.
- Where possible, protect keypads and high touch electronic devices with a plastic cover to facilitate disinfection.
- Cleaning and disinfecting the workplace is not a replacement for hand hygiene and other practices recommended for COVID-19 prevention, instead it is a complement.

COVID-19 Cleaning & Disinfection

How to disinfect

- Before using a disinfectant, read and follow the manufacturer's instructions. Also, read any applicable Safety Data Sheet and wear any required PPE.
- If visibly dirty, clean the area/surface with water and soap.
- Apply the product according to the manufacturer's instructions.
 - When using a liquid disinfectant, apply the disinfectant on a piece of paper towel. Ensure the towel is saturated with the disinfectant before applying the disinfectant to the touch points/surfaces. Reapply the disinfectant as needed to leave a visible film.
 - Allow the surface to air dry. Follow the manufacturer's indicated drying time.
- Discard the used piece of paper towel/wipe or other waste in a plastic-lined garbage bin.
- Wash hands with soap and water.
- More safety information from the Government of Canada is available [here](#).

If you have questions or concerns, contact your Supervisor.





DEPARTMENT SPECIFIC COVID-19 FALL PLANNING RESOURCE

September 1, 2021

This chart is a resource to assist departments to document their return to campus plans and is not required to be forwarded centrally but is required to be retained within departments/faculties.

Department:	
Faculty (if applicable):	
Location:	
Completed by:	
Date:	

For more information, refer to various resources to support department’s mitigation strategies, which can be found on the [COVID-19 tab in the HSW Toolbox](#) on SharePoint. Standard University signage has been developed and can be ordered through Facilities Management. For any questions or required assistance please contact Health, Safety & Wellness at besafe@brocku.ca. It is important to note the exemptions for wearing masks are found on the [COVID-19: Masking Requirements](#) bulletin.

Item	Assessment Considerations	Applicable		Mitigation Details	Completion Date
		Yes	No		
The Workplace (Engineering Controls)					
1.	Workstations are spaced to ensure appropriate physical distancing of 2m.				
2.	Barriers are placed between workstations that cannot be appropriately spaced.				
3.	If applicable, reception areas include physical barriers where physical distancing cannot be maintained; floor decals can be utilized to ensure physical distancing is maintained; hand sanitizer is provided.				

4.	If applicable to departments, common areas including meeting rooms and kitchenettes/lunchrooms have signage and processes to ensure physical distancing. Employees while eating or drinking shall maintain a physical distance of 2m/6ft or separated by plexiglass/ impermeable barrier.				
5.	Signage posted to promote physical distancing, appropriate hand hygiene and self-screening in workspaces.				
6.	In the course of providing services, if an employee is required to come within 2m of another person who is not wearing a mask or face cover during any period when that person is in an indoor area, the employee shall either: <ul style="list-style-type: none"> • wear appropriate PPE as described in the COVID-19 Masking Requirements bulletin, or • be separated by plexiglass or some other impermeable barrier 				
7.	When interacting indoors with another person without a mask: <ul style="list-style-type: none"> • maintain a physical distance of 2m, or • be separated by plexiglass or some impermeable barrier 				
Work Processes (Administrative Controls)					
8.	Resources are available for employees to conduct appropriate hand hygiene; proximity to a sink with soap and water or availability of hand sanitizer particularly near shared equipment and/or workstations.				

9.	Workers are provided the COVID-19 reporting document which provides such information on, but not limited to, reporting of an illness and instruction to stay home if sick.				
10.	Opportunities to utilize technology have been identified to limit person to person interactions.				
11.	Standard operating procedures have been developed to limit the number of workers involved in specific tasks (i.e. vehicle use, lab equipment use, etc.) or to limit the number of people admitted into a space at one time.				
12.	Active Screening – ensure all employees (faculty/staff) in department are aware of the active screening requirements and forward results daily.				
Personal Protective Equipment (PPE)					
13.	Assessment of worker tasks has been completed to determine appropriate PPE, in addition to normal PPE practices.				
14.	Employees are provided and educated on PPE requirements as outlined in the COVID-19: Masking Requirements bulletin, including applicable exemptions.				
Community Protective Equipment (CPE)					
15.	Employees are provided and educated on CPE (non-medical masks) use & limitations as outlined in the COVID-19: Masking Requirements bulletin, including applicable exemptions.				

