Return-to-Campus Plan

A staged approach to our return to campus during the COVID-19 global pandemic

Table of Contents

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Return-to-Campus Planning Framework

As we continue to manage our emergency response to the COVID-19 global pandemic and transition into a recovery state, *we'll continue to deliver on the academic and research mission of our university, while prioritizing the health, safety and well-being of all members of our community.*

Education and Research

As we look ahead, we remain committed to providing high-quality education and research, and an engaged campus. As we plan for the 2020-2021 academic year, we're also committed to engaging the community in planning for the fall and winter terms. This also includes creating an enriching university experience inside and outside of the classroom, whether it's virtual, on-campus or a combination of both.

Health, Safety and Wellness

We know the disruption of student life and academics brought about by COVID-19 has led to much uncertainty and emotional disruption within our campus community. We have no way of knowing how long the pandemic will last and how long it will take to move through various return-to-campus stages. Until a vaccine is developed and widely distributed, we'll continue with measures to support wellness. The health and well-being of our community is critical, and requires long-term effort and commitment. This plan will change and evolve as we move toward a post-pandemic period. The following principles will guide our approach to our gradual return-to-campus:

Ontario Tech Guiding Principles

Our plan will:

- Follow directives from multiple government levels and public-health.
- Concentrate on the health, safety and well-being of our university community.
- Support the primary values and advance the mission of our university.
- Remain adaptable in order to respond to public-health recommendations for temporary closure in the event of an outbreak or identified exposure, or if additional waves of COVID-19 infection occurs.
- Integrate risk management strategies and support our campus community to make informed decisions, and to promote personal and public responsibility.

Operational Assumptions

These operational assumptions will help establish parameters for our return-to-physical workplace, and provide guidance to our unit leaders when developing their individual plans.

Operational assumptions:

1	Our plan will be guided by the Government of Ontario's phased approach to reopening the province and the practices at other Ontario universities, with advice from the Ontario and Durham Region Medical Officer of Health.
2	We will welcome students back to campus as soon as it's safe to do so in a staged fashion. Community members will return in a limited, prioritized basis. Priority will be given to enable: **1.** Successful transition into university life. **2.** Students to complete their courses and graduate. We will support students in the following sequence: **1.** Graduate students. **2.** Fourth-year students. **3.** First-year students. **4.** Second- and third-year students.
3	Priority will be given to research activity in the following order: **1.** COVID-related research. **2.** Research labs with active graduate students. **3.** Other research activity, subject to proper risk assessment, approval, and measured against student access requirements. **4.** Research taking place with partners and/or at off-site locations and following partner protocols.
4	We will incorporate space-planning solutions to support the government's physical distancing measures. This will include proper risk assessment of any on-campus activity.
5	Anxiety will exist and may require accommodation due to factors such as, but not limited to, health and safety concerns, etc.

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6	Telework will continue over the course of this pandemic to support: • Gathering sizes. • Government closures (e.g. daycares, schools, modified store hours, modified public transit support). • Physical distancing measures. • Vulnerable persons.
7	There will be budget implications due to mandatory and best practices related to our new environment, such as: • Additional safety training. • Engineered solutions. • Enhanced sanitary measures. • Non-medical protective equipment. • Monitoring and additional security requirements. • Signage for physical distancing and other necessary reminders.

We will process our buildings' core infrastructure, maintenance and inspections based on the multi-stage approach and prioritized sequences noted above.

Although we're moving forward with return-to-campus planning, we'll continue to monitor reliable information channels related to COVID-19 and we'll review, revise and communicate our action plans as required.

A Multi-Stage Approach

Over the next several weeks and months, areas across the province will begin to stabilize. We'll continue to see stay-at-home restrictions lifted, resulting in a gradual return to campus. **Note:** This will be a lengthy process.

This has already begun in some Canadian provinces and we continue to monitor closely in an effort to develop best practices. To provide a clear vision of our next steps, we've established a multi-phase approach to returning to campus. The intention of each phase is to ensure the appropriate measures are in place to reopen safely, while respecting all areas across the institution with a focus on students and research, and keeping in line with public health and government guidelines.

Due to the impacts of COVID-19 and the constantly changing nature of public guidance and information during these unprecedented times, the Senior Leadership Team's decision to advance to the next phase (or regress) will be influenced by the following factors:

Factors for Change:

- Multi-level government and public health data.
- Progression of the government's plan on reopening the province.
- Our capacity to support the appropriate staged preventative measures and safety obligations.
- Education and engagement of university members.
- Post-secondary specific implications.

