



EMPLOYEE RETURN TO CAMPUS

July 13, 2021

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1.0 INTRODUCTION

Memorial University continues to prioritize the health and safety of its students, faculty, staff and visitors. With this at the forefront, Memorial has determined that, in alignment with the province's vaccination plan and reopening plan, it is safe for employees to return to working on campus. This return supports the resumption of on-campus activities and services, and will support the return to primarily in-person teaching and learning for the fall 2021 semester.

Employees are expected to return to working on campus on a full-time basis on July 13, 2021. This does not apply to staff already working from campus or those scheduled to return prior to July 13. Some employees may be required on campus earlier to support operational requirements, necessary services and Memorial's core mandate.

The return should align with [density requirements](#) and all employees should follow public health guidelines including physical distancing, mask wearing, hand washing and staying home when sick.

At this time, all employees should work with their supervisor to determine their individual plan to return to campus. Employees are encouraged to consider related personal arrangements such as transportation, childcare, etc., to support their return to working on campus. A checklist to assist with the return to campus can be found in Appendix A and frequently asked questions can be found [here](#).

During this transition, supervisors and employees must maintain significant empathy and flexibility for their colleagues. Memorial acknowledges fear, anxiety and uncertainty are all natural reactions for some. Detailed information on mental health resources is available in section 5.1 of this document.

While this document provides information for employees returning to campus, Memorial has prepared a [Guide to Campus Recovery](#), which provides information and guidance on various aspects of the return to on-campus operations.

2.0 GOALS

The president and vice-presidents, in consultation with the Office of the Chief Risk Officer (OCRO), recommend an approach to return with the following goals:

- Maintain Memorial campus health and safety standards for staff, faculty, students and visitors.
- Enable employees to support students and each other as on-campus activities resume.

- Ensure Memorial’s business objectives are achieved.
- Foster a return to the “new normal” of business operations.

3.0 SCOPE

This plan is primarily for non-academic employees. It is not specific to academic staff members as this group already has flexibility to return to their campus offices and their presence is included in density calculations.

Exceptions to the return to campus plan will include those who have an approved accommodation from the Department of Human Resources, and those who are involved in a pilot work from home project.

4.0 SERVICES AND SUPPORTS

4.1 Equipment Set-Up

If an employee requires support with moving equipment from home to their office, please contact the appropriate campus facilities support indicated below. Assistance will be provided, as resources allow. Employees needing assistance should submit their request as soon as possible.

- St. John’s Campus: Facilities Management at facman@mun.ca or 864-7600.
- Marine Institute: Facilities and Technical Services at fts@mi.mun.ca.
- Grenfell Campus: Facilities Management [service request](#) or 639-6226.

If an employee requires support with IT equipment and technology set-up, please contact the appropriate campus IT support indicated below.

- St. John’s Campus: IT Services at help@mun.ca or 864-4595.
- Marine Institute: Information and Communication Technologies at servicedesk@mi.mun.ca.
- Grenfell Campus: It Service Desk [online ticket](#) or 639-2049.

4.2 Food and Ancillary Services

On July 13, the University Centre will be set up for staff to use the space while maintaining safety protocols. Please follow posted occupancy limits in the UC and throughout campus.

Within the University Centre coffee, beverages and food will be available for purchase at the Mustang Sally’s location (note: Mustang Sally’s will not be open under that brand

name and with the usual menu). This location will be open weekdays from 10:30 a.m. to 2:30 p.m. The Memorial University Bookstore is open Monday to Friday from 11 a.m. to 4 p.m.

The Attic will be open beginning on July 12 from 10 a.m. to 4 p.m., Monday to Friday. The Attic sells snacks, mail stamps, soft drinks, bottled drinks and more.

Vending machines will be available for snack and drink items. Individuals must use hand sanitizer before and immediately after using vending machines to ensure safety.

The Marine Institute cafeteria is open from Monday to Thursday from 8 a.m. to 4 p.m. and Friday from 8 a.m. to 2:30 p.m.

4.3 Parking

Employee parking permit renewals for the St. John's and Signal Hill campuses will begin on July 5, 2021 via my.mun.ca and will end on Aug. 13. To ensure health and safety and avoid congestion in the Parking Office, permits must be renewed online this year and paid for by payroll deduction. Permits will be sent via internal mail. Permits will not be sold by drop-in visits to the Parking Office. If circumstances do not allow you to pay by payroll deduction, please email parking@mun.ca.

Renewed permits will come into effect on Sept. 1, 2021. When you renew your permit in July/August, you will pay a prorated rate from Sept. 1, 2021 to Apr. 30, 2022. Current St. John's and Signal Hill campus parking rates can be found [here](#).

Until Sept. 1, members of the university community can continue to park at no cost. Parking permits are still required (at no cost) for the following parking areas on the St. John's campus: lots 60, 30, 27, 1, 25, 28, 20, 13 and 4. Permits that expired on April 30, 2021 for these areas will be honoured until Aug. 31, 2021.

