FENV Office of the Dean
COVID-19 Return-to-work Protocols

Version: June 18, 2020

The safety and well-being of our staff and faculty remain our top priorities. Given the current COVID-19 alert level and ongoing mitigative strategies being implemented at the university to allow limited research- and teaching-activities to return to campus, the re-introduction of administrative operations in the FENV Dean’s Office can only be done selectively and with precautionary measures in place. These measures include the provision of guidance safety documents, adherence to staggered staffing levels, the implementation of physical-distancing protocols, the use of personal protective equipment (PPE) (when applicable), and the use of enhanced cleaning and disinfecting protocols in our personal and shared workspaces.

This document, which is subject to revision, will be posted on the FENV COVID-19 Resource website (see COVID-19 Guidelines) – staff are advised to check the website frequently for information updates; following any significant changes to this document, staff will be notified by e-mail of any major updates (push notifications). This guidance document does not supersede those of Federal or Provincial health authorities, or the university (SFU), and in the event of a discrepancy, those guidelines shall apply.

The Office of the Dean shares common workspaces with the School of Environmental Science; as such, this document will be shared with the School of Environmental Science to ensure all members are informed of this guidance document. In kind, the School of Environmental Science has shared their return-to-work protocols with the Dean’s Office as a reciprocal safety precaution.

The return of administrative staff in the Dean’s Office is contingent on the current COVID-19 alert level, all COVID-19 return-to-work protocols established by the university, and the premise that staff will adhere to all related health and safety guidance documents and protocols; any approval to return-to-work for staff is subject to change. Please note:

- Every employee that returns to work must be prepared for sudden return-to-remote work conditions following university- or government-based directives, or should other circumstances arise that would limit on-campus administrative activities.
- Every employee must take responsibility for adhering to all established safety protocols.
- Supervisors must ensure that all related health and safety guidance documents and protocols are adhered to by personnel under their supervision or guidance. Supervisors cannot delegate their responsibility of monitoring staff adherence to safety protocols.
- Every employee that returns to work has a Duty of Care for themselves and others to protect all from the transmission or exposure to COVID-19.
- Employees may choose to wear non-medical or cloth masks while at work. Although not mandatory, the use of these masks is a matter of personal choice and should be respected.
In scheduling return-to-work activities, the Dean’s Office will consider the health and safety protocols outlined within this document, by Federal and Provinical health authorities, and by the university (outlined in the health and safety guidance documents available on the FENV COVID-19 Resource webpages).

**General Protocols:**

- The return of administrative staff in the Dean’s Office must be approved by the Director of Administration and Strategic Planning (Michele Black) and by the Dean (Naomi Krogman).

- All staff that return to work must be familiar with the health and safety guidance documents available on the FENV COVID-19 Resource webpages.

- Provisions for the return of staff to the workplace will be outlined in the Faculty of Environment Dean’s Office COVID-19 Safety Plan – a copy of the Faculty of Environment Dean’s Office COVID-19 Safety Plan will be posted within the Dean’s Office, and will be e-mailed to our staff.

- All staff that return to work must complete a daily Self-assessment Checklist and sign-in via the Dean’s Office COVID-19 Self-assessment sign-in sheet.

- All staff must always maintain the recommended social distance of 2 metres from other individuals (in offices, shared workspaces, hallways); where social distancing practices cannot be maintained, PPE is recommended.

- All workspaces in the Dean’s Office will be fitted with signage that indicates the maximum occupancy limit for each workspace.

- If working alone, the guidelines of Policy GP 39 (Working alone or in isolation) must be followed.

- Regularly clean-and-disinfect your workspaces and common high-touch surfaces with 70% ethanol (desk surfaces, doorknobs, shared equipment, etc.). Cleaning supplies will be provided.

- If you will be working behind a closed door, it is recommended that you post a sign that the room is "In Use" to avoid unexpected contact. Signage will be provided, if requested.

- If you feel sick or experience any symptoms of COVID-19 - stay home and inform your supervisor as soon as possible.

**Common areas**

Common areas such as the lunchroom and photocopy area will remain open. However, lunch/coffee breaks should be taken individually, and are encouraged to be taken outside of the building (gathering of groups is to be avoided).

When using commonly shared equipment, such as the photocopier, **please disinfect touch points before-and-after use.** Disinfecting supplies will be provided.
Stairwells and Elevators

Stairwells and elevators in TASC2 are marked with signage that indicates recommended best practices for use (e.g., only one person in an elevator car at any one time). Upon encountering others, please give room to accommodate social distancing practices.

- Take stairs instead of elevators, if possible (elevators should only be used if materials/supplies need to be transferred with carts).
- Only one person should be in an elevator car at any one time.
- When possible, avoid touching elevator buttons with your fingers (use a pen, keys, etc.).
- If someone is walking in the hallway as you are exiting an elevator, please allow them to pass before entering hallway.

Waste disposal

Facilities Management (FM - BEST) will be asked to only empty garbage and recycling in public spaces to limit possible exposure and minimize the chances for cross-contamination between our workspaces. Please do not dispose of your garbage in your office or in the lunchroom – please use the garbage and recycling receptacles located in the common hallway.

Please note that FM employees may still enter your workspaces as life-saving equipment remains under regular maintenance schedules (smoke detectors, etc.). It is recommended that you clean all surfaces and equipment prior to use (including door handles, chairs, keyboard, mouse, etc.).

Shared facilities

Only one person should occupy a shared facility unless social distancing practices can be safely maintained.

- Unless in use, the door to the staff lunchroom should be kept closed – when in use, please prop the door open so that others may easily see that the room is in use. The maximum occupancy for the lunchroom is one person at a time (signage will be posted).
- The cleaning and maintenance of shared facilities in public spaces remain under the purview of Facilities Management (i.e., washrooms, elevators, etc.). Maximum occupancy signage for these common facilities is to be provided by Facilities Management. Upon encountering others in these shared facilities, please give room to accommodate social distancing practices.
- Prior to, and after, each use of shared equipment please disinfect any surfaces that you have touched - knobs, controls, displays, keyboards, etc.

The safe return to work can only be successful with everybody’s participation and taking personal responsibility. When in doubt, please err on the side of safety.