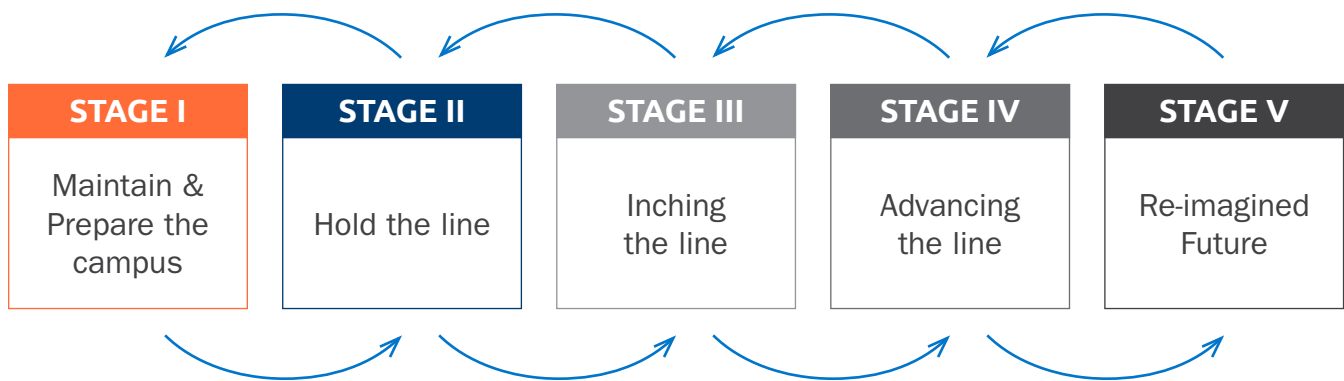| STAGE I	STAGE II	STAGE III	STAGE IV	STAGE V
Maintain & Prepare the campus	Hold the line	Inching the line	Advancing the line	Re-imagined Future

Figure1. Ontario Tech University's staged approach to returning to campus

STAGE I – Maintain and Prepare the Campus

GOAL: Continue our efforts to minimize the spread of COVID-19 while prioritizing academic delivery and essential campus activities.

Key features:

- Share templates and plan parameters with unit leaders.
- Expand safety measures/initiatives in correspondence with Stage I operational expansion.
- Work from home continues for faculty and staff.
- Prepare for Stage II operational expansion.
- Develop and implement physical distancing measures (e.g. traffic flow, classroom and lab set-up, workstations, etc.).
- Install necessary signage to reinforce public health guidelines and physical distancing reminders.

Closed

- Physical campus except in special approved circumstances.
- Common areas (e.g. cafeteria, library, student gathering space, lunchrooms).
- Campus Recreation and Wellness Centre and Athletics facilities.
- Food services.
- Domestic and international business travel restrictions remain in effect.
- No on-campus events or activities outside of limited research and academic programming.

Limited restrictions

- Remote faculty-led teaching and learning of current semester.
- Limited hands-on instruction and placement activity following physical distancing guidelines.
- Prioritization of essential research.
- Remote delivery of student supports, services (with accommodations available through Student Accessibility Services) and virtual recruitment.
- Limited (essential) return to onsite staffing (e.g. facilities management, bookstore, faculty and lab technicians in identified programs, IT, cleaners).
- Essential maintenance activity.

Open

- Construction, and critical or prioritized capital activity.

STAGE II – Hold the Line

GOAL: Return to campus with controls to minimize on-campus population and activity while prioritizing research and academic delivery.

Key features:

- Ensure initial safety checklist and risk assessments completed.
- Work from home continues for faculty and staff.
- Expand safety measures/initiatives (including signage) in correspondence with Stage II operational expansion.
- Prepare for Stage III operational expansion.

Closed

- Physical campus except in special approved circumstances.
- Common areas (e.g. cafeteria, library, student gathering space, lunchrooms).
- Campus Recreation and Wellness Centre and Athletics facilities.
- No on-campus events or activities outside of limited research and academic programming.

