

Table 1: Summary of Themes from July Dept Council & Resources – Updated September 1, 2021

Item	Action Steps
<p>Talking to students about their comfort/discomfort levels</p> <p>Additional Resources: COVIDSafe Campus</p> <p>FAQ's for Academic Staff</p> <p>FAQ's for Managers & Academic Leaders</p> <p>Student Info: FAQ's for Current Students</p> <p>Current Student Services</p> <p>Remote Student Services</p> <p>FAQ's for International Students</p> <p>FAQ's for Emergency Management and COVID-19 Response for Students</p>	<p>We encourage academic and non-academic staff and students to discuss their concerns with their managers/supervisors. An open and candid conversation will promote the identification of potential resolutions.</p> <p>Additional resources are available to faculty and staff as outlined below:</p> <ul style="list-style-type: none"> • Staff Wellness has resources, programs, and services to support and sustain the health and wellbeing of faculty and staff at the University of Calgary. This includes a Mental Health Consultant available 8 am to 4 pm by phone or email on weekdays. • Homewood Health provides 24/7 mental health support; reach them by calling 1-800-663-1142 • Wellness Series offered by the Taylor Institute • LinkedIn Learning offers online content to support remote work, hybrid teams, resiliency, wellness and more.
<p>What is appropriate to ask? (Vaccine status, etc.)</p>	<p>It is not appropriate to ask; vaccine status is considered private health information.</p> <p>https://ucalgary.ca/advancement/managers-and-academic-leaders-FAQ</p> <p>https://www.lawnow.org/covid-19-vaccines-the-workplace-employees/</p> <p>Members of the campus community can get the vaccine at the Foothills Medical Centre located next to UCalgary's Foothills Campus.</p>
<p>Sick policy (Faculty, Staff, & Students)</p> <p>Additional Resources: Return to Campus COVID-19 Response</p> <p>Academic Staff FAQs</p>	<p>COVID-19 Procedure for Sick Employees (PDF);</p> <p>https://open.alberta.ca/publications/covid-19-information-alberta-health-daily-checklist</p> <p>There may be cases where the course modality needs to shift from what was submitted in the Fall teaching plan. Academic staff should reach out to the leaders in their unit to discuss their teaching situation and options. There are a number of</p>

[Non-Academic Staff FAQs](#)

reasons why a request to teach fully online might be made. These would be approached in different ways depending on the reason. The examples below provide guidance on how requests could be navigated and who would approve requests.

1. Reason to request teaching online: Pedagogical grounds
Pedagogical grounds – the course is best offered online, and fits with program goals for student experience and student learning.

Discussion, Recommendation, Decision:

Initial discussion with academic leader who assigns teaching: Department Head, Program Director or Associate Dean.
Final oversight/signoff with the Dean.

2. Reason to request teaching online: Informal requests for flexibility*

Logistical issues/personal circumstance (e.g., living arrangements).

Discussion, Recommendation, Decision:

Initial discussion with academic leader who assigns teaching: Department Head, Program Director or Associate Dean.
Final oversight/signoff with the Dean; may involve Human Resources.

**Requests for short-term flexibility may be addressed through Section 4.2 of the [Workplace Accommodation Procedure](#), where appropriate.*

3. Reason to request teaching online: Formal Accommodation^

Medical grounds, family status, other protected grounds.

Discussion, Recommendation, Decision:

Academic staff members submit accommodation requests to HR, Staff Wellness, Manager, Dean or equivalent; see [Workplace Accommodation Roles and Responsibilities](#) document for overview.

^Requests for formal accommodation are guided by the [Workplace Accommodation Policy](#) and [Workplace Accommodation Procedure](#). Formal accommodations are based on the restrictions identified by a staff member.

Additional resources:

- [Staff Wellness](#) has resources and services to help promote, support and sustain the health and well-being of faculty and staff and the University of Calgary.
- [The Faculty Association of the University of Calgary](#) is also available to support academic staff with concerns related to the transition back to campus and assist with issues related to workplace accommodations. They can

	be contacted at faculty.association@ucfa.com and at 403-220-5722.
How can we contribute to the conversation on flexibility?	Return in person expected for Sept 1 st . Faculty, staff and students are encouraged to work with their leads on their return to work plan. The Provost's Office is gathering data to inform an official return to work plan to be implemented in January 2022.
Space concerns – very close together (cubicles)	Based on current guidance from Alberta Health Services and the Government of Alberta, it is assumed that no physical distancing measures will be required in class or on campus by the start of Fall 2021. We will continue to follow all public health guidelines and adjust as needed.
Resources for setting personal boundaries (distancing, masking, etc.) Additional Resources: Campus Alberta Joint Statement	<p>Physical Distancing (UC Statement) Over the past 16 months, we have all become accustomed to physical distancing in public spaces, with stickers on floors and walls advising us to stay two metres apart. As we move into this next phase of our return to campus, and in alignment with easing of public health restrictions in Calgary and across Alberta, we will also be moving beyond our previous physical-distancing requirements. Signage advising physical distancing in our buildings is currently being removed to reflect the lifting of this requirement in public health measures. Physical distancing is not being discouraged; however, it is no longer required on campus. This includes public spaces, libraries, work spaces and classrooms. We want everyone in the UCalgary community to feel safe on campus. Please remember that everyone will have slightly different levels of comfort as we move to this new stage. Read more.</p> <p>Masking (UC Statement) As of August 17, 2021: Non-medical face masks must now be worn in all public indoor areas of UCalgary campus where physical distancing is not possible</p>
HVAC System	<ul style="list-style-type: none"> • The University of Calgary is committed to providing a safe work environment. The Facilities team has been paying close attention to heating, ventilating and air-conditioning systems (HVAC) and how to ensure their optimal operation in order to prevent the spread of COVID-19. • Health Canada and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) have established air-quality parameters for indoor (non-industrial) environments, with specific statements on infectious aerosols. These standards are used as best practices throughout the industry. All UCalgary

buildings have ventilation and air-circulation standards that currently meet or exceed these standards, including the use of MERV 13 air filters.

- In addition to this, UCalgary maximized air circulation starting last summer based on ASHRAE infectious aerosol recommendations and continues to operate in this manner to ensure peak air quality is maintained throughout our buildings while maintaining thermal comfort.

Additional Info:

<https://www.ucalgary.ca/provost/teaching-learning/covid-19-academic-staff-faq>