HR Guidance for Supervisors - Returning to Campus During COVID-19 Recovery

As the University plans for a cautious and gradual phased resumption of some on-campus activities and services over the next 6 months, the following considerations will aid supervisors in determining which staff and faculty will work on-campus while others remain working remotely. Decisions should be made in consultation with the Dean’s office/Unit head.

Your first priority is the health and safety of your staff.

Before resuming any activity on-campus:

1. **Aim to minimize the number of employees working on-campus.**
   - If employees do not need to work on-site, they should continue to work remotely.

2. **Develop a safety plan.**
   - Before resuming any activity on-campus, each unit must have an approved safety plan in place, ensuring compliance with WorkSafe BC Requirements and in accordance with SFU Internal Guidance for Supervisors on Safe Work on Campus [https://www.sfu.ca/srs/work-research-safety/general-safety/covid19-resources.html](https://www.sfu.ca/srs/work-research-safety/general-safety/covid19-resources.html)
   - Supervisors are responsible for developing their safety plans in consultation with employees and health & safety committees.
   - Note that there is an order of the Provincial Health Officer that safety plans are to be posted at the worksite.

3. **Consider the work/job requirements.**
   - What work needs to be performed on-campus?
   - Which positions/roles perform these duties?
   - Who has the skills/abilities needed to perform the duties?
   - Do all, or only some, of the employees in the position need to work on campus?
   - Can some job requirements be performed remotely, and some on-campus? Consider a hybrid remote/on-campus schedule.
   - Ensure Policy GP 39 “Working Alone or in Isolation” is followed for employees who will be working alone.
   - How can you organize the work to minimize the number of people working on campus and ensure alignment with physical distancing and health & safety protocols/approval processes?

4. **Be aware of unique circumstances and preferences of team members and develop plans that are flexible, inclusive, and reasonable.**
   - Equity and inclusion considerations should guide decisions. Consider team members needs for belonging, inclusion, fairness and mutual respect.
   - Ensure you are connecting with your team members regularly and have a sense of the unique situations and preferences of each during the COVID-19 pandemic.
   - Some team members are looking forward to returning to work on-campus. Start with these employees if not everyone in the role needs to work on-site.
• Ensure team members know that you will do your best to factor in personal circumstances and preferences for working remotely or on-campus, where possible, provided that appropriate staffing levels can be maintained to meet operating needs. Re-assess regularly.
• Team members may have child care considerations or other family responsibilities to factor into the staffing plan. Work with your team members to create a viable schedule where possible.
• Build flexibility into the work schedule where possible. For example, can a team member work on campus part-time aligning with days/times that their children are in school?
• If there are not enough team members available to meet operating needs, think creatively about potential for others to help out. Connect with your HR Business Partner to discuss options. There may be staff in other areas that can be redeployed.
• Employees have the right to refuse unsafe work. Having an approved safety plan and training in place will help address such concerns. (https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work)

5. **Recognize if workplace accommodation is required.**
   • Some team members have health concerns (physical or mental) that they may or may not feel comfortable discussing with their supervisor. You, or your team member, should contact Wellness & Recovery directly for further guidance.
   • Stay in touch with team members who are away from work for medical reasons.
   • Familiarize yourself with resources available to support mental health of team members.  
     http://www.sfu.ca/human-resources/rtw-dm/Mental_Health_Information.html

6. **Build in training requirements and ensure on-going communication.**
   • Ensure all employees who will be performing work on-campus have first completed the online COVID-19 Awareness and Safe Return to Work training module in canvas:  
     https://www.sfu.ca/srs/work-research-safety/general-safety/covid19-resources.html  
     as well any unit specific safety training. Supervisors must confirm completion of the training prior to allowing their employees to return to campus.
   • Ensure regular and open communication with all team members, recognizing that the situation will evolve over time.

7. **Reach out for support if you need it.**
   As long as you are working within these guidelines, we encourage supervisors to make decisions based on common sense and the needs of their unit and their staff. Your **Human Resources Business Partner** is available to support you as you develop your plan and as questions arise: **HR Business Partner Contacts.** Your HR Business Partner will liaise with others as needed including experts within Human Resources, Safety & Risk Services and Faculty Relations including:

   Faculty Relations:  Jen Perry (fr_execdir@sfu.ca)
   Labour Relations:  Chris Hatty (lr_team@sfu.ca)
   Workforce Planning:  Carla Deresh (cderesh@sfu.ca)
   Wellness & Recovery:  Saira Virji (rtw_dm@sfu.ca)
   SRS, Environmental Health & Safety:  Melinda Skura (melinda_skura@sfu.ca)
   Equity Diversity & Inclusion:  Rosie Dhaliwal (edi-hr@sfu.ca)