

# RETURN TO WORK PROTOCOLS AND PROCEDURES

## IN PREPARATION OF RETURNING TO CAMPUS

Staff members are required to read and where necessary, complete the following documents before returning to campus.

### EMPLOYEES



**Induction presentation**



**Worker risk assessment**

### LINE-MANAGERS



**Memo:** Chairperson of the Workstream for Campus Operations and COVID-19 Compliance Manager



**Toolkit:** Institutional Committee for Business Continuity



**Workplace Plan**



**Walk-through risk assessment**



**Management of visitor access to department**

### DAILY SCREENINGS

Staff members are required to complete daily screenings before travelling to campus. The results of the daily screenings must be made available to your line-manager and be available at any time.

**Please note: If you are unwell, do not come to campus. Inform your line-manager immediately.**

The screening tools can be accessed via:

**Online**

**Employee Screening Questionnaire**

### PRECAUTIONS ON CAMPUS

Staff members are urged to take the following precautions against all pathogens:

**Get a flu vaccination** | **Understand the risk of illness** | Assist with **contact tracing** (if required) | Participate in COVID-19 workplace awareness and support activities (including access to **psychological support**)



### WEARING OF MASK

Wearing of a cloth mask is mandatory and where required, additional appropriate personal protective equipment must also be worn.