This document reflects Western’s CEP plans as at September 2, 2021.
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Western University – Return to Campus Plan

Introduction

Western University is committed to returning to campus and welcoming students back for the fall semester after comprehensive and detailed planning. All of our plans are designed to prioritize a safe and secure learning and research environment while being responsive to the changing government regulations and public health protocols. Joining us will be 6,300 new undergraduate students - the Class of 2025!

The University’s plan outlined in this report should be considered as one that will evolve and remains open to change based on the latest public health developments as well as our understanding of best practices to mitigate the spread of COVID-19.

The document is intended to provide a general overview with overall guidance of the University’s plans to return to campus and return of students as we increase our operations, deliver academic programs, and meet our university’s mission.

The University is following direction from government, provincial health authorities and our local Middlesex-London Health Unit (MLHU) as we resume campus activities. As we continue to maintain an environment that prioritizes the health and safety of our students, faculty, librarian/archivists, and staff, we will be working toward achieving our operational and academic goals throughout the fall semester.

The University is committed to creating an environment that will only be sustained if all community members take responsibility for their own health and safety and the health and safety of those around them.

In the event that the University needs to shutdown activities on campus, see Appendix A for the Tiered Shutdown of Campus plan.
Commitment to Health, Safety & Well-Being

The health and safety of the Western community will remain our top priority. We are carefully following Ministry regulations, guidelines, and directives from Public Health.

Core safety measures that are expected to be in place for September, until otherwise determined by the local public health, include:

**Mandatory vaccination:** Western’s new vaccination policy requires all members of our community – including students, employees and visitors – who plan to be on campus this fall to demonstrate proof of vaccination, except under rare exemptions.

**Mandatory masks:** Following advice from Ontario’s chief medical officer of health, mandatory three-layer, non-surgical masks are enforced across all indoor spaces on campus. Masks will be distributed to students daily at The Great Hall (Somerville House) up to and including Sept. 17, from 10 a.m. to 4 p.m., and through the Labour Day long weekend (10 a.m. to 4 p.m. on Saturday and Sunday, and 10 a.m. to 3 p.m. on Monday). Faculty, staff and graduate students can continue to obtain their masks through their supervisors.

**Hygiene protocols:** Continuous reinforcement to follow handwashing and hygiene protocols.

**High ventilation standards:** Ventilation in all classrooms at Western meets – and in most cases exceeds – high standards of measurement to prevent potential airborne spread of coronavirus, according to a recent analysis based on air-exchange recommendations set out by the Healthy Buildings for Health program at the Harvard T.H. Chan School of Public Health. Adjustments and enhancements, where necessary, were made according to expert recommendations.

**Daily health screening:** All students, faculty and staff coming to campus must complete a daily health screening questionnaire, which they receive by email and can be completed online.

**On-campus vaccination and testing centre:** Western continues to operate an on-campus vaccination and testing centre in the Graphic Services Building for faculty, staff and students.

**Enhanced cleaning:** Enhanced cleaning and sanitation measures throughout campus, particularly in dining, washrooms and high-traffic areas, continue to be the norm.

**Wastewater testing:** Western will pilot an early detection system to monitor the presence of COVID-19 through regular wastewater sample testing in some campus residences in September. To help reduce or eliminate potential outbreaks, wastewater surveillance is increasingly being explored in Ontario and in other parts of the world for early identification of pre-symptomatic or asymptomatic cases of COVID-19.

**Safety ambassadors:** Throughout the fall, building safety ambassadors will help ensure COVID-19 protocols are being observed across campus.

**Protective shields:** Classrooms are being retrofitted with protective shields serving as safety barriers so faculty members can safely remove their masks during lectures. Some 75 of these shields were put in place in fall 2020, and an additional 300 are being installed in classrooms throughout campus this week.
Western’s COVID-19 Vaccination Policy

On August 26, 2021, Western implemented its COVID-19 Vaccination Policy. All members of the community were made aware of the policy through a mass email, updates to our COVID-19 website, as well as social media posts. The full policy is available on the University Secretariat website.