Marine Institute: Permit renewals for fall 2021 will begin July 13 for faculty and staff who are on the Marine Institute campus. Payroll deduction for faculty and staff is strongly encouraged when applying. The Marine Institute Ridge Road Cashier Office accepts payment via payroll deduction, cash and debit. Please ensure you show your vehicle registration when picking up your permit.

Grenfell Campus: Permit renewals will be available for purchase as of Tuesday, June 22, for faculty and staff who are on the Grenfell campus. Employee parking permits will be valid from Sept. 1, 2021, to April 30, 2022, at a prorated fee for the eight-month period. To renew, employees can complete the parking permit application form found [here](#) and

return it to the Bookstore. Permits will be offered on a first come first served basis. Parking permits issued up until April 30, 2021, will continue to be honoured until Aug. 31, 2021.

4.4 Meetings

While health and safety [guidelines for in-person meetings](#) are available, employees should continue to engage in meetings via WebEx whenever possible. While face-to-face meetings may be preferred on occasion, these decisions should ensure that all invitees are given the opportunity to decline such a request.

4.5 Building and Tunnel Access

On July 13, all buildings, tunnels and pedways will be open from 7 a.m. to 5 p.m. on weekdays. Access hours will revert to regular fall semester hours in September. Offices should be open and accessible to the groups and students they serve, although virtual meetings are still encouraged. Individuals are encouraged to use outdoor routes as much as possible on nice days.

Some on campus service units that would normally be open with full access to the internal university community or students may be by appointment only or virtual. Please make contact with the unit or check respective webpages for service hours and instructions.

5.0 HEALTH AND SAFETY

Before returning to campus, all employees must complete a one-time mandatory [employee activity form](#), review the [COVID-10 health and safety moment](#) and complete the [COVID-19 awareness training session](#).

When on campus, employees should treat it the same as other public locations and take necessary precautions, including:

- Following public health guidelines;
- Completing the [daily self-assessment](#) (also available in the [MUN Safe app](#)) before coming to campus;
- Wearing a mask in all public spaces, parking garages and common areas, or anytime physical distance cannot be maintained;
- Reviewing and following all [posted signage](#);
- Maintaining physical distancing;
- Washing or sanitizing hands on a regular basis; and
- Staying home when sick.

Memorial encourages all employees and students to [get vaccinated](#) through public health, your pharmacy, your physician or the Student Wellness and Counselling Centre. Memorial also encourages faculty, staff and students to download the [COVID Alert app](#) to help protect yourself and others. The app is designed to let Canadians know whether they may have been exposed to COVID-19.

Additional information on the health and safety controls in place at Memorial University for living with COVID-19 can be found in the Living with COVID document found [here](#).

5.1 Mental Health Supports and Resources

Feeling stress and uncertainty during this time is understandable. The university encourages faculty and staff feeling stress to avail themselves of resources such as the [Employee Assistance Program](#) (EAP). The EAP, provided by LifeWorks, is a comprehensive, confidential service available to Memorial employees, retirees and their immediate family members (provided they are also covered under the university's health plan) at no cost, 24-hours a day, seven days a week. Additional employee wellness resources can be found [here](#) and a number of community mental health resources can be found on the provincial government's [website](#).

Individuals with urgent mental health concerns should avail themselves of one of the following community-based services:

- 24-hour mental health crisis line: (709) 737-4668 (St. John's region) or 1-888-737-4668 (province-wide).
- Mobile Crisis Response Team: 1-888-737-4668 (St. John's region).
- 24-hour Walk-in Psychiatric Assessment Unit at the Waterford Hospital Site on Waterford Bridge Road: (709) 777-3021 or (709) 777-3022.
- A Doorways Clinic - locations throughout the province.
- Additional St. John's region resources can be found [here](#).
- Additional Corner Brook region resources can be found [here](#).

6.0 GUIDANCE FOR MANAGEMENT AND SUPERVISOR

Management and supervisors should consider the following when developing a return to campus plan and schedule:

- The return to campus date is July 13, 2021.
- It is expected that staff will relocate to campus and be ready to work on campus by July 13. This may mean that they need to make arrangements for moving furniture and equipment prior to this date.

- Exceptions to return to campus include employees who are participating in a work from home pilot program and employees with an accommodation approved by the Department of Human Resources.
- Support and resources are available for employees from Human Resources and/or the [Employee Assistance Program \(EAP\)](#).

6.1 Shared Spaces and Density Considerations

Maximum [occupancy signage is available](#) from Printing Services. Occupancy levels should be determined and assigned by using the [density calculator](#) and adjusted as risk levels change. Supervisors are responsible for ensuring the common areas in their units have been analyzed and signage is posted prior to July 13.

Lunchrooms will be open and supervisors are encouraged to ensure these rooms have maximum occupancy signage posted on the doors. It is safe to open these spaces as there are considerable controls in place to reduce risk. Moreover, it's important for employees to have access to these facilities to ensure their comfort while on campus. Some of the controls in place include:

- Posted density limits
- Requirement for masks to be worn (unless eating)
- Hand sanitizer available
- Approved cleaning products available to disinfect high-touch items before and after use
- Discouraging communal food to minimize cross contact

For more information, please review the health and safety moment regarding [meal and beverage breaks](#).