Communication and Training

16.	Workplace expectations have been communicated to workers prior to return.				
17.	Employees are aware of the various resources on the COVID-19 tab on the HSW Toolbox SharePoint site, including mental health resources and links.				
18.	Training - general employee; student training (if applicable) COVID-19 safety considerations training on Sakai is communicated to employees/students, as well as applicable required department specific training.				

Other Department Specific Considerations

19.	<p>Any applicable risk assessments and associated mitigation strategies for other department specific tasks and processes, as applicable, have been completed & communicated.</p> <p>This includes the applicable Safety Plan as required by legislation. The province provides a link to download a text file safety plan template found on their COVID-19 workplace safety plan webpage.</p>				
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COVID-19 reporting document

September 2, 2021



This chart is designed to be a quick reference tool only. For more detailed information, please review information below the chart regarding reporting mechanisms and obligations as well as for additional resources.

Please review the Province of Ontario guidance with respect to self-isolation requirements found here [COVID-19: self-isolation and return to work | Ontario.ca](#)

Please review the Canadian Federal guidance on travel, testing and quarantine requirements found here [COVID-19: Travel, testing, quarantine and borders - Travel.gc.ca](#)

Scenario	What Do I Do?
I am feeling unwell prior to my shift.	Stay home and self-isolate . Follow your regular reporting process for notifying your supervisor and see information below regarding additional reporting requirements related to COVID-19. You should use the Brock Self-Screen Survey for COVID-19 Risk and seek assessment and testing if indicated to do so. You <u>can</u> also contact your health care provider or Telehealth Ontario .
I am feeling unwell and I am currently on campus.	If you develop COVID-19 symptoms, you should return home and self-isolate immediately after notifying your supervisor. If you cannot leave immediately, you should be isolated in a specific space until you are able to leave. You should use the Brock Self-Screen Survey for COVID-19 Risk and seek assessment and testing if indicated to do so. You can also contact your health care provider or Telehealth Ontario .
I am feeling well but have been in *close contact with someone that has symptoms and is being tested for COVID-19 or that has tested positive for COVID-19.	You can access the Brock Self-Screen Survey for COVID-19 Risk and follow the guidance regarding access to campus. Public Health should be in contact with you if you have been listed as a close contact to a confirmed lab case of COVID-19. For additional information refer to chart on page 7 of this bulletin.
I am feeling well but have just returned from International travel.	Please consult the Public Health Agency of Canada's requirements as to what steps you need to follow.
I am feeling well but my family member just returned to my home after travelling internationally and has no symptoms.	Self-monitor and follow the recommendations from Public Health for physical distancing within your home.
I live with an individual that travels daily to the US for school or essential work that is not exhibiting any symptoms.	Self-monitor and follow the recommendations for cleaning and physical distancing as outlined here .
My child has been sent home from school/daycare due to being a *close contact to a lab confirmed positive case of COVID-19 at their school/daycare.	Follow direction of Public Health experts. If your child does not have symptoms and does not require a COVID-19 test, you likely do not need to self-isolate. Public Health will provide instructions for your child and your family.

Close contact is defined as per Public Health Niagara current exposure assessment.

COVID-19 reporting document

page 2

What is a coronavirus?

Coronaviruses are a large family of viruses that originate in animals but are known to cause respiratory illness in humans, particularly during the fall and winter months. Other novel coronaviruses have included Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV).

What are the health symptoms of COVID-19?

Common symptoms of COVID-19 include:

- 1) Fever (temperature of 37.8°C or greater)
- 2) New or worsening cough
- 3) Shortness of breath (dyspnea)

For an up to date list of additional common and atypical signs and symptoms associated with COVID-19, please refer to Ontario's Ministry of Health's [COVID-19 Reference Document for Symptoms](#)

I am feeling well but I have been in close physical contact (as per Public Health Niagara Exposure Assessment) with someone that has symptoms and is being tested for COVID-19 or someone that has tested positive for COVID-19. What are my next steps?