Limited restrictions

- Limited hands-on learning following physical distancing restrictions.
- Remote faculty-led teaching and learning of current semester.
- Limited hands-on instruction and placement activity following physical distancing guidelines.
- Prioritization of essential research.
- Remote delivery of student supports, services (with accommodations available through Student Accessibility Services) and virtual recruitment.
- Limited food services (e.g. takeout, pickup, delivery).
- Essential maintenance activity.
- Domestic and international business travel restrictions in effect.

Open

- Construction, and critical or prioritized capital activity.

STAGE III – Inching the Line

GOAL: Gradually broaden on-campus access.

Key features:

- Expand safety measures/initiatives (including signage) in correspondence with Stage III operational expansion.
- Prepare for Stage IV operational expansion.

Limited restrictions

- Controlled access to campus.
- Common areas re-open with restrictions.
- Campus Recreation and Wellness Centre and Athletic facilities open with restrictions.
- Active learning delivery model (integrate e-learning technology in a hands-on environment) fully resumes with restrictions in effect
- Research fully resumes with necessary restrictions.
- Limited access to student supports and services with virtual access still available.
- Outdoor venues open with restrictions.
- Remote work continues where possible with implementation of onsite work rotations.
- Food services resumes with strict restrictions.
- Virtual recruitment continues with gradual return to in-person external activity.
- Limited campus events and activities restricted to smaller gatherings.
- Essential maintenance activity continues.
- Travel restrictions remain in effect—exceptions considered.

Open

- Capital projects in vacant areas.

STAGE IV – Advancing the Line

GOAL: Return to campus with further reduction in controls.

Key features:

- Expand safety measures/initiatives (including signage) in correspondence with Stage IV operational expansion.
- Prepare for Stage V operational expansion.

Limited restrictions

- Open access to campus with some restrictions.
- Campus Recreation and Wellness Centre and Athletics facilities open (some restrictions).
- Limited varsity and intramurals.
- Remote work and onsite work rotations as appropriate.
- Food services resumes (with strict restrictions).
- Virtual recruitment continues with gradual increase in face-to-face recruitment gatherings, activities and open houses.
- Limited campus events and activities resume, subject to government size restrictions.
- Business travel resumes, following any government travel restrictions.

Open

- Active learning with some restrictions.
- Onsite delivery of theory that doesn't impact students at a distance (integrate e-learning technology in a hands-on environment).
- Research fully resumes to pre-pandemic practices.
- Student supports and services delivered virtually and face-to-face.
- Deferred capital projects.
- Maintenance activities normalized.

STAGE V – Re-imagined Future

GOAL: Establish an innovative new normal (projected for 2021).

Key features:

- Removal of COVID-19 related signage where appropriate.
- Reflection and evaluation of COVID-19 response.

Limited restrictions

- Remote work, hybrid delivery, and virtual services, etc. as appropriate.

Open

- Open access to campus.
- Onsite delivery of theory (integrate e-learning technology in a hands-on environment).
- Hands-on learning.
- All research.
- Student supports and services delivered virtually and face-to-face.
- Campus Recreation and Wellness Centre and Athletics facilities with no restrictions.
- All varsity and intramural activities.
- Food service resumes to pre-pandemic capacity.
- Large-scale recruitment activities.
- All campus events and activities.
- Capital projects/construction.
- Maintenance activities.
- International travel resumes, following any government travel restrictions.

Return-to-Campus Multi-Stage Plan

Minimizing the Risk and Transmission on Campus

As the campus resumes activities, we will continually update and alter our processes and protocols based on direction from the government and public health. We encourage our campus community to check our Ready for You website regularly for updates and changes. We will communicate significant changes via campuswide emails, information sessions and other related meetings.

New COVID-19 Processes

Self-monitoring and reporting:
We ask our campus community to monitor their own symptoms at all times as directed by public-health authorities. If you have permission to attend campus, please complete a COVID-19 self-assessment each day before arriving. You must follow the instructions presented at the end of the assessment. If you received notice to self-isolate, you must contact the university as per the reporting protocol, and follow the reporting steps located under the Health and Safety website. You are required to remain at home if you are presenting COVID-related symptoms.

Tracking and reporting potential cases of COVID-19:
We continue to engage with public-health authorities to support the tracking and reporting of potential cases of COVID-19 on campus. Our reporting process will assist you with your role and responsibilities, as well as understanding the steps we will take to minimize the risk of exposure on campus.

Risk assessment of spaces:
Our Operations Task Force will work with unit leads on developing plans that support a safe return to campus, which will include a risk assessment of spaces that promotes risk mitigation.

