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## **Start of Term Guide for On-Campus Employees Fall 2021**

**SUMMARY:** [We're getting fall ready.](#) In this document you will find essential health and safety information for a successful term of in-person work on U of A campuses. All of this information is also available online through the [COVID-19 website](#). This quick reference resource highlights all the critical information in one place. If you have questions after reviewing this document, please consult your supervisor or email [phrtinfo@ualberta.ca](mailto:phrtinfo@ualberta.ca). As always during the pandemic, the information enclosed here is subject to potential changes according to provincial or institutional safety measures.

- **For all employees:** [Transitioning to on-campus work](#)
- **For supervisors:** [Managing the transition to campus](#)
- **For researchers:** [Information for Researchers and Research Groups](#)
- **For instructors:** [Information for instructors about transitioning to campus](#)

Similar health and safety [Start of Term Guides](#) are available for students and instructors.

### Mandatory campus safety eCourse

[Fall Ready | Coming to Campus 2021](#) is a short mandatory eCourse for all students, staff and faculty participating in on-campus activities this term. The 10-minute course will help you understand potential hazards and what you can do to protect yourself, your colleagues, and your family. You may be requested by your supervisor to produce your course completion certificate. Due to changes in health and safety practices, all employees and students who have completed a previous version of the eCourse are also expected to complete this new Fall 2021 version.

### University buildings are open

Most university buildings are open as of August 3, 2021, with just a few exceptions. [See a list of open buildings and their operating hours](#). If needed, a properly-coded ONEcard or key will be required for your team members or students to gain access to locked buildings.

[UAB.ca/hours](http://UAB.ca/hours) provides up-to-date building hours and identifies the exterior entrance for ONEcard access. Please note that you will still have the building accesses (buildings, spaces, floors, and doors – including exterior doors) you were previously granted by your **Faculty Access Control Administrator**.

If your ONEcard access is not working, email [bss.support@ualberta](mailto:bss.support@ualberta). If you do not have a ONEcard yet, visit [ualberta.ca/onecard](http://ualberta.ca/onecard) for instructions.

Academic departments control access to labs, studios and other specialized learning spaces as per normal procedures.

## On-campus COVID-19 safety

The below information is summarized on the [U of A Campus Safety Checklist](#). Please note that public health requirements may still change depending on local COVID-19 transmission rates and vaccination levels. The U of A will continue to follow the advice of public health authorities on public safety measures, and post updates as applicable.

### ✓ **Vaccination and the CampusReady pass**

Starting on October 4, all those coming to campus will be required to submit proof of full vaccination or an approved exemption to receive a [CampusReady pass](#). Only individuals with a valid CampusReady pass will be permitted on the U of A's properties. [See the COVID-19 website for more details.](#)

### ✓ **Daily health check**

If you're feeling sick, stay home, notify your supervisor or instructor, and follow Alberta Health Services advice. More info: [COVID-19 procedures for staff and students who are ill.](#)

### ✓ **Masks required use**

You are required to wear a non-medical or fabric mask in all indoor common spaces, with very few exceptions. This includes: classrooms, labs, offices, and meeting rooms. For more details, please review the [U of A mask policy](#).

### ✓ **Physical distancing**

Respectful physical distancing and smaller groups are encouraged whenever possible.

### ✓ **Cleaning and sanitation in classrooms, labs, and other workspaces**

Cleaning and sanitation protocols are followed on campuses, with a focus on washrooms, high-touch surfaces and high-traffic areas. Your [department is responsible](#) for cleaning and sanitizing: workbenches; laboratory benches; desktops and cabinets; fume hoods; laboratory, research, athletic and maintenance equipment; studios and specialized work and instructional spaces.

### ✓ **COVID-19 Rapid Response & sick procedures**

**Employees:** If you have had any of the [indicated COVID-19 symptoms](#) during the past ten days, stay home and do not go to campus until your symptoms have resolved, you are feeling better, or you receive a negative AHS COVID-19 test result. **Immediately** advise your supervisor if you receive a positive AHS test result for COVID-19 AND you have been on campus in the past 14 days. Ensure that your supervisor has a phone number where you can be reached.

**Supervisors and activity coordinators:** If one of your staff members or participants informs you that they have received a positive AHS COVID-19 test result AND have been on campus in the last 14 days, contact the U of A Rapid Response Triage Team as soon as possible. Email your name and the phone number where you can be reached to [phrt.triage@ualberta.ca](mailto:phrt.triage@ualberta.ca). A triage member will contact you shortly.

Please read these additional essential resources:

- [Sick procedures for staff and students](#)
- [U of A Rapid Response Plan](#)
- [Protocol for Notifications Regarding Confirmed Cases of COVID-19](#)

**Note:** Here@UALberta has been retired and is no longer being used for contact tracing purposes. Learn more about the University of Alberta's latest tools and actions to support the campus community through the COVID-19 pandemic by visiting the university's COVID-19 Information website.

## Managing health and safety in your workspace

This semester's work experience will be different. It is important to set expectations regarding the shared responsibility everyone has in community health and safety during COVID-19. At the start of this new semester, you may wish to advise your team members of the following:

1. Health and safety is a shared responsibility among all members of our community.
2. If you are feeling ill or have symptoms, stay home. If you are on campus and begin to feel unwell, return home immediately.
3. Remind team members of the importance of regularly checking their ualberta email for essential U of A information regarding [COVID-19 response notifications](#).
4. The university encourages on-campus community members to use the [here.ualberta.ca](https://here.ualberta.ca) campus check-in tool as a means to support COVID-19 response notifications.
5. If a team member appears to have [symptoms](#), a supervisor may ask them to go home. Employees should then follow the [sick procedures for staff and students](#).
6. If a supervisor or team leader believes that the health and safety of the team is at risk for any reason, they may choose to suspend activities.
7. Up-to-date U of A COVID-19 public safety information can be found at [uab.ca/covid19](https://uab.ca/covid19).

**911 for Police/Fire/Medical Emergency** | After 911, call UAPS at 780-492-5050.  
Review [ualberta.ca/emergency](https://ualberta.ca/emergency) for all U of A emergency information and procedures.

*Community and campus safety are a shared responsibility. By working together we increase our chances of having a safe and successful semester. Thank you in advance for doing your part.*

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**COVID-19 information for the U of A community:** [uab.ca/covid19](https://uab.ca/covid19)

**General enquiries:** U of A Public Health Response Team, [phrtinfo@ualberta.ca](mailto:phrtinfo@ualberta.ca)

**COVID-19 Rapid Response support for on-campus supervisors, instructors and activity coordinators:** U of A Rapid Response Triage Team, [phrt.triage@ualberta.ca](mailto:phrt.triage@ualberta.ca)