



RETURN TO CAMPUS Phase 1

Employee Application Process

At this time, we encourage all employees who are able to work from home to continue to do so. However, we recognize that, for a variety of reasons, there are employees who continue to work from campus and there are employees who must resume their work on campus.

We've created three simple steps to help evaluate and administer an employee's application to return to campus. Please be aware that each manager/supervisor has a direct role to play within the process. Please note that we are asking managers to complete Step 2 for all employees who are currently working from campus.

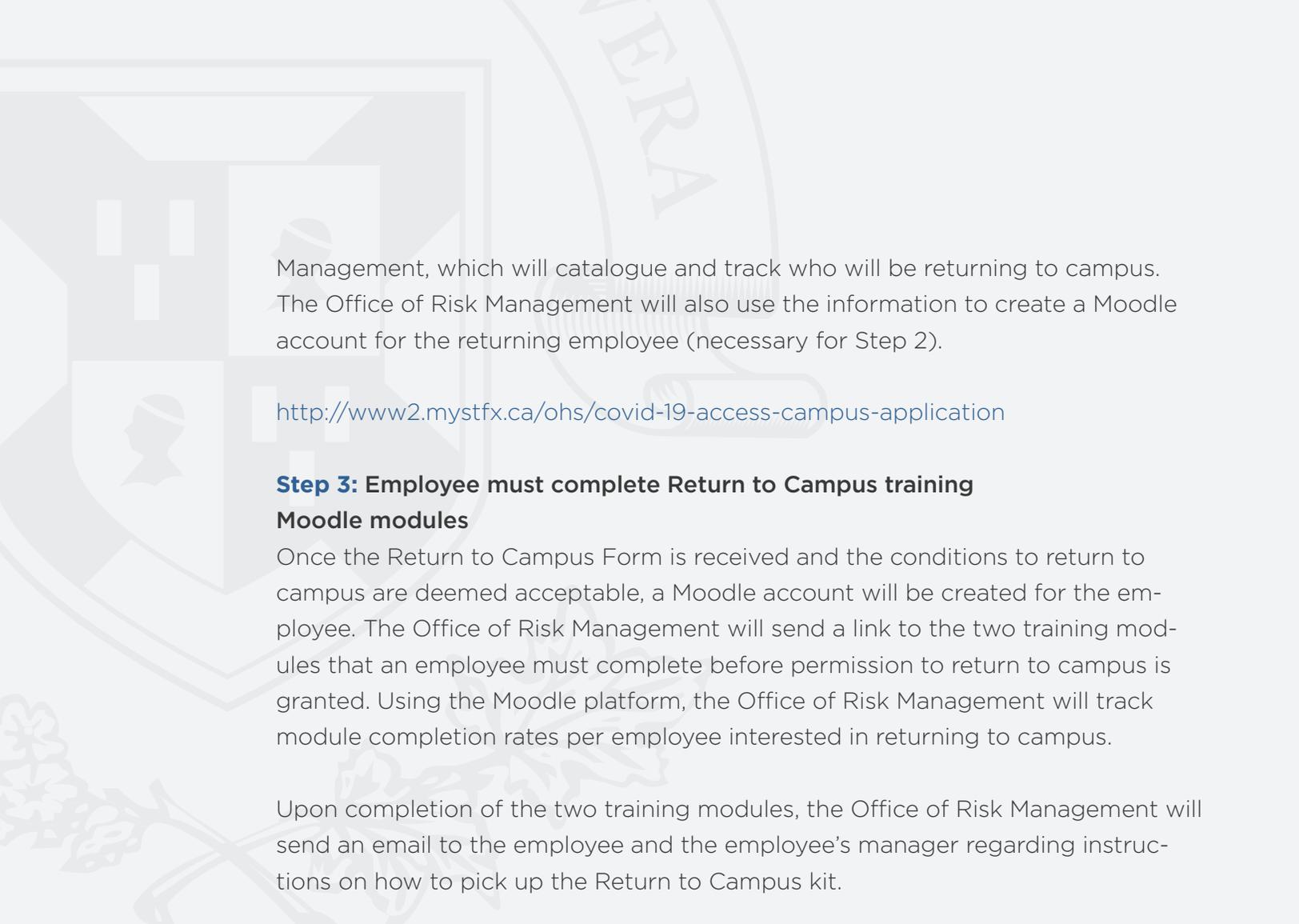
Step 1: Manager to inspect employee workspace

Before a return to campus can be considered, managers must review an employee's workspace to ensure appropriate physical distancing can be maintained. This is a simple check to identify if the rule of keeping 6 feet between workstations is satisfied. If yes, proceed to Step 2.

If managers have any questions about the inspection, please contact Randy Peters rpeters@stfx.ca (902) 867-3889 or Laurie Reid lareid@stfx.ca (902) 318-5309.

Step 2: Manager to fill out a Return to Campus Form

Managers/supervisors must complete the Return to Campus Form using the below link. The information provided will be forwarded to the Office of Risk



Management, which will catalogue and track who will be returning to campus. The Office of Risk Management will also use the information to create a Moodle account for the returning employee (necessary for Step 2).

<http://www2.mystfx.ca/ohs/covid-19-access-campus-application>

Step 3: Employee must complete Return to Campus training

Moodle modules

Once the Return to Campus Form is received and the conditions to return to campus are deemed acceptable, a Moodle account will be created for the employee. The Office of Risk Management will send a link to the two training modules that an employee must complete before permission to return to campus is granted. Using the Moodle platform, the Office of Risk Management will track module completion rates per employee interested in returning to campus.

Upon completion of the two training modules, the Office of Risk Management will send an email to the employee and the employee's manager regarding instructions on how to pick up the Return to Campus kit.

If you have any questions regarding the above, please contact

Randy Peters: rpeters@stfx.ca (902) 867-3889

Laurie Reid: lareid@stfx.ca (902) 318-5309