Western’s COVID-19 Mandatory Proof of Vaccination Status Questionnaire

On August 26, 2021, Western and our affiliated university colleges began implementing our vaccination policy. Emails were sent to all members of the community asking them to upload their proof of vaccination by September 7.

Those who have not provided proof that they are fully vaccinated have until October 12 to submit proof of full vaccination and will be required to be tested for COVID-19 twice per seven-day period in the interim to attend campus, with results submitted to the University.

Individuals must receive their second dose no later than September 28, 2021, to be considered fully vaccinated by October 12, 2021.

Following the directive from the Council of Ontario Medical Officers of Health, only in rare circumstances may individuals be granted an exemption for medical reasons and other grounds protected under the Ontario Human Rights Code.

Individuals granted an exemption will be required to undergo testing, with test results submitted to the University.
We provided community members with forms to apply for medical or creed/religious exemptions:

Student/ Employee Statement of Medical Exemption Form
Student Statement of Creed/Religious Exemption Form
Employee Statement of Creed/Religious Exemption Form

Questions have been directed to vaxinfo@uwo.ca for students and takecare@uwo.ca for employees.

For more information on Western’s testing and vaccination centre and enhanced safety measures, community members have been encouraged to please visit: www.uwo.ca/coronavirus.

Education and Training

COVID-19 Return to Campus Essentials

Western has developed a new training module for all students and employees. The module is mandatory for employees to complete. Topics covered include safety best practices at Western, requirements set out by the Middlesex-London Health Unit, understanding individuals’ responsibilities, as well as series of resources. This module has been reviewed by Western researchers, experts who have been advising national and international health officials about COVID-19.

COVID-19: Effectiveness and Benefits of Vaccination

Western has created a new learning module about the effectiveness and benefits of vaccination. Members of the Western Community who are not yet vaccinated are required to complete this educational module. The module includes information about why Western is requiring vaccination, why individuals should get vaccinated, how we know vaccines are safe, and outlines the risks of not getting vaccinated. This module has been reviewed by Western researchers, experts who have been advising national and international health officials about COVID-19.

Daily Return to Campus Health Assessment

Based on direction from public health officials, Western employees and students must complete a ‘Daily Return to Campus Questionnaire’ (Appendix B) prior to each work shift or each visit to campus. If employees or students are feeling unwell, they are directed to stay home. A reminder email is pushed daily with an individual link to the questionnaire.

Reducing the Risk of Person-to-Person Transmission

Masks are required in all common indoor spaces. Personal Protective Equipment (PPE) includes 3-layer disposable masks (surgical and non-medical), safety glasses and goggles, and N95 masks. PPE may be required in specific circumstances (e.g. eye protection where a person must come within 2 metres of an unmasked individual while indoors and there is no barrier separating them, or people working in labs wear non-medical 3 layer masks).
Supply of PPE

To help support a safe return to campus, the University has purchased three-layer non-medical masks as well as face coverings that will be distributed across all faculties and departments and made available to students, faculty and staff.

The University has adequate pandemic supplies that are available to all faculties/departments and include items such as: hand sanitizers (various sizes), sanitizing wipes and spray, non-medical masks, face shields and plexiglass barriers.

More than 1,500 “Instructor Kits” have been produced and delivered to faculty members. This is in addition to 1,000 delivered last year. The kits contain hand sanitizer, sanitizing wipes, microphone covers, chalk, white board markers and erasers.

Building Safety Ambassadors

Again, this year, Western will have Building Safety Ambassadors who will observe individuals coming into buildings, heading to classes and labs, in open spaces, or gathering either inside or outside of buildings, and will provide reminders about physical distancing, the use of masks, and good hygiene practices, as well as distribute masks to students and visitors who may have come unprepared. They will also assist instructors, as needed, with students not adhering to the required safety guidelines (e.g. wearing of masks) and will often be the first point of contact for questions related to the ‘new normal’.

Testing

Western University has the ability to conduct COVID-19 PCR testing, as well as Rapid Testing (as part of the Provincial Antigen Screening Program) on-site in our reconfigured Graphics Services Building.