Follow your regular reporting process for notifying your supervisor and see question below regarding additional reporting requirements related to COVID-19. Visit [the Brock Self-Screen Survey for COVID-19 Risk](#) and follow the recommendations if directed to arrange a COVID-19 test by contacting Public Health. For additional information refer to chart on page 7 of this bulletin.

I am feeling well but I have just returned from International travel. What are my next steps?

Please consult the [Public Health Agency of Canada's](#) requirements as to what steps you need to follow. Follow your regular reporting process for notifying your supervisor and see question below regarding additional reporting requirements related to COVID-19.

What should I do if I am not feeling well prior to my shift?

Stay home and [self-isolate](#). Follow your regular reporting process for notifying your supervisor and see question below regarding additional reporting requirements related to COVID-19. You should contact your health care provider, if you don't have one, you can contact [Telehealth Ontario](#). Visit [the Brock Self-Screen Survey for COVID-19 Risk](#) and follow the recommendations if directed to arrange a COVID-19 test by contacting Public Health.

What should I do if I have symptoms of COVID-19 while at work?

If you develop COVID-19 symptoms, you should return home and [self-isolate](#) immediately after notifying your supervisor. If you cannot leave immediately, you should be isolated in a specific space until they are able to leave. If you are very ill, call 911 and let the operator know that the person may have COVID-19.

If you do not have severe symptoms, you should use [the Brock Self-Screen Survey for COVID-19 Risk](#) and seek assessment and testing (e.g., at an assessment centre) if indicated to do so. You can also contact your health care provider or [Telehealth Ontario](#) (1-866-797-0000). Surfaces that were touched by an ill employee should be disinfected as soon as possible in [accordance with enhanced environmental cleaning procedures and protocols](#). See [Public Health Ontario's Cleaning and Disinfection for Public Settings COVID-19 fact sheet](#).

COVID-19 reporting document

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When should I contact Public Health?

The self-screen survey tool is merely meant to serve as an aid to guide you. COVID-19 is often very mild, and minor symptoms should not be ignored. If you have one or more symptoms of COVID-19, even if they're mild, contact your health care provider or call the [Public Health Info-Line](#) at 905-688-8248, press 7 then press 2, or [chat online](#).

Public Health will provide direction as to whether you require a COVID-19 test and will be able to book the test for you. They will also provide direction on self-isolation as needed.

How should an employee report an absence due to; a COVID-19 diagnosis or an illness with COVID-19-like symptoms or requiring self-isolation as prescribed by Public Health or a health care practitioner, beyond the regular absence reporting process?

In addition to an employee's normal reporting process of absence to their supervisor and recording in Workday, Brock University is asking that all employees experiencing COVID-19 like symptoms or have been diagnosed with COVID-19 or are self-isolating (as directed by Public Health or a Health Care Practitioner, or as a result of the guidelines published by Public Health) are tracked by logging into Brock DB's portal COVID-19 page <https://my.brocku.ca/Portal/MyWork.aspx> regardless of working remotely off-site or not. Employees will have the option in this reporting tool to indicate if work is being performed remotely while in self-isolation. Following recovery of symptoms and/or the self-isolation period has elapsed, employees will need to log in once again to provide this update through the portal. All the data collected will be considered confidential and access is restricted to Health Management staff from Human Resources. It will only be shared with others as an aggregate without identifiers. Giving false information about your illness may impact Brock's efforts to deal effectively with the pandemic. If you are requesting a short term sick leave for this absence, you need to Health Management & Wellness, at employeehealth@brocku.ca to determine your eligibility for a short term sick medical leave.

Is medical documentation required to support an employee absence related to COVID-19? Medical documentation is not required at this time to support a leave of absence related to COVID-19. You may be asked to complete a form regarding COVID-19 to provide additional information to Health Management regarding your status, if you require a leave of absence due to your own health status. You may also be required to provide other information, such as a letter from a daycare facility or proof of airline travel, etc.

I am providing care or support to a family member because of a matter related to COVID-19 that concerns that individual and am not able to work at this time. What are my options?

If you are not able to be accommodated due to the nature of your work or the level of care you are providing in your home, you are eligible for an unpaid job protected leave from work under Bill 168 in the [Employment Standard Act \(ESA\)](#).