Cleaning and disinfection protocols:
Enhanced environmental cleaning and disinfection ("**enhanced cleaning**") of workplaces is essential in the fight against COVID-19 spread. When completed routinely, with a focus on the frequent disinfection of high-touch point items, may serve as a deterrent for virus transmission. In order to be effective, enhanced cleaning should performed at least two to three times a day, especially in high-traffic and shared areas.

Custodial services will continue to perform routine cleaning of campus rooms and areas. However, time and resources will remain prioritized towards enhanced cleaning for the duration of the pandemic.

Please take additional care and wipe down shared surfaces before and after use. This includes door handles, desks, keyboards and mice, touchscreens, remote controls, phones, etc.

If you test positive for COVID-19, we will follow the public-health directives and assess risk on a case-by-case basis. If public-health authorities deem enhanced cleaning of a particular space is required, this space will close until completion of enhanced cleaning.

Sanitization protocols need to be in place for all workspaces, which include the recommendation to clean any shared assets before and after use, wiping down phones, keyboards and other equipment. Please use disinfectants according to manufacturer guidelines. **Note:** vinegar is not a suitable disinfection product.

For more information, read the [Enhanced Environmental Cleaning and Disinfection Advisory during the COVID-19 Pandemic.](#)

Personal hygiene:
Proper hygiene is important to reduce the risk of infection or spreading infection to others. This includes:

- Washing your hands often with soap and water for at least 20 seconds.

- Using an alcohol-based hand sanitizer of at least 60 per cent, if soap and water are not available, especially after contacing commonly used surfaces.

- Avoiding touching your eyes, nose, or mouth with unwashed hands.

- Coughing or sneezing into a tissue or the bend of your arm, not your hand.

- Disposing any tissues you have used as soon as possible in a lined wastebasket and washing your hands afterwards.

Hand-sanitizing products:
Hand-sanitizing stations will be located at key areas within all campus buildings (ingress/ egress, elevator lobbies, etc.). We will prioritize these stations based on the return to campus and designated entry points. You can order additional hand-sanitizing products through your budget holder.

COVID-19 training:
We will provide mandatory online training for all campus community members around infectious disease control (COVID-19).

Signage:
We will post signage at entrances, as well as in other areas throughout campus. Signage messages will also run on the digital screens across campus. Up-to-date information will be made available on the [Ready for You website](). Approved signage is available on the the university's [Brandfolder]() website for those who wish to add more signs to their space.

Available signs:

- Keep Moving
- Prevent the Spread
- Washroom

If you require a specific sign and it's not already available, complete a [Project Initiation Form]() and submit it to the Communications and Marketing department.

Use of non-medical face masks/face coverings:
Wearing a non-medical mask or face covering is mandatory in all campus buildings.

Keep in mind that masks alone will not prevent the spread of COVID-19. You must also strictly adhere to good hygiene and public-health measures, including frequent handwashing and physical distancing.

Maximizing Physical Distancing and Separation on Campus

The most effective way to reduce the risk of COVID-19 transmission is to maintain [physical distancing](). We have developed a series of mitigation strategies below that our campus community must follow:

Limiting physical contact and minimizing interpersonal interactions:
In locations where lineups could form (e.g. libraries, Tuck Shop, food services, Registrar's office and Student Life services, bookstore), you must follow the appropriate signage and floor decals that support where you can safely distance yourself from others in the line. Where possible, we strongly encourage you to make appointments in advance. In order to minimize contact with other, use technology to share documents, information, and complete cashless transactions.

Elevator etiquette:
Elevator usage must ensure physical distancing is maintained. Usage is limited to one rider per car. This may require you to wait longer than usual for elevators. Using stairs whenever possible will help alleviate elevator wait times. Elevators are considered a high-touch area and will be subject to more frequent cleaning. We encourage you to wash or disinfect your hands before and after leaving an elevator.

Using restrooms:
You should ensure physical distancing is maintained while using restrooms. Restroom capacity will be posted at the entrance. If after entering the restroom you realize it's at capacity, exit the restroom and wait two metres from the entrance. Wash with soap and water, and where possible sanitize your hands after using the washroom. Avoid touching your face after touching door handles.

Meetings:
Gathering sizes are determined based on physical distancing guidelines and government restrictions. Where possible, hold meetings online using a platform such as Google Meet, or Blue Jeans. When in-person meetings are necessary, you should follow gathering sizes restrictions while still maintaining a two-metre distance. Departments should remove or rearrange tables and chairs (e.g. consider staggering seats). Contact the Service Desk to make arrangements.