The university provides clear directions for how to book COVID-19 PCR tests, COVID-19 rapid tests, and vaccination appointments.

Vaccination

**On-campus vaccination and testing centre**

We have developed an education and awareness campaign that encourages all members of our campus community to “Take Care. Get the shot.” Hours of operation vary based on demand and pending vaccine availability from our public health partners.

- Any registered student or current employee with an active Western username and password can book a test or a vaccine appointment using the online booking tools.

- The program helps people understand that vaccines help your body develop immunity to the virus that causes COVID-19, preventing people from getting the illness. The vaccine also helps prevent further spread.
• Pre-booking guarantees people a spot, pending vaccine availability. Some walk-in appointments are available.

• Adequate parking is available in close proximity to the testing centre. There are 15 parking spaces, and two accessible spots.

• People can visit the website westernu.ca/gettheshot to book an appointment.

Information for Students Living in Residence

Western’s Housing division has a comprehensive list of FAQs that are updated regularly as provincial and local Middlesex-London Health Unit guidelines evolve.

For details, please visit the FAQs on the Housing website.

Information for International Students

Western’s has robust plans and information available to welcome and support our international students.
The International and Exchange Student Centre website has detailed information about quarantine requirements, as well as immigration and travel information. The site also outlines several health insurance options for those who are not covered by the Ontario Health Insurance Plan (OHIP).

Visitors

Western’s vaccination policy includes specific reference to visitors. The University is developing a “Visitors on Campus” procedure document to provide guidance to our community. Of note, the term “Visitors” does not include children under 12 years of age until such time as they are eligible to be vaccinated.

Student and Employee Protocols for COVID-19 Cases & Exposures

Western will continue to follow provincial guidelines as it relates to positive cases of COVID-19 and exposure to others, working closely with the London-Middlesex Health Unit.

Contact Tracing

Middlesex-London Health Unit (MLHU), in collaboration with Western, will lead the contact tracing for COVID-19 for any student, or employee impacted in the Western community.

The process follows the guidelines set out by provincial health authorities.

Self-Isolation & Quarantine

Western will continue to follow provincial guidelines as it relates to self-isolation and quarantine, working closely with the London-Middlesex Health Unit. As per last year, Western has secured locations that will serve as space for proper isolation and quarantining as needed.
Western Health and Wellness Services

Health and Wellness Services and Family Practice Clinic

Health and Wellness Services and the Staff/Faculty Family Practice Clinic will continue to provide essential medical care to our campus population; the clinics will prioritize health and safety while providing in-person care.
Facilities & Building Maintenance

Building Readiness

Following recommendations from the American Society of Heating, Refrigeration and Air-Conditioning Engineers and Workplace Safety and Prevention Services regarding mechanical systems (e.g. HVAC), Facilities Management (FM) has made several adjustments to mechanical and water systems to ensure they continue running to the very highest quality standards.

- Air handling unit schedules have been adjusted to increase run time
- All Demand Management efforts that impact ventilation have stopped
- Ventilation systems have preventative maintenance measures in place to ensure proper operation, including fresh air and return air dampers as well as filters
- All ventilation units on campus maximize fresh air use, unless outdoor conditions do not allow for it
- Facilities Management is actively monitoring and maintaining humidification systems to ensure that humidity in buildings is kept at appropriate levels
- Water systems on campus are being flushed on a regular schedule

COVID-19 Related HVAC Measures

Background

Since the onset of the current COVID-19 pandemic, Western University has followed public health guidelines as well technical guidelines provided and updated from time to time by the agencies and organizations that issue design and operating standards that apply to Western University’s operations.

In reference to ventilation systems and strategies in particular, the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) is the organization whose jurisdiction covers ventilation system design and operating standards. ASHRAE’s published findings
determined that dramatic increases in ventilation rates delivered diminishing infection risk mitigation returns - in contrast with increased mask efficiency - it has, through its Epidemic Task Force, provided ongoing technical guidance for mitigating the spread of COVID-19 with respect to ventilation systems.