I am not able to return to Ontario due to travel restrictions related to COVID-19 and cannot perform my work remotely at this time. What are my options?

Please consult the Province of Ontario [Travelling during COVID-19](#) information on their website.

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I'm a supervisor, how have my responsibilities changed in relation to reporting an illness (occupational &/or non occupational)?

The reporting of any illness remains the same for you as a supervisor as it was prior to the pandemic. Additionally, Brock University is asking that all employees experiencing COVID-19 like symptoms or have been diagnosed with COVID-19 or are self-isolating (as directed by Public Health or a Health Care Practitioner, or as a result of the guidelines published by Public Health) are tracked by logging into Brock DB's portal COVID-19 page

<https://my.brocku.ca/Portal/MyWork.aspx> regardless of working remotely off-site or not. Employees will have the option in this reporting tool to indicate if work is being performed remotely while in self-isolation. Following recovery of symptoms and/or the self-isolation period has elapsed, employees will need to log in once again to provide this update through the portal. All the data collected will be considered confidential and access is restricted to Health Management staff from Human Resources. It will only be shared with others as an aggregate without identifiers. Giving false information about your illness may impact Brock's efforts to deal effectively with the pandemic.

Can my employer ask me if I am being tested for COVID-19 and what the results of my test are? Yes, your employer can lawfully request that you provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

The employer will follow Public Health directives in determining the nature of exposure and will work with Public Health as directed in notifying contacts in the workplace. Confidentiality will be maintained in regards to disclosure and no identifiers will be shared with others. If an employee tests positive and has been in the workplace, they will not be named as a source of the illness to co-workers, however, depending on the circumstances, co-workers might be able to determine who the contact source is.

Can my employer ask about my exposure to risk factors as identified by Public Health, such as recent international travel or close contact with someone that has tested positive for COVID-19? Yes, your employer can lawfully request that you provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

Can my employer ask me if I am experiencing symptoms related to COVID-19?

Yes, your employer can lawfully request that you provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

I have been tested for COVID-19, now what do I do?

Follow the recommendations of Public Health. For more details on what to do while awaiting test results and once you get your test results, visit this [Public Health information](#).

What is required if I believe that my COVID-19 diagnosis is directly related to exposure in the workplace?

If you have tested positive for COVID-19 and believe that you were exposed in the workplace, this may be reportable to the Workplace Safety & Insurance Board (WSIB). [A Brock University Injury/Incident Report form](#) is to be completed and submitted to besafe@brocku.ca. WSIB is the adjudicator of these claims and will determine if the claim is allowable under their [Adjudicative Approach to Novel Coronavirus](#).

COVID-19 reporting document

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What does self-isolation mean?

For the most up to date information regarding self-isolation parameters, consult the [Public Health site](#).

What does self-monitor mean?

For the most up to date information regarding self-monitoring, consult [Public Health site](#).

What other resources are available to employees and supervisors coping with the COVID-19 pandemic?

We recognize that any kind of illness, and particularly the declaration of a pandemic, may impact the mental well-being of our faculty and staff.

In an effort to support all of our employees at Brock, the [Employee Family and Assistance Plan \(EFAP\)](#) has been made available to all faculty and staff, regardless of eligibility. The EFAP is a great source of information and support and provides access to telephonic and e- counseling services. In addition, our EFAP provider, Shepell, is sharing resources and tips on a regular basis as information changes and evolves and we recommend that you visit the site regularly. These resources, including articles and webinar links are being posted on our Employee Wellness SharePoint site [here](#).

What happens in the event of a confirmed COVID-19 case on campus?

- Supervisors are responsible for keeping a log of all employees in the workplace
- In the case of a lab confirmed positive case, the supervisor must immediately inform Health Management and contact Custodial Services for disinfection purposes
- Supervisors and employees are reminded that a positive test result is a medical diagnosis, and must be treated confidentially, including not sharing this with any co-workers, and only Health Management and Public Health Niagara (PHN)
- Contact tracing will be done by PHN and identify only those who are required to self-isolate and/or get tested. The University will take direction/advice from the public health unit on the approach to contact tracing of close contacts and communication on a case-by-case basis.
- Close contact is defined as per Public Health Niagara current exposure assessment.
- The work area will be properly disinfected
- It is critical we continue to practice physical distancing, wearing masks/face coverings and frequent hand washing

COVID-19 reporting document

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Who do I contact in Human Resources if I have any questions about COVID-19 impact on employees?

