As we continue to address the COVID-19 pandemic, our priority will remain focused on helping our students, faculty and staff maintain their health, safety, and dignity. There are several reasons why a student worker, faculty or staff member may be hesitant about or unable to return to work. To address concerns, USask utilizes an inclusive and communicative approach, known as the Safe Return Workplace Assessment. The following is a visual representation of what that process looks like.

**COVID-19 GUIDELINES**

**SAFE RETURN WORKPLACE ASSESSMENT PROCESS**

- Faculty/Staff/Student worker identifies an issue that cannot be controlled/resolved.
- Supervisor is notified
- Can supervisor resolve?
- Issue resolved by supervisor
- Contact Safety Resources
  - safetyresources@usask.ca or 306-966-4675
- Engagement with Faculty Relations and/or other Stakeholders, as necessary
- Safety Resources initiates workplace readiness assessment. Informs College/unit Dean or director and HR SBA
- Assessment occurs via site visit and conversation with student/faculty/staff and supervisor
- Acceptance/decline of strategies and procedure
- Facilitations with Dean/Director, representative union, Faculty Relations
- Dean/Director directs next steps
- Safety Resources recommends safe workplace strategies and procedures

If requesting this work assessment process, please initiate three weeks in advance of your return date to allow for stakeholder scheduling.
As we continue to address the COVID-19 pandemic, our priority will remain to help all persons maintain their health and safety. There are several reasons why a worker may be unwilling or unable to return to work. To address concerns, USask utilizes an inclusive and communicative approach, known as the Safe Return Workplace Assessment. The following is a visual representation of what this process looks like.

1. **Student/Faculty/Staff** identifies an issue that cannot be controlled/resolved.

2. **Supervisor** is notified.

3. **Can supervisor resolve?**
   - **YES**: Issue is resolved by supervisor.
   - **NO**:
     - **Contact Safety Resources**: safetyresources@usask.ca or 306-966-4675.
     - **Safety Resources initiates workplace readiness assessment. Informs College/unit Dean or director and HR SBA.**
     - **Assessment occurs via site visit and conversation with student/faculty/staff and supervisor.**
     - **Safety Resources recommends safe workplace strategies and procedures.**
     - **Facilitations with Dean/Director, representative union, Faculty Relations.**
     - **Acceptance/decline of strategies and procedure.**
     - **Dean/Director directs next steps.**