Although the Middlesex London Health Unit (MLHU) has not highlighted ventilation as a concern and no classroom-based transmissions were identified last year, Western takes pride in achieving the best possible performance from its building systems – including those that provide ventilation. This document provides a summary of both Facilities Management's (FM) normal operating activities that align with ASHRAE Epidemic Task Force’s current guidelines as well as the supplementary actions that FM has taken in response to the guidelines and in preparation for a full return to in-person classes and operations this fall.

**Summary of Ashrae’s Core Recommendations**

From ASHRAE’s most recent guidance in its May 2021 Journal Article: *ASHRAE Epidemic Task Force Core Recommendations; Reducing Airborne Infectious Aerosol Exposure*

**Recommendation 1: Follow Public Health Guidance**

i. Follow all regulatory and statutory requirements and recommendations for social distancing, wearing of masks and other PPE [personal protective equipment], administrative measures, circulation of occupants, reduced occupancy, hygiene and sanitation.

**Recommendation 2: Ventilation, Filtration, Air Cleaning**

i. Provide and maintain at least required minimum outdoor airflow rates for ventilation as specified by applicable codes and standards.

ii. Use combinations of filters and air cleaners that achieve MERV 13 or better levels of performance for air recirculated by heating, ventilation, and air conditioning (HVAC) systems.

iii. Only use air cleaners for which evidence of effectiveness and safety is clear.

iv. Select control options, including stand-alone filters and air cleaners, that provide desired exposure reduction while minimizing associated energy penalties.

**Recommendation 3: Air Distribution**

i. Where directional airflow is not specifically required, or not recommended as the result of a risk assessment, promote mixing of space air without causing strong air currents that increase direct transmission from person to person.

**Recommendation 4: HVAC System Operation**

i. Maintain temperature and humidity design setpoints.

ii. Maintain equivalent clean air supply required for design occupancy whenever anyone is present in the space served by a system.

iii. When necessary to flush spaces between occupied periods, operate systems for a time required to achieve three air changes of equivalent clean air supply.

iv. Limit re-entry of contaminated air that may re-enter the building from energy recovery devices, outdoor air intakes and other sources to acceptable levels.

**Recommendation 5: System Commissioning**
i. Verify that HVAC systems are functioning as designed

Corresponding Facilities Management (FM) Measures

Recommendation 1: Follow Public Health Guidance

In response to the COVID-19 pandemic, Western University has worked very closely with its public health partners including the MLHU to ensure that all public health guidelines and best practices relating to COVID-19 infection mitigation were followed closely. A comprehensive history of updates, as well as current information and guidance for the campus community can be found at https://www.uwo.ca/coronavirus/

Recommendation 2: Ventilation, Filtration, Air Cleaning

Western University’s facilities’ ventilation systems are designed to in accordance with ASHRAE standards as part of the requirements of the Ontario Building Code and the systems are tested, adjusted, and balanced to the satisfaction of the design engineers and FM before FM takes over their operation. FM’s licensed trade staff subsequently maintain these systems in good working order as part of FM’s ongoing preventative maintenance program. In addition to the regularly scheduled maintenance activities, FM also controls and monitors most systems though the Western Environmental System (WES) – a direct digital control building automation system. WES issues automated notification in the event of controlled systems going outside of their normal operating ranges. These notifications prompt investigative and if necessary remedial maintenance work to ensure normal operation.

Western uses a variety of MERV (Minimum Efficiency Reporting Value) rated air filters based on the activities in the spaces. Air filters vary from MERV 10 to 14 across the campus. In areas with a higher potential for aerosolization of particles the use of MERV 13 filters have been installed where HVAC equipment can physically accommodate them. As well, the maximization of fresh air added to spaces through adjustments to the HVAC controls has been implemented and the shedding of fan load during peak provincial electrical load days has been paused.

Additionally, in some places like practice rooms in the Don Wright Faculty of Music building, cardio labs and clinics, and Health Services patient examination rooms and a few classroom spaces, air purifiers have been and continue to be added to further improve the air quality in these specialized spaces.

