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COVID-19 On-campus Work Procedure – Employees

At this time, all employees are encouraged to work from home when it is operationally possible and approved by their manager. However, employees may work on-campus where it is safe to do so.

To support the health and safety of everyone on-campus, all employees attending work on-campus are required to follow the procedures outlined below. These new procedures consist of COVID-19 safe work practices training (learn), self-assessment (monitor) and on-campus work scheduling (schedule).

Step 1 - Learn

Complete the [COVID-19 Safe Work Practices eLearn module](#).

Enrolment Key: CapU

As per WorkSafe BC requirements, all employees must complete the COVID-19 Safe Work Practices eLearn training prior to returning to work on-campus. Employees currently working on-campus will be required to complete the training prior to their next on-campus shift. The link above will direct you to the eLearn module where you will enter the enrolment key “CapU” to register for the course.

Employees must pass all quizzes in the module to satisfy the completion requirement. This eLearn module should take no more than 15 minutes to complete and only needs to be done once.

Step 2 - Monitor

Monitoring for the symptoms of COVID-19 is important to ensuring a safe working environment and is a requirement of the Provincial Health Officer. Prior to coming on-campus, you should complete the [BC COVID-19 Self-Assessment Tool](#) to help identify symptoms and determine if further assessment or testing for COVID-19 is needed.



The on-campus safe work procedure ensures that employees and others showing symptoms of COVID-19 are prohibited from campus. **Do not come on-campus if:**

- You have had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- You have been directed by Public Health to self-isolate.
- You have arrived from outside Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

If any of the above applies, contact your supervisor. If you feel healthy and the above doesn't apply, proceed to Step 3.

Step 3 - Schedule

To ensure the safety of everyone and to support contact tracing, employees are required enter upcoming on-campus work schedules in PurelyHR. Each week you will log into PurelyHR and enter the dates and times you will be working on-campus as agreed upon with your supervisor. **Employees working remotely do not need to enter their remote work schedule into PurelyHR.**

By entering your on-campus schedule into PurelyHR, you are confirming that you are not exhibiting symptoms of COVID-19 (as identified with the BC COVID-19 Self-Assessment Tool) and are fit to be on-campus.

How to enter your on-campus work schedule:

1. Login to [PurelyHR](#) using your CapU single sign on (SSO) login credentials
2. Enter on-campus work schedule for the week using the "On-Campus – Feeling Well" leave type
 - a. [Refer to the step-by-step instructions for logging in to PurelyHR and entering your on-campus schedule.](#)
3. Your manager will then approve your on-campus schedule through PurelyHR

The on-campus work procedure addresses what to do if you start to feel ill at work.

- If you begin to feel ill or experience any COVID-19 symptoms (even mild symptoms) while on-campus, you should contact your supervisor immediately.
- You must leave campus immediately and go straight home. Wear a mask if you have one and wash or sanitize your hands as soon as possible.
- Once home, you should consult the [BC COVID-19 Self-Assessment Tool](#), or call 8-1-1 for further guidance related to testing and self-isolation.
- If you feel severely ill (e.g. difficulty breathing, chest pain) you should call 9-1-1.
- Learn more about how to manage your illness [here](#).

If you have any questions regarding the COVID-19 On-Campus Work Procedure, please contact your supervisor or hr@capilanou.ca.