




RETURN TO WORK: PROTOCOLS AND PROCEDURES

Follow these steps when returning to work





*If you are unwell, please do not come to work.
Contact your line manager and let them know.*

BEFORE RETURNING TO WORK:

FOR EMPLOYEES

-  Read induction [presentation](#)
-  Complete [Worker Risk Assessment](#)
-  Travel to work with appropriate cloth mask

FOR MANAGERS

- Read Institutional Committee for Business Continuity (ICBC) [Memo](#) 
- Read ICBC [Toolkit](#) 
- Complete [Walk Through Risk Assessment](#) 
- Manage [access](#) of visitors to department 

AT WORK: FOR EVERYONE

Complete daily screening [questionnaire](#) and temperature (to be approved by Manager)



Ongoing COVID education to be provided in workplace (including access to psychological support)



Assist with [contact tracing](#) (and Department of Health) if COVID positive case



Abide by all regulations with regard to physical distancing, hand hygiene and sanitisation / Personal Protective Equipment (PPE) use



Understand [risk of illness at home and work](#), and necessary subsequent actions



All employees are encouraged to vaccinate against the flu at Campus Health Service