Training:
You must avoid any unnecessary travel to campus and must cancel or postpone non-essential workshops and training sessions. Where possible, hold training fully or partially online, using a platform such as Google Meet or Blue Jeans.

Communication with other members while on campus:
While onsite, it's encouraged that communication takes place over the phone, or via an email or virtual meeting. We strongly discourage congregating in break room areas, hallways, stairwells, parking lots, and other common areas.

Working in office environments:

You should maintain a distance of at least two metres from others. Departments should consider staggering chairs or desks to achieve this physical distance. Schedule or stagger shared workspace/rooms that can't be eliminated, or assign the common work within that space to one member (see open spaces above). You should use your own computer, phone, headset and equipment. If you share equipment with a colleague, it must be disinfected before and after each use.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other co-workers such as:

- Encourage employees to continue working from home if they are able.

- Allow only a minimum amount of staff to return to the physical workplace.

- Restrict eating to clearly identified and dedicated eating areas, such as a person's desk.

- Avoid shaking hands or hugging. Physically distanced high fives and virtual hugs are encouraged.

- Encourage employees to practice physical distancing outside of the workplace.

- Implement staggered or rotating returns to the workplace to reduce the number of employees present at any one time. E.g. specifying which day(s) an employee or group of employees may come to the workplace.

- Consider job-task rotation.

- Where possible, avoid direct contact with high-touch surfaces:
  - Use automatic door openers/light switches where possible using elbow/knuckle.

Personal offices:

Only one person should be in an office at time, unless you can maintain the required two-metre distance. You are encouraged to keep your workstation clean.

Shared spaces (excludes offices):

If you know who's going to use the space, we strongly encourage you centralize its use by scheduling time slots; otherwise, prior to entering, you should ensure you're able to maintain a physical distance of two metres within the space. You should refrain from sharing tools and equipment (such as keyboards, pens, and other tools) where possible. If you are unable to avoid equipment-sharing, you must develop a plan to disinfect tools and equipment before and after use. Suggested cleaning and disinfection solutions can be found here Enhanced Environmental Cleaning And Disinfection Advisory During the COVID-19 Pandemic.

Open spaces (e.g. copier room, waiting area, etc.):

To maintain physical distancing during activities such as mail/scanning, storage, stocking and distribution, departments should temporarily reassign these duties to one person. The environment should be free from paper documents, and where possible, touch screens should be disabled. All communal items that can't be easily cleaned, such as newspapers, magazines, and candy bowls, should be removed from the space.

Break room/food:

You should continue to exercise two-metre physical distancing between yourself and others, and avoid sitting facing one another. Eating alone is encouraged. Observe occupancy limits and avoid crowding of break rooms. You should wipe down the table and chair you used once you're done. Avoid common break room food and beverage items (e.g., shared coffee pots, shared water pitchers, reusable kitchenware, etc.). Where possible, remove these items or mark as unavailable for use. Staggered lunch breaks are also encouraged to avoid unnecessary interaction.

Classroom environment:

You must observe two-metre distancing at all times, while entering, exiting, and moving around the classroom and hallway. Lines formed outside of the classroom should also support physical distancing. Staggered entry and exiting are encouraged. Students must sit in a designated seat inside the classroom. The floor decals signifying directional flow must be followed at all times.

University vehicles:

You will not be permitted to operate a university fleet vehicle, or rented vehicle with passengers, if you're unable to maintain two-metre physical distancing. You must wipe down vehicles before and after use, focusing on high-touch areas such as the:

- dashboard
- door handles
- gearshift
- keys
- seatbelt
- steering wheel

A log book that tracks the use of the fleet vehicle should be used and stored in the vehicle's glove compartment.

Parking:

If you have on-campus parking permits, you're encouraged to park near the entrance to the building you wish to enter. This helps reduce walking around campus in an effort to avoid interaction with others.

Sidewalks, campus pathways, and outdoor amenities near buildings:

Where possible, you must maintain physical distancing at all times while on campus. Since COVID-19 can spread from others who may be asymptomatic, it's important to:

- Keep two metres apart.
- Avoid gathering in groups.
- Refrain from public places where large groups may congregate.