Recommendation 3: Air Distribution

The configuration of the air distribution ductwork serving Western’s indoor rooms that are designed for occupancy by multiple people are configured such that they include multiple supply outlets and return inlets that promotes air mixing without inducing strong directional airflow.

Recommendation 4: HVAC System Operation

Western University’s WES is a current generation, networked, direct digital building automation system that monitors and controls the HVAC systems within facilities. The system controls the indoor space conditions to the design setpoints around the clock and issues automated alerts to FM staff if monitored parameters drift out of the acceptable ranges. These alerts are actively monitored, and corrective action is taken as required.

Through the automation system, the control strategy has been revised to only setback to unoccupied when the facilities are empty. The spaces are flushed between occupancy periods through scheduling and the HVAC systems are scheduled to operate two extra hours both
before and after their normal schedule to further flush the facilities. Western’s HVAC systems are designed to limit the possibility of air re-entering its facilities.

Recommendation 5: System Commissioning

Western’s FM operations staff perform ongoing, regular preventative maintenance on the HVAC systems to keep them in good working order, to ensure that they continue to operate as designed and to achieve the fullest possible performance from the systems.

During the time of reduced occupancy and in preparation for a full return to in-person classes and operations; Western has taken the additional step of assessing the ventilation in a series of its larger classrooms to ensure that its maintenance and operations activities are keeping the systems measurably within their original design parameters. Of the nearly sixty individual spaces that were assessed across buildings representing the full range of ages on campus, the HVAC systems were found to be operating within and often exceeding their design criteria for ventilation performance.

Classroom Ventilation Database

This summer Western’s Facility Development & Engineering team undertook an analysis of all classrooms on campus. We brought in an external consultant to independently assess the air flow in a representative 15% of classrooms across a number of buildings. The findings from this assessment are that the ventilation in all classrooms at Western meet, and most even exceed, the designed ventilation for the spaces.

Further, we have conducted an analysis of the Equivalent Air Changes (eACH) per hour in some 400 classrooms and general spaces on campus. While there are no regulated targets for Equivalent Air Changes (eACH) per hour, Western has followed the air-exchange recommendations outlined by the Harvard T. H. Chan School of Public Health, through their Healthy Buildings for Health program as follows:

The analysis found 99% of rooms have ideal or excellent ratings when buildings draw maximum airflow from outside. Even when the outside air intake is reduced to ‘minimum’ levels (to cool a building more efficiently and provide greater comfort in humid weather, for example), 94% of classrooms are at ideal or excellent ratings.
The individual eACH can be found for buildings and rooms on the building ventilation webpage. The worst-case scenarios were used in these calculation by assuming minimum outside air intake. However, Western controls to maximize fresh air where operationally possible based on weather conditions.

![Ventilation in Western University classrooms diagram](image)

**Summary**

Since the beginning of the COVID-19 pandemic Western University has implemented a comprehensive approach to reducing the risk of COVID-19 transmission on its campus. At every step of the way Western used the best available data and information from public health authorities and industry leaders to form it decisions and take actions to mitigate transmission. For facility ventilation in particular, this approach included closely monitoring the findings and adopting guidance issued by ASHRAE relating to HVAC system operation. This diligence in following an evidence-based approach to address health and safety concerns associated with COVID-19 throughout the duration of the pandemic leaves Western well positioned to welcome staff and students back to a safe and healthy campus.

**Wastewater Sampling**

- Research has proven sampling wastewater on a regular frequency can predict or identify positive COVID cases or outbreaks
- Western’s ImPaKT lab has been doing this research and analysis throughout the pandemic for municipalities and government bodies
- Starting in September, Western will be sampling multiple wastewater collection points, tied to our residence buildings, to help identify potential positive COVID cases and proactively work to reduce or eliminate outbreaks in our community
• This wastewater sampling will flag Western to these potential cases of especially asymptomatic individuals to recommend testing and quarantine if required

