

Frequently Asked Questions COVID-19 Staff & Faculty

Saint Paul University's Joint Health and Safety Committee continues to monitor developments regarding COVID-19 and is following the recommendations of Ottawa Public Health, Ontario Public Health and the Government of Canada's Public Health Agency.

In addition to respecting the University's official health and safety guidelines, faculty and staff are encouraged to stay informed and follow the recommendations of the agencies mentioned above.

If you have additional questions regarding SPU'S COVID-19 protocols, please contact the Human Resources Department at RH-HR@ustpaul.ca.

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GENERAL INFORMATION

What do I need to know before coming to campus?

You are encouraged to take the Government of Ontario's [COVID-19 self-assessment](#) prior to coming to campus. This will help determine if it is safe for you – and others – to come to campus.

Please also familiarize yourself with SPU's general COVID-19 health and safety guidelines:

- If you are experiencing symptoms of COVID-19, do not come to campus. [Get tested](#) and stay home until you get the results. See "I tested positive for COVID-19, what do I do?" (listed below) for more information.
- Everyone on campus is required to wear a mask or face shield in all common indoor spaces.
- Classrooms have been re-organized to ensure a two-meter distance between students – we count on each of you to respect this physical distancing. Wearing a mask or face shield is not compulsory if the two-meter physical distance is respected. See "I have classes on campus, are classrooms disinfected between classes?" (listed below) for more information.
- Wash your hands as often as possible. Hand sanitizing stations have also been installed throughout campus.
- You must have your student or employee card to have access to the library.
- There must be only one person at a time in the elevator. Please reserve their use for people with mobility difficulties.
- No more than two individuals should be in the washroom at a time – please wait outside, while maintaining the required two-meter (six feet) distance, until the washroom is vacated.
- While eating in the cafeteria, maintain physical distance from one another – at least two meters (six feet) apart at all times.

How are COVID-19 guidelines and procedures determined at SPU?

The Joint Health and Safety Committee (JHSC) meets regularly to discuss staff-related health and safety concerns – this includes concerns related to the ongoing COVID-19 pandemic. In these meetings, the JHSC develops recommendations to address these concerns.

The JHSC brings its recommendations to the University's Executive Committee for approval and implementation.

How frequently are these COVID-19 guidelines and procedures revised and updated?

The JHSC continues to meet regularly to address staff and faculty concerns and to ensure that the University's COVID-19 protocols align with the recommendations from public health authorities.

Are there reports being conducted to revise and improve SPU'S COVID-19 response?

This summer, a JHSC sub-committee conducted a review of the University's response to COVID-19 and have outlined areas of strength, as well as areas for improvement.

Do I need to wear a mask or face shield when I am on campus?

Everyone is required to wear a mask or face shield while in common indoor spaces on campus, including the library, hallways, stairways, washrooms, and elevators.

Will the University provide me with a mask or face shield?

Members of the University community must supply their own mask or face shield when coming to campus.

What should I do if mask guidelines are not respected?

We all have a role to play in respecting the guidelines and keeping our University safe. Signage has been installed at building entrances to remind faculty, staff, students and any visitors or members of the public of the mask use requirement.

Friendly reminders are encouraged between colleagues, however, we ask that you avoid any level of confrontation when addressing the fact that someone is not following a guideline. If you believe your interjection could lead to confrontation, please consider speaking with your supervisor to address the matter.

How is the University managing the capacity of individuals on campus?

The University expects less than a quarter of the student population to arrive on campus, as per the current registration enrollment. The campus has more than enough space for students, faculty, and staff to physically distance.

Will the University conduct contact tracing within the SPU community?

University administration will work in full cooperation with public health authorities to enforce contact tracing procedures within the SPU community.

If there is a confirmed case of COVID-19 on campus, will this be communicated to the SPU community?

University administration will keep the SPU community informed if there are any confirmed cases of COVID-19 on campus. This information will be communicated to students by email (to their @uottawa.ca student accounts).

To maintain confidentiality, no details of the affected individual(s) will be provided. All contact tracing is the responsibility of Ottawa Public Health.

WORKING ON CAMPUS

I have children in elementary and secondary schools who are required to be at home and/or I cannot find childcare services for my children. What are my options?

Saint Paul University realizes that the current situation is challenging for everyone and thus strives to accommodate staff and faculty members when possible. Please contact your immediate supervisor to discuss arrangements.

What are my options if I do not feel comfortable working during this difficult time?

Please advise your immediate supervisor and contact the Human Resources Department at RH-HR@ustpaul.ca to determine if you have leave banks available. Should you be entitled to paid leave, you can request your time off directly in [Work Force Now](#) (WFN). For all leave balance information, access [WFN](#) and go to *Myself* → *Time off* → *Time off balances*.