If you have questions regarding an employee's absence due to illness please contact Health Management & Wellness at employeehealth@brocku.ca

If you have concerns regarding alternate work arrangements, staffing needs, or employee specific issues please contact your Human Resources Advising Manager [here](#).

If you have concerns regarding health and safety as it pertains to COVID-19 and Brock's proactive response to mitigating health and safety concerns, please contact our Health and Safety team through besafe@brocku.ca.

If you have questions about an employee's eligibility for a leave, please contact our Benefits team at benefit@brocku.ca.

Helpful Links

Quarantine Act <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#f>

Government of Ontario Workplace Health & Safety Information
<https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety>

Ministry of Health COVID-19 Quick Reference Public Health Guidance on Testing and Clearance
http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_testing_clear_in_g_cases_guidance.pdf

Instructor Response to Ill Student: COVID-19

September 2, 2021



This document has been prepared in order to assist instructors who may deal with a situation involving a student who may fall ill while on campus. As information regarding the pandemic may change frequently, resources will be updated accordingly as per public health guidelines.

Further COVID-19 resources for faculty & staff are available and updated regularly on the [COVID-19 tab](#) on the [HSW Toolbox SharePoint](#) site.

Although it is difficult to plan for all situations, the following scenarios are presented in order to assist instructors in the event they are required to respond to an illness on campus:

Student Becomes Ill While in Class

At the outset, all should be mindful that the risk of exposure in a classroom setting has been mitigated by, but not limited to, such measures as self-screening, cleaning/disinfection protocols, vaccine requirements, HVAC/ventilation measures and the requirement to wear a mask or face covering (as outlined in the COVID-19: Masking Requirements). That said, should a student report that they are feeling unwell with new COVID-19 like symptoms (not attributed to a pre-existing condition or known cause), the instructor should:

- ensure that physical distancing is maintained,
- advise the student to return home directly and not to have close contact with others (do not take public transit – local taxi service, Brock Q Taxi at 905-935-5000 are able to provide transportation if necessary, ensuring a face covering is used),
- if a residence student, advise them to contact the south service desk, located within the Lowenberger residence, for further assistance regarding room assignment for self-isolation purposes,
- advise the student to report their illness to Student Health Services, for further support, at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, which are monitored and followed up by the COVID-19 nurse Monday to Friday 9am to 4pm,
- excuse the student from class,
- contact Student Health Services at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, Monday to Friday 9am to 4pm, directly in order to confidentially provide the student's name and brief details so that the COVID-19 nurse can conduct appropriate follow-up and/or support,
- if the student is able to exit the classroom and obtain the services, they require to be safe, then the class can resume depending on the comfort of the instructor and students. If they are not able to do so, see "Student Emergency" details below.

Instructor Response to Ill Student: COVID-19

Student Emergency

In the event the situation is more serious, or the ill student is not able to care for themselves, the instructor should:

- Call 9-1-1 from a classroom landline phone for emergency medical assistance which simultaneously triggers Campus Security response,
- If 9-1-1 was called from a cellular phone, contact Campus Security Services at 905-688-5550 ext. 3200, provide information on what type emergency, location, any student information and if EMS has already been called,
- ensure that physical distancing is maintained and ask student to sit in a safe location,
- immediately dismiss the class and advise there will be follow up with course activities and next steps through email or SAKAI.
- take direction from Niagara Emergency Medical Services and/or Campus Security Services as the case may be,
- Campus Security Services will share information with Student Health Services, to ensure that there is appropriate medical follow-up with the student.

Student Reports Illness to Instructor

In the event a student reports that they are unable to participate in class due to illness (even in circumstances where the student is taking online classes only) instructors should, in addition to normal procedures:

- advise the student to report their illness to Student Health Services, for further support, at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, which are monitored and followed up by the COVID-19 nurse Monday to Friday 9am to 4pm, and
- contact Student Health Services directly at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, Monday to Friday 9am to 4pm, to advise of the situation, so that they may follow-up with the ill student and provide support as necessary.