6.2 Hybrid Models and Business Continuity Considerations

The public health guidelines for physical distancing mean keeping our distance from one another. Some work areas that were acceptable pre-pandemic do not allow for safe physical distancing today. The COVID-19 website outlines the [density requirements](#) for most on-campus spaces. Where it is not possible for employees to share space, leaders are encouraged to find alternate space or increase controls in the space available. If additional guidance is needed on health and safety controls, contact health.safety@mun.ca.

6.3 Communication with Employees

The cornerstone of Memorial's operations and success is its people. Memorial prioritizes the health, safety and wellness of the university community when making workplace reoccupation decisions, followed by service delivery and unit needs.

While the overall plan is released by senior leaders to the university community, supervisors play a key role in communicating directly with employees and helping everyone understand the rationale and impacts.

An important part of the employee experience is giving teams information and reassurance to prepare for a return to working on campus. While the approach to reoccupation will be consistent, there will be unique situations among units and departments so communication is key. We encourage employees to share questions and concerns with supervisors.

7.0 KEY MESSAGES

Key messages for employees returning to campus:

- It is safe to return to working on campus based on:
 - The current and anticipated numbers of COVID cases in the province
 - The increasing provincial vaccination rates
 - Extensive health and safety controls and procedures in place
 - Enhanced abilities to rapidly respond in the event of community transmission
 - The high standard Memorial has adopted with Public Health protocols
- Return to campus will help to:
 - Increase support levels in an orderly manner to fulfill the academic mission and the return to in-person teaching and learning for the fall 2021 semester
 - Aid socioeconomic recovery throughout the province in the longer term
 - Alleviate mental health concerns, anxiety and equity issues in a controlled and monitored approach.
- To minimize risk while simultaneously returning to an on-campus work environment, protocols for physical distancing, allowing for occupancy density of 52 square feet per person until at least Aug. 1, and the use of masks in accordance with public health guidelines, will remain in place.

- When comparing Memorial University to contemporaries such as the Government of Newfoundland and Labrador, College of the North Atlantic, other colleges and universities within Atlantic Canada, Memorial has remained very cautious regarding returning to working on campus. It is now an appropriate and safe time to make this transition.
- To help track space needs for particular staffing levels, a [density calculator](#) was developed to assist units with calculating appropriate occupancy density for:
 - Signal Hill Campus
 - St. John's Campus
 - Ocean Sciences Centre
 - Bonne Bay Marine Station
 - Select other areas where data was available.
- Staff dealing with anxiety, uncertainty or fear are encouraged to work with their supervisor, Human Resources Advisor and/or the [Employee Assistance Program \(EAP\)](#).

8.0 MOVING FORWARD

Empathy during this transition is crucial. Some employees may require COVID-19 related accommodations or may have heightened anxiety around the return to campus. There are resources available through Memorial's [Employee Assistance Program](#), to help make this transition easier on those who are struggling.

The transition back to our workplace is reflective of what has already happened at similar organizations in the Atlantic region and in the province. Risk levels are low in Newfoundland and Labrador based on the number of COVID-19 cases and the vaccination rates in the province.

The return to campus plan will be continually monitored. At any point, Memorial could quickly revert back to a remote work environment. In the event of an outbreak with a provincially mandated two-week "circuit breaker", employees will be expected to return to campus following the two-week break, unless public health officials direct otherwise.

Thank you in advance for your support as Memorial returns to a new normal for operations. Memorial employees have shown incredible dedication, professionalism, nimbleness and tenacity during this unprecedented time. Together, we will achieve long-term financial and social sustainability, effective productivity and increased support for our academic mission. We are eager and excited to welcome you back to campus.

APPENDIX A: EMPLOYEE RETURN TO CAMPUS CHECKLIST

Employees and leaders are encouraged to use this checklist to ensure all tasks are complete to prepare for employees returning to campus.

Task/Consideration	Complete
Review the COVID-19 health and safety moment .	
Complete the mandatory one-time employee activity form .	
Complete the COVID-19 awareness training session .	
Review the Employee Return to Campus information and FAQ and the Living with COVID document.	
Use the density calculator to ensure density requirements in your space are met and workspaces comply with physical distancing requirements.	
Ensure posters, signage and markers that promote physical distancing and hygiene are in place in high-use areas such as kitchens, boardrooms, hallways, washrooms, etc.	
Ensure visitor and contractor oversight is in place to manage access and contact tracing, such as sign-in procedures.	
Ensure alcohol-based disinfectants containing at least 60% ethanol or 70% isopropyl alcohol are available, especially for high-use areas and workspaces.	
Ensure adequate cleaning products are available to clean work surfaces.	
Complete the daily self-assessment (also available in the MUN Safe app) prior to coming to campus.	
Download the COVID Alert app.	
Refer to the COVID-19 Guide to Campus Recovery document for information on preparation for the fall 2021 semester.	