Saint Paul University will allow access to leave banks in the following order during this exceptional circumstance:

- Personal emergency leave (as entitled in your collective agreement);
- Sick leave;
- Vacation leave, and/or;
- Banked overtime.

If you are not entitled to paid leave, there are **non-paid leaves** available to you under the [Employment Standards of Ontario](#).

What is the procedure for requesting personal protective equipment (PPE) for work-related tasks?

Speak with your supervisor about your request. If you do not receive a response, you can also speak with your Joint Health and Safety Committee representative.

Union Representatives

Administrative Personnel — Alexandra Mongrain, amongrain@ustpaul.ca

Full-Time Professors — Amanda Wilson, awilson@ustpaul.ca

Part-Time Professors — William Cornet, wcornet@ustpaul.ca

Management Representatives

Christina McLoughlin, cmcLoughlin@ustpaul.ca

Michel Drapeau, mdrapeau@ustpaul.ca

Jérémie LeBlanc, jleblanc@ustpaul.ca

What are my options if I had planned vacation time but my travel plans are now altered or cancelled?

Please advise your immediate supervisor and contact Human Resources at RH@ustpaul.ca for assistance.

I'm worried I might have COVID-19, what should I do?

If you are not feeling well or believe you may have come into contact with someone who has COVID-19, do not come into the office. Get tested at one of Ottawa's [designated testing sites](#).

Please inform your immediate supervisor and Human Resources (RH-HR@ustpaul.ca). Until you receive a confirmed negative test result, be sure to self-isolate and do not come to campus.

Will I get paid while at home waiting for my test results?

There are different types of leave available to employees – both paid and unpaid. Please speak with your supervisor to discuss your individual situation. It is also possible that your supervisor will approve working remotely, if applicable.

Please contact Human Resources (RH-HR@ustpaul.ca) to discuss other leave options.

I tested positive for COVID-19, what do I do?

If you receive a positive test result, please notify your immediate supervisor and Human Resources (RH-HR@ustpaul.ca). Your information will remain completely confidential. It is important to cooperate with Ottawa Public Health for contact tracing and to follow additional instructions.

I tested positive for COVID-19, when is it safe for me to return to work?

In this circumstance, please follow the direction of Ottawa Public Health.

What happens if I do not have enough sick days accumulated to complete the required self-isolation period?

There are different types of leave available to employees – both paid and unpaid. Please speak with your supervisor to discuss your individual situation. It is also possible that your supervisor will approve working remotely, if applicable.

Please contact Human Resources (RH-HR@ustpaul.ca) to discuss other leave options.

I tested positive for COVID-19, but feel well enough to work. Can I work from home?

Please discuss your individual situation with your supervisor. Your supervisor will work with Human Resources to determine what options are available to you.

What happens if a colleague tests positive for COVID-19?

Ottawa Public Health will conduct contact tracing. University administration will work in full cooperation with public health authorities to enforce contact tracing procedures within the SPU community.

Are there additional supports available for faculty and staff who may need mental health support?

For faculty and staff who are currently enrolled in the healthcare benefits program with our insurance provider Sunlife, you can access the Employee Assistance Program (EAP), which is available 24-7 should you require confidential and immediate help for any work, health or life concern.

You can contact your EAP:

By phone: 1-855-544-7722

Website: www.workhealthlife.com/sunlife

Download the MyEAP app from your app store.

ACADEMICS

I teach classes on campus; are classrooms disinfected between classes?

Classrooms will be disinfected daily, but students and professors are encouraged to disinfect their desks before and after class. Disinfectant spray and cloths will be made available for all classrooms.

Professors are encouraged to remind students at the beginning and end of class of their responsibility.

Has the layout of the classrooms changed because of COVID-19?

Classrooms have been re-organized to ensure a two-meter (six feet) distance between students – we count on each of you to respect this physical distancing.

Are students required to wear a mask while in class?

Masks are recommended in classrooms, however when physical distancing is maintained, they are not compulsory.

How will the Winter 2021 Term be affected?

In planning for the Winter 2021 semester, SPU will continue to follow the recommendations of public health authorities.

University administration will continue to keep the SPU community informed as decisions are made.

ADDITIONAL INFORMATION

[How can I protect myself from COVID-19?](#)

[How can I minimize my exposure to COVID-19 while I am out?](#)

[What are the symptoms of COVID-19?](#)

[Where can I get tested for COVID-19 in Ottawa?](#)

[I got tested, now what?](#)