Instructor Response to Ill Student: COVID-19

Student Reports Positive COVID-19 Test Results

In this circumstance instructors must remain cognizant of the **confidential** nature of this disclosure. Instructors should also be assured that Brock works under the guidance of Public Health to assess every COVID-19 case.

In the event a student discloses a positive test result to an instructor, the instructor should:

- treat the information disclosed as being highly confidential,
- advise the student to consult with Student Health Services at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, which are monitored and followed up by the COVID-19 nurse Monday to Friday 9am to 4pm, if they have not already.
- contact Student Health Services at 905-688-5550 ext. 3243, and/or covid19nurse@brocku.ca, Monday to Friday 9am to 4pm, directly to advise of the information and permit Student Health Services medical staff to offer support to the student.

Recommendation Regarding Medical Notes

In an effort to slow the spread of COVID-19 and following the direction from Public Health and the Ontario Medical Association, many physicians including those at Student Health Services, continue to offer virtual, instead of in-person appointments, when medically appropriate. This issue is also one that speaks to the importance of prioritizing resources, given medical notes take time away from our physician's primary care responsibilities.

Given this context, we ask that you reconsider asking students to provide medical notes in the event of assignment interruption during this period when the university's normal on campus schedule has been disrupted and when our students are facing difficult challenges.

Employee Wellbeing Campus Reopening Guide for People Leaders

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As the University plans for a significant return to on-campus activity in September, the coming months will include a shift from remote work to returning to campus for many. The changes will differ based on individual circumstances. As a people leader, you have an important role in ensuring that a return to this new normal encompasses well-being and a supportive safe work environment for employees, while meeting the needs of your department and the University. Open communication, managing expectations and active listening will be key. This bulletin has been developed to share some valuable resources with people leaders at Brock as you prepare for this transition.

Guiding Principles for requests to work from home

A working group comprised of members representing departments across the University developed Guiding Principles, key considerations and forms to aid supervisors in reviewing eligible employee requests to work from home in a methodical and equitable manner. The guidelines and associated forms can be found on the [Human Resources site](#). There is also a video available in the Health, Safety & Wellness toolbox for [Working safely at your home office](#).

Communication with staff

Open communication and engaging your staff in discussions about how they are feeling about a return to campus and where they may have concerns, fears, and challenges including identifying their needs for a smooth transition are key points to discuss. These conversations should begin prior to the return to campus and continue on a minimum monthly basis afterward. The resources provided below offer great tips and tools for consideration in these discussions.

Resources

[Back to work checklist for mindful leaders](#) from Canada Life - considerations for supporting your staff in adjusting to a return to on-campus work

[Return to the workplace toolkit](#) from the Canadian Mental Health Association - a psychological toolkit for heading back to work and mental health considerations for employees

[Workplace Strategies for Mental Health](#) from Canada Life - provides free tools, resources and strategies to enhance workplace mental well-being

[Navigating the new normal](#) from the Centre for Addiction and Mental Health (CAMH) - tips and strategies for workplace mental health during and after COVID-19

[Managing a team going back to work or onsite work](#) from LifeWorks - quick reference tips

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Counselling Resources

EFAP provider, LifeWorks - the Employee and Family Assistance Plan provides employees and their eligible dependents with a wide range of confidential and voluntary support services to assist in resolution of everyday challenges, complex issues, and everything in-between.

Green Shield offers extended health benefits for eligible employees. For more information on specific plan coverage, click [here](#).

There are a wide variety of [community resources](#) available to all employees and a list of resources specific to [employees with benefits](#) at Brock.

These are some additional mental health resources that are available at no cost to all Ontarians at this time.

BounceBackOntario - a free, guided self-help program that's effective in helping people aged 15 and up who are experiencing mild-to-moderate anxiety or depression, or may be feeling low, stressed, worried, irritable or angry.

AbilitiCBT - an internet-based cognitive behavioural therapy (CBT) offering a special program to help you address anxiety symptoms related to the uniquely challenging aspects of pandemics: uncertainty, isolation, caring for family and community members, information overload and stress management.

MindBeacon - free mental health support for Ontario residents dealing with stress, anxiety, depression and more.