On-campus research activities:

Additional criteria for individuals working in on-campus research environments can be found on the Ready for You website.

Gatherings:

While on-campus gatherings are strongly discouraged, if you have approval for a gathering (subject to government restrictions), you must follow physical distancing of two metres between members. Please continue to follow government directives and stay informed on any changes to gathering-size restrictions. These changes may result in an increase or decrease in gathering sizes.

Entry and exit protocol:

Where appropriate, departments should co-ordinate arrival and departure times of faculty, staff, and students to reduce congestion during the typical rush hours. An acceptable arrival and departure schedule could be broken into 15-minute increments in an effort to reduce interactions at building access points, hallways, or before stairs/elevators. Staggered schedules should also be considered for lunch and break times.

Once you've been approved to return to campus, you should arrive and depart campus through the designated building access points. You should also arrive and depart at your designated time, to limit the number of people entering or leaving at one time.

Please immediately sanitize your hands using the hand-sanitizing station located near the entrance.

You should follow any signage signifying directional flow, and observe the campus informational signage regarding protocols. You should be prepared to adhere to the new directional markings and foot-traffic patterns.

Entry and exit protocols will be updated as we progress through our return-to-campus stages.

Dining facilities:
Dining facilities will progressively open based on the stages outlined in this document. A snapshot of the facilities progress can be found on the Return to On-Campus at a Glance section of the Ready for You website.

Bookstore:
Curbside pickup, direct mailing, and in-store shopping will be available through the bookstore, depending upon the return-to-campus stage in effect. When entering the you must follow the directional signage, add stand on decals signifying two-metre distance while forming a line to maintain distance between others.

Visitors to campus:
Visitors and guests are not permitted to enter the campus during this time. Invited guests (e.g.; contractors, service providers) are allowed only with explicit permission using the Exceptional Requests for Building Access Form, and are expected to abide by all campuswide protocols and policies.

Campus Emergency Response Team (CERT):
CERT Standard Operating Procedures don't allow for operation during pandemic or declared emergency. We anticipate that CERT will resume when a mass student population returns to campus. We will provide updates in accordance, and in collaboration, with our Durham College partners.

Minimizing COVID-19 risks on campus: hierarchy of controls

Using a hierarchy of controls is a best practice when dealing with the hazards of infectious agents. This applies to all workplace hazards, not just COVID-19.

Functional units can use a hierarchy of controls to take a range of actions—weighing the effectiveness and financial impact of each—to combat COVID-19 in their areas.

Hierarchy of controls (ordered from most to least effective):

1. **Elimination**
   Remove the risk of exposure entirely from the workplace.

   Examples

   • Having employees working from home.

2. **Substitution**
   Replace a hazardous substance with something less hazardous (e.g. replace one chemical with another). For an infectious disease such as COVID-19, substitution is limited to allowing members in critical roles to return to campus and not perform any non-critical activities.

3. **Engineering Controls**
   Engineering controls are physical changes to separate members from the hazard or support physical distancing, disinfecting and hygiene. They are particularly effective because they reduce or eliminate exposures at the source, and many can be implemented without placing primary responsibility of implementation on individual workers.

   Examples

   • Installing partitions (e.g. plexiglass) in areas to shield workers from visitors and students, thereby reducing their potential exposure to infectious agents carried by asymptomatic individuals.

   • Ensuring appropriate ventilation is in place, for identified areas of high traffic.

4. **Administrative controls**

   Administrative controls change the way people work and interact using policies, procedures, training, and signage, which prevent or minimize exposures.

   Examples

   - Using curbside pickup.

   - Promoting and using good personal-hygiene practices.

   - Staggering work hours and lunch breaks of workers/classes.

   - Screening for illnesses so workers who have symptoms don't come to work.

   - Establishing new cleaning and disinfecting protocols.

   - Providing education and training on proper handwashing technique, hygiene, and cough etiquette.

5. **Personal protective equipment (PPE)**

   PPE and non-medical equipment is a last line of defence and should be used after other controls have been carefully considered and all other options implemented. PPE is the equipment utilized by individuals to protect themselves from hazards. Non-medical equipment is the equipment utilized by individuals to offer source control, and may protect others around them where physical distance can't be maintained.

   PPE and non-medical equipment should be used in combination with other controls. Where you can't use engineering and administrative controls to maintain physical distancing, PPE may be used as an alternative. It's important that all engineering and administrative-control solutions are implemented or exhausted in advance of choosing PPE and/or non-medical equipment.