Water/thermal flushing in buildings

• It is not preferable for buildings to sit idle - it is far better for the building systems to be exercised regularly
• The water systems are a great example of this - water sitting in pipes for long periods of time can become stagnant
• As a result, our building services teams have been ‘flushing’ the buildings on campus on a regular basis throughout the spring and summer months. This entails running water in sinks, showers and drinking fountains as well as flushing toilets repeatedly
• As well, our Operations team will be “thermal flushing” the residence buildings which means heating the water in the plumbing systems up to high temperatures of > 65 degrees Celsius and running the systems for extended periods of time to ensure any potential bacteria in the system is killed and removed
• The thermal flushing has been completed prior to move-in dates

Personal Protective Equipment (PPE) and Pandemic Supplies

Ordering Personal Protective Equipment (PPE) and Pandemic Supplies:
It’s important to remember that PPE is the last line of defense in protecting employees against occupational exposure. Employees requiring PPE can speak with their supervisor or the designated requisitioner assigned to manage pandemic supplies ordering for their department.

Any PPE or pandemic supplies (outlined below) must be ordered through the individual identified as designated requisitioner for your faculty/unit via Mustang Market, Western’s campus-wide e-procurement system. This process will enable Procurement Services to properly manage inventory during this critical time.

Procurement Services has outlined helpful information for ordering important pandemic supplies, including:

• Ordering pandemic sanitary supplies
• Ordering plexiglass barriers and face shields

Any other office or lab supplies not on this list can be ordered through normal channels.

Pandemic supplies include:

• Pandemic-related Sanitary Supplies
  o Personal size hand sanitizer (keep empty containers to refill)
  o Medium, 2L pump bottle hand sanitizer (for higher traffic areas)
  o Large, 4L pump bottle hand sanitizer (for refilling personal size bottles)
  o Pump, threaded for use on 4L bottles (for refilling personal size bottles)
  o Sanitizing wipes or spray – with disinfectant (review label before using)
  o Surgical Masks, with ear loops
  o Disposable Nitrile Gloves for use in the disinfection process (small, medium, large & x-large sizes)
• Plexiglass Barriers
o Temporary plexiglass barriers may be useful when physical distancing is challenging such as higher frequency customer service/reception areas, and other common-use space applications.

o Product is composed of clear acrylic sheets, precision-cut to sit on a sturdy free-standing base without the use of any adhesive or tape.

o Material is easy to clean and sanitize, shatterproof, and easy to assemble and disassemble for storage.

o Standard sizes should be appropriate for most applications, however, if there are specific requirements for permanent or customized barriers, University Machine Services (UMS) will review and advise while working with Facilities Management as appropriate.

o A Crime Prevention Through Environmental Design (CPTED) reviews were completed for permanent solutions.

- Face Shields

  o Clinical and other specialty areas may require face shields when maintaining physical distancing is challenging and individual mobility is a necessity.

  o Product is composed of clear PETG plastic sheets, with adjustable Velcro head strap.

  o Material is easy to clean and is reusable.

Cleaning

Our Facilities Management caretaking staff will continue cleaning and sanitizing using a hydrogen peroxide-based cleaner (ES65H) on a daily basis. Caretakers will empty garbage receptacles at that time or as requested. FM caretakers will focus on cleaning high traffic areas at least daily using disinfectant cleaner. The disinfectant is dispensed through spray bottles or an electrostatic sprayer containing ES65H.

Caretakers do not clean workbenches, countertops or desks to ensure they do not adversely affect any research equipment or specimens. Research labs should procure cleaning supplies from Mustang Market, through their ‘designated requisitioner’ as outlined in the following document: Ordering non-commercial cleaning products.
Supporting Employees

Western recognizes the importance of the physical health, mental, and emotional wellbeing of its employees. To support health and well-being a number of internal and external programs and initiatives have been implemented. These will continue to be developed and are ever-evolving.

Such programs and initiatives include: Living Well @ Western, a premiere wellness program, designed to encourage and promote a wide variety of physical, cultural, and intellectual activities to improve health and wellness at Western; the 24/7 accessible Employee and Family Assistance Program (EFAP) offered through Lifeworks; and the on-campus offices of Occupational Health, Safety and Well-being and Human Rights and Equity.

