

Queen's Return to Campus Priorities for Faculty and Staff

Last updated July 24, 2020

As some students return to in-person academic activities or move into university residences in fall 2020, there will be a need for increased faculty and staff presence on campus. Return to campus plans for staff and faculty should be guided by the [Return to Campus framework](#) and Queen's Return to Campus Guidelines ([video version](#) and [written version](#)).

As noted in the Return to Campus framework, university activities should occur remotely where possible. This approach ensures there is sufficient space to maintain appropriate physical distancing for those who must be on campus to support student operations and academic and supporting activities. It also allows Physical Plant Services (PPS) to focus resources on additional cleaning protocols only where required.

For the fall term, an expected 4,400 students will be learning on-campus, residences are planning to house approximately 2300 first-year students (approximately 100 of whom are counted in the 4,400 above), and it is expected that many upper year and graduate students may return to housing in Kingston, even with remote delivery of classes for most students. With this many students in Kingston, Queen's will need to have an appropriate staff and faculty presence on campus to provide academic and some non-academic activities (e.g. dining, PPS, library access etc.).

In return to campus plans, units should determine the number of faculty and staff required to be on campus to support the academic and limited non-academic activities that will be delivered in-person for the fall term. In some cases, on-campus access may be needed to more effectively deliver services to students who are studying remotely. It is expected that units will gradually increase staff and faculty presence on campus over the summer months to achieve the required number in September.

An overriding principle of equity in these return to campus guidelines is that, if some services are delivered in person, an equitable service must be provided remotely for students who are not in Kingston.

Each Faculty/Shared Service Unit should submit a Request to Resume On-Campus Activities Form, with a sample plan for departments/units in departmentalized Faculties. After that, similar plans for other departments/units can be approved at the Faculty level with notification to the Campus Operations Group (COG) on numbers of people returning to specific buildings in August and September.

Plans should be flexible with some people working largely on campus, some largely remotely, and some alternating between on campus and remote work. These plans will be dependent on the size of the workforce and workspace available in each department.

Individuals with priority for returning to work (in ranked order of priority):

1. Staff and faculty with accommodation needs that cannot be addressed while working remotely. Managers should contact Return to Work services for assistance with medical accommodation and their Human Resources Advisor for support with other accommodation requests.
2. Staff and faculty required to deliver and support in-person academic activities including student services in Faculties.
3. Staff needed to provide support for residences, food services, some student services including Student Wellness Services, and Athletic and Recreation services and programming (the latter, as permitted by provincial and local public health direction).
4. In consultation with their unit head or dean, staff and faculty with extenuating home circumstances.
5. Student leaders who require access to their on-campus workspace to deliver services and provide support to the student community.
6. In consultation with their unit head or dean, staff and faculty who need to be in their on-campus workspace to be more productive or efficient.

Some faculty and staff, who would usually be on-campus supporting the activities noted in items 2-3 above, should be supported if they choose to continue working remotely, these include:

- Staff and faculty who are part of an At-risk¹ group.
- Staff and faculty in a home with an individual that is in an At-risk group.
- Staff and faculty with care giving responsibilities that would prevent them from returning. See [guidelines for staff with caregiving responsibilities](#) and QUFA COVID-LOU, [Schedule C](#), item 24.
- Staff and faculty with extenuating circumstances that would preclude them from returning to campus.

Human Resources can provide support, guidance and resources as units plan their phased return to campus. Additional resources are available on the Human Resources [website](#).

¹ Some groups are at higher risk of getting COVID-19. You may be in an at-risk group if you:

- are 70 years old or older
- are getting treatment that compromises (weakens) your immune system (for example, chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)
- have a condition that compromises (weakens) your immune system (for example, lupus, rheumatoid arthritis, other autoimmune disorder)
- have a chronic (long-lasting) health condition (for example, diabetes, emphysema, asthma, heart condition)
- regularly go to a hospital or health care setting for a treatment (for example, dialysis, surgery, cancer treatment)

At-risk information accessed from <https://www.ontario.ca/page/covid-19-stop-spread#section-0>