   If PPE and/or non-medical equipment for COVID-19 is used in non-health-care settings:

   - It will likely consist of a surgical or procedure mask and eye protection (face shield or goggles).

   - Gloves will not usually be needed, as they don't provide any more protection than handwashing or using hand sanitizer.

   - It will not include a respirator (N95 mask or equivalent alternatives). These are only required in specific circumstances.

The effectiveness of PPE depends on every person wearing it correctly and consistently.

All workers who are required to use PPE must use it consistently and maintain it properly in order for it remain effective. It's effective only if used throughout potential exposure periods, and will not be effective if adherence to its proper use is incomplete or when exposures to infectious patients or ill co-workers are unrecognized. PPE use must be done with other recognized controls. Where workers must use PPE, there may be requirements in applicable regulations.
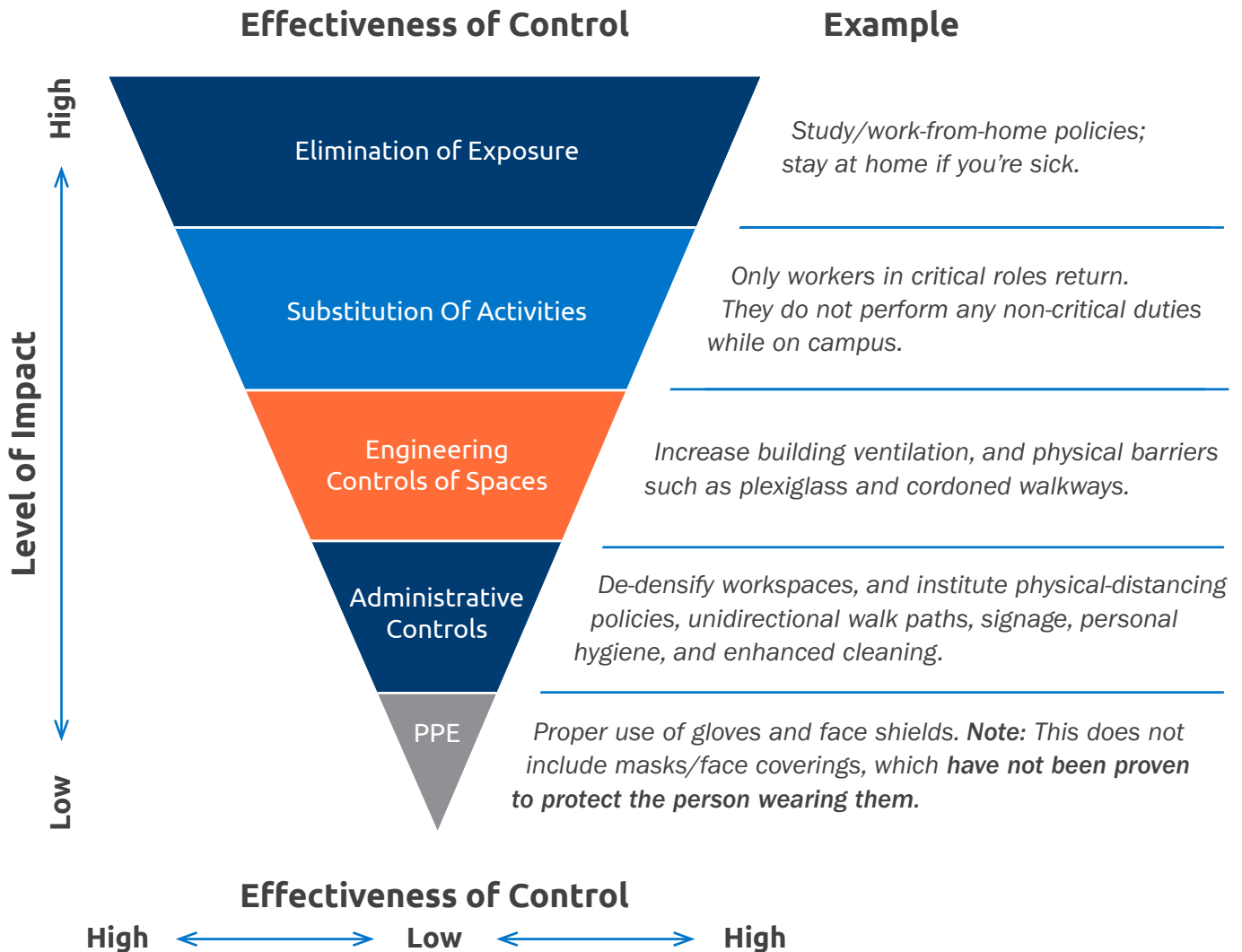
If you wear PPE for protection against hazards besides COVID-19 you must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products that workers use because of COVID-19.