Further, Western also recognizes the importance of creating a safe environment that enhances the wellbeing of our community and values the psychological and mental health of all employees. To learn and emphasize how each member of the Western community can impact the overall psychological health and safety of the institution, the Healthy Minds program was developed and was introduced in 2020. The Healthy Minds Program is based on the 13 factors of a psychologically healthy workplace identified by the Mental Health Commission of Canada. The program provides opportunity for learning, discussion, development, and methods of promotion of psychological health and safety.

Physical, mental, and emotional well-being programs for employees

PROACTIVE SUPPORTS

Physical well-being
- In person and virtual consultation with Occupational physician, Occupation Nurse, Social worker, and other health care professionals in 8-person Health and Well-being team on campus. This team has grown from 6 professionals to 8 professionals in 2021.
- Ergonomic supports for employees working on campus and remotely
- Referral and financial support for on-campus physiotherapy and other paramedical support, appointment within 5 business days; two (2) off-campus organizations for similar referrals
- Referral and financial support for beds in recovery facilities for faculty and staff managing addictions
- Physical activities:
  - On-site offerings (modified to adhere to public health guidelines) and virtual offerings through Living Well
  - Virtual offerings (also to be recorded to support future or repeated access) through LIFT and Campus Recreation
  - New initiatives introduced in 2020 and 2021 include meditation, on-line social activities and well-being challenges using a mobile app that faculty, staff, postdoctoral scholars, graduate students and their family members have access to
  - Smoking cessation programs (EFAP, Occupational Health)
- Robust drug, dental, vision care, hospitalization, paramedical services and flexible spending accounts for full time permanent faculty and staff and their eligible family members
- Dietary support (healthy eating and dietary supports)
Emotional well-being

- Broad access to Employee Assistance Plan, on-line tools and resources, including on-demand counselling via phone or chat, resources and research, counselling for family members, on demand groups sessions for crisis support, available to all employees regardless of employment status
- Referral to 3 different groups of psychotherapists, guaranteed appointment within 5 business days, to select providers in London and surrounding areas, including specialized counselling for diverse groups
- Opportunities for professional development, including:
  - Leading remote teams
  - Fostering Psychological Safety at Work
  - AbleCBT: an internet-based cognitive behavioral therapy
  - Workplace Learning Solutions (through EFAP): Learning webinars providing education and training on developing leadership skills, building resiliency and navigating change, as well as self-help online program designed help you gain more satisfaction in your current job through:
    - Information on getting the most from performance appraisals
    - Tools to assessing one's values and skills
    - How to take advantage of mentoring and professional development
    - Support groups for those living on their own; caring for seniors
    - Stronger Minds: free digital program provided to employees by Manulife (LTD provider), to assist in managing the negative effects on mental health as it relates to physical / social distancing

Social well-being

- Social connections virtual check ins and socialization opportunities arranged by department leaders
- Group counselling / wellness programs offering networking, peer support and community collaborations. Topics include:
  - PARENTING school-aged children through the COVID-19 pandemic;
  - COMMUNICATION skills as we navigate tension and strain in our relationships with loved ones;
  - ANXIETY that may be new or heightened from the pandemic and the chaos it is causing in many areas of our lives.
- Staff and Leader Networks and Forums – opportunity to connect with peers and discuss issues in supporting the success of students and research
ACUTE AND MAINTENCE SUPPORTS

- EFAP 24/7 Employee and Family Assistance call number for traumatic and/or life events
- Western’s Occupational Health, Safety and Well-Being Case Managers assisting with stay at work and return to work (community referrals/work accommodations)

Financial Stressors related to COVID or changing work environments:

- Individual consultations with financial planners and Western Total Rewards consultants to support understanding benefit plans, financial planning and managing financial transactions during stressful life events (e.g. death of family member, birth of a children, marriage breakdown)
- Individual / family financial counselling from Lifeworks and Sun Life Financial
  - Credit/debt management
  - Budgeting
  - Bankruptcy
  - Financial aspects of separation/divorce
  - Insurance
  - Income tax planning (work from home implications)
  - Retirement planning