Additional Resources

Our Employee & Family Assistance Plan (EFAP) provider, [LifeWorks](#), also provides manager consultation to guide people leaders in preparing and supporting their teams with challenges.

For additional resources related to racial trauma, domestic violence, gender based violence and/or resources specific to Indigenous community members, please visit the [Human Rights and Equity Resources](#) site.

If an employee discloses a medical condition that requires accommodation, they can be directed to the [Medical Accommodation Process for Brock employees](#) or for other medically related challenges, they can be directed to the [Short Term Disability process for Brock employees](#).

Further Questions?

For any health and safety related concerns, please contact besafe@brocku.ca for assistance. For the most current Brock related COVID-19 protocols, please visit the Health, Safety & Wellness Toolbox [COVID-19 page](#).

For further guidance on employment related questions, you can contact [Human Resources](#).

Questions or concerns related to challenges employees may be facing related to the protected grounds under the Ontario Human Rights Code (OHRC) and/or potential breaches of the Respectful Work and Learning Environment Policy (RWLEP), can be directed to [Human Rights & Equity](#).

Employee Wellbeing Campus Reopening Guide for People Leaders

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The resource on this page was developed by Ryerson University and is being shared with their permission

CHALLENGES EMPLOYEES MAY BE FACING
Prolonged exposure to stress as a result of living through the pandemic.
Grief - As the COVID-19 pandemic continues to unfold, communities are looking to build the “next normal.” At the same time, we are individually and collectively dealing with tremendous loss and grief (4). One of the most distressing things about the pandemic is the amount of loss that many of us need to process. This may include loss of a loved one(s), loss of social connection, loss of routine. This grief will continue to be processed as they transition back to campus.
Trauma - COVID’s impacts mirror defining characteristics of traumatic experiences, including lack of control, unpredictability, and lasting adverse effects (5). Widespread impact on communities, intersectionality with other forms of trauma (present and historical), and the cumulative impact of chronic traumatic stress need to be considered (7).
Racial Trauma - COVID-19 has had a disproportionate impact on racialized communities, driven by pervasive inequities in structural determinants of health (8). Intersections between racialization and factors such as gender and employment, in addition to the rise of race-based violence across the globe, further heighten trauma’s impacts on communities.
Domestic Violence - Recent reports have shown (3) an increase in domestic violence during COVID-19 pandemic. For some, physically going to work will be a safer space.
Gender based violence - is a predictable and consistent side effect of economic, epidemiological, and environmental crises such as COVID-19, although evidence of increased gender based violence may or may not surface until the aftermath of the shutdown.
Isolation - Staff and faculty who live alone and/or immunocompromised and/or may have had little or no contact with others since the start of the pandemic.
Financial and housing insecurity - For staff and faculty who are in contracted, precarious work, fear of job loss may be heightened with loss of revenue (6).
Managing multiple demands - Reports has shown that women have been disproportionately impacted by COVID-19, often needing to balance more demands at home with dependant care needs while trying to continue working full time (1,2).

IMPACTS OF CHALLENGES
Anxiety
Insomnia
Fatigue
Sadness
Lack of motivation
Loss of interest
Difficulty concentrating
Fear (workplace/ transit)
Burnout
Hopelessness
Stress
Anger
Mistrust
Depression
Decline in physical health

HOW TO BE RESPONSIVE
Validate the challenges everyone is experiencing, enter each conversation with empathy and compassion
Acknowledge fear and anxiety that employees may experience as they adjust to the new normal
Realize that the longer employees have been working remotely, the more time they will need to gradually return
Engage in conversation with team members (individually) about return to campus, explore what their fears and concerns may be when they return
Share details about safety protocols that will be in place
Ask employees what other protection they need
Recognize that return to campus will be transitional and needs may change, continue to check in with team members prior to and during the transition
Remind/Inform employees of supports available (see list of preceding resources)
Be transparent and address concerns from early on
Provide employees with as much certainty about the future as possible
Involve individual/ teams in setting up expectations, clear norms and working guides
Seek Support for yourself, as a leader you won’t always have the answers and that’s okay. It’s important to rely on your leader and HR to help guide you through the process.

Reference

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