Public health authorities Durham Region have made wearing non-medical masks and [face coverings](#) mandatory in public places. This bylaw is intended to reduce the risk of spreading COVID-19 to other people when physical distancing may be a challenge or not possible.

Face coverings are not PPE and are not an appropriate substitute for or reduce the need for physical distancing in the workplace.

Minimizing Risk on Physical Campus: Hierarchy of Controls

Using a hierarchy of controls as a response framework to mitigate risk, functional units can take a range of actions—weighing the effectiveness and financial impact of each—to combat COVID-19 in their areas.

Effectiveness of Control   **Example**

Level of Impact — High → Low

Elimination of Exposure
Study/work-from-home policies; stay at home if you're sick.

Substitution Of Activities
Only workers in critical roles return. They do not perform any non-critical duties while on campus.

Engineering Controls of Spaces
Increase building ventilation, and physical barriers such as plexiglass and cordoned walkways.

Administrative Controls
De-densify workspaces, and institute physical-distancing policies, unidirectional walk paths, signage, personal hygiene, and enhanced cleaning.

PPE
Proper use of gloves and face shields. **Note:** *This does not include masks/face coverings, which **have not been proven to protect the person wearing them**.*

Effectiveness of Control

High ⟷ Low ⟷ High

Elimination of exposure should always be considered first while PPE should only be implemented after all other controls have been exhausted. In the cases of COVID-19 controls, where 2m distancing can not be maintained, workers and employers may also consider using face coverings as an additional public health measure for source control in addition to mandatory occupational health and safety measures.

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Rising from COVID-19

Through each phase of our re-open plan, our priority remains the *health, safety and well-being of all members of our community.* We'll continue to play our role in stopping the spread of COVID-19, and focusing on quality academic delivery and the student experience.

We are in this together.

" *We have all risen to the occasion under extreme circumstances due to the ongoing COVID-19 pandemic. Thank you for looking out for each other and for your understanding and willingness to step up, to work collaboratively, to support our own community, and to support those individuals and institutions in need. It's truly impressive how we've joined together, from remote locations, to get our students online, secure our university's physical assets, focus on essential initiatives, continue to provide services in new and innovative ways and make significant contributions to our community, Ontario and Canada. We've heard from many students, stakeholders and partners that they are appreciative of the support they have received to date.* "

Dr. Steven Murphy
President and Vice-Chancellor

Resources

Canada	Government of Canada:	[Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#) [Preventing COVID-19 in the workplace: Employers, employees and essential service workers](#) [Cleaning and disinfecting public spaces during COVID-19](#) [Hard-surface disinfectants and hand sanitizers (COVID-19): List of hand sanitizers authorized by Health Canada](#) [Travel restrictions, exemptions and advice](#) [Laws and regulations protecting Canadians](#) [Motor vehicle safety and personal protective equipment for drivers](#) [COVID-19 awareness resources](#) [Physical distancing measures](#) [COVID-19 prevention and risk](#)
Ontario	Government of Ontario:	[Sector-specific resources to prevent COVID-19 in the workplace](#)
	Public Health Ontario:	[IPAC recommendations for use of personal protective equipment for care of individuals with suspect or confirmed COVID-19](#)
	Ontario Human Rights Commission:	[Policy statement on the COVID-19 pandemic](#) [COVID-19 and Ontario's Human Rights Code – questions and answers](#)
	Toronto Public Health:	[COVID-19 guidance for workplaces/businesses and employers](#)
	Workplace Safety and Insurance Board:	[Novel coronavirus (COVID-19) update](#)
	Durham Region:	[Health and wellness (COVID) update](#)
	Ontario Tech:	[Staff and faculty wellness resources](#)

University Policy

Emergency Preparedness Plan

Health and Safety

Risk Management Policy

University Continuity Management Framework Policy

Legislation

Emergency Management and Civil Protections Act

Ministry of Labour

Occupational Health and Safety Act

Public Services Health and Safety Association