Care and family stressors related to COVID and or changing work environments supports:

- Working remotely
- Flexible work arrangements for employee to meet family obligations
- Facilitated support groups for school aged parents on navigating current challenges
- University-funded tutor program elementary and secondary school children delivered by candidates for the Bachelor of Education program
Leader supports for navigating challenges in the changing work environment:

- 24/7 access to EFAP manager consults to help leaders deal with difficult work situations
- Western’s Leader Toolbox (education materials; workshops)
- Mental Health in the Workplace: the Leaders Role
- Designing Interactive Virtual Meetings
- Empathetic Listening Skills for Leaders
- Monthly Leaders Round Tables - supporting high performing engaged teams
- Building and Classroom Safety Ambassador program which provided persons on the ground in each building helping to manage compliance with safety policies throughout the school year

Employee learning opportunities:

- Virtual Speaker Series for employees
- Designing Interactive Meeting using Zoom
- Using Microsoft Teams
- Western Continuing Education programs (virtual)
Appendix A: Tiered Shutdown of Campus

Responding to a COVID-19 Outbreak - On direction of province or public health or the President

Western has an Emergency Operations Control Group that follows a Master Emergency Response Plan under the leadership of our Vice-President, Operations and Finance.

STAGE 1
(2-4 hours)
Protect health and safety of people

- Suspend face-to-face classes
- All Residence students will report to their residence room and Residence Manager
- Close libraries, recreational facilities and all campus buildings

STAGE 2
(5-7 days)
Protect research and campus buildings

- Western would assess the safety of research facilities and labs and would suspend research as appropriate
- Health and Safety Officers will work with Faculty Members, and Health & Safety Advisors in each faculty to inspect all laboratories
- Western's Special Constable Services and Facilities Management will secure building systems and ensure protection of campus

STAGE 3
(7 days to closing campus)
Provide protection to campus

- Core Services will continue to operate and monitor activity of campus
- This includes the University Leadership (President’s Group and Provost’s Leadership Group), Animal Care and Veterinary Services, Special Constable Services, Facilities and Building Services including Power Plant; Financial Services; Housing and Residence Services, Health and Wellness Services, Human Resource Services, Office of Registrar and Western Technology Services.

STAGE 4
Close campus and only essential services permitted on campus and off-site locations

- Essential Services includes Special Constable Services, Power Plant, Animal Care and Veterinary Services, Housing and Residence Services, Health and Wellness Services, Health & Safety Officers and President’s Group & Deans
Appendix B: Daily Return to Campus Health Assessment

As at September 2, 2021- Western continues to follow guidance and update our screening list based on public health guidance.

Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions.

- Fever or chills (37.8 degrees Celsius or higher)
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of smell or taste
- Muscle aches/joint pain
- Extreme tiredness (unusual fatigue, lack of energy)

☐ No
☐ Yes

Have you travelled outside of Canada within the last 14 days?
* If exempt from federal quarantine requirements, select "No" (for example, if you are fully vaccinated)

☐ No
☐ Yes
Have you had close contact with a confirmed or probable case of COVID-19, or in the last 14 days have you received a COVID Alert exposure notification?

- [ ] No
- [ ] Yes

Is anyone living with you experiencing COVID-19 symptoms?

- [ ] No
- [ ] Yes

Has a Doctor, Health Care Practitioner, or Public Health told you that you should currently be isolating?

- [ ] No
- [ ] Yes

Please enter any other comments that may be of importance regarding return to campus.
The following document is a comprehensive overview of the planning, procedures and protocols that have been put in place to ensure Western is compliant with the recommendations of federal, provincial, and local public health and ministerial officials. It reflects Western's plans as they stand now. The plan will be refreshed and updated with a new date stamp when any significant changes are made. This document is not meant to serve as a guidebook for our campus community. Health and Safety is a shared responsibility of all Western employees and students. Helpful health and safety information will continue to be updated on Western's main COVID-19 website.