

Guidelines For Working on Campus During COVID-19

This document communicates the actions that have been taken to ensure the safety of our workplace and community and provides guidance on managing and maintaining a safe workplace moving forward.

With the fluid state of our current governmental direction regarding COVID-19, it is important to realize this resource will be revised as new information is provided and practices are implemented.

In mid-March 2020, we were directed to close our campuses and locations. At that time, full cleaning and disinfection of all space were initiated and completed. Essential services were identified in accordance with provincial directives and access control and monitoring protocols were put in place. Beginning in June, select areas of campus began operating under public health directives and continue to do so up until now. Housekeeping staff continue to clean with a focus on all high traffic touch point areas.

Specific COVID-19 reporting guidelines were developed and communicated to those accessing campus, including third-party service providers, to ensure contact tracing. We have implemented a range of recommended public health measures and environmental controls to minimize risk of disease transmission.

Employees **must stay at home if they are feeling unwell.**

If an employee begins feeling ill at work:

The employee should:

- Immediately isolate themselves from others.
- Notify their manager/supervisor.
- Go home as soon as possible, avoiding public transportation and taking measures to protect and support others around them.
- Ensure Health and Safety is immediately notified by either themselves or their supervisor/manager, in order to initiate the appropriate actions needed to protect and support other employees in the workplace.
- Consult their healthcare provider and follow public health recommendations.
- Symptomatic employees **are not to return to work until they have been cleared** by public health and receive permission to do so.

If the employee's office **area/workspace is shared**, others are not to return to that location until cleared by Health and Safety (H&S) to do so. H&S will request enhanced cleaning through a service ticket. If this is a private office, the office door will be closed, locked and not entered for 14 days.

As the most effective way to prevent infection, employees on campus are expected to practice frequent and **thorough hand hygiene**, proper **respiratory etiquette**, and **physical distancing**.

Mandatory Screening

- The mandatory [COVID-19 screening questionnaire](#) must be completed before going to campus locations.
- More details on the mandatory screening must be found on the [Ready For You Update 11: October 19, 2020](#) on the [Ready for You website](#).

Hand Hygiene

- Wash hands for 20 seconds with soap and water, or use alcohol-based (at least 60%) hand sanitizer rubbing in until dry.
- Avoid touching your face while working.

Respiratory Etiquette

When coughing or sneezing:

- Cough or sneeze into a tissue or the bend of your arm, not your hand.
- Dispose of tissues you have used as soon as possible in a lined wastebasket and wash your hands afterwards.

Physical Distancing

Physical distancing (maintaining a two-metre distance from others) is essential and effective in reducing infectious disease transmission. This means making changes in your daily routines to minimize close contact with others, including:

- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk like older adults and those in poor health.

Physical Distancing at work means:

- Maintaining at least two-metre distance from others.
- Avoiding face-to-face meetings with others and instead continuing to utilize virtual meeting software, or holding your meeting outside as long as physical distancing can be maintained. **No gatherings of more than 10 or the stated maximum physically distanced capacity of the room, whichever is lower.**
- Relocating those who share offices to other areas if physical distancing is not possible (i.e. larger spaces such as meeting rooms can be temporarily used).

Use of Masks at Work

Medical masks, including surgical, medical procedure face masks and respirators (like N95 masks), should be kept for health care workers and others providing direct care to COVID-19 patients.

- Masks are required to be worn when in shared campus spaces. For the most up to date mask requirements please go to the [Ready for You](#) website.
- Masks are especially required when maintaining a physical distance of two metres between coworkers or customers/clients in the workplace is **not consistently possible**.
- Wearing a **non-medical mask or face covering** is intended to prevent spread of infection from the wearer, but has **not been proven to protect the person** wearing it from becoming infected and as such should not be considered as Personal Protective Equipment (PPE).
- Non-medical masks should:
 - allow for easy breathing
 - fit securely to the head with ties or ear loops
 - maintain their shape after washing and drying
 - be changed as soon as possible if damp or dirty
 - be comfortable and not require frequent adjustment
 - be made of at least two layers of tightly woven material fabric (such as cotton or linen)
 - be large enough to completely and comfortably cover the nose and mouth without gaping
- Non-medical masks or face coverings should **not**:
 - be shared with others
 - impair vision or interfere with tasks
 - be made of plastic or other non-breathable materials
 - be secured with tape or other inappropriate materials
 - be made exclusively of materials that easily fall apart, such as tissues
 - be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

Public Health Agency of Canada has stated that “wearing a non-medical mask or face covering while out in public is optional. **Masks alone will not prevent the spread of COVID-19.** You must consistently and strictly adhere to [good hygiene](#) and [public health measures](#), including frequent [hand washing](#) and [physical \(social\) distancing](#).”

Current Reporting Expectations:

EMPLOYEE/EMPLOYER COVID-19 REPORTING GUIDELINES

Employees on site are expected to follow all current Public Health recommendations such as **physical distancing** (2 metres) and **regular hand washing** (20+ seconds) as well as any other posted protocols. Managers/supervisors must ensure names of those on campus are maintained including providing dates and locations where appropriate. Otherwise, employees must sign in with security at one of the designated check points.

Action:

Employees who have been on campus **within 14 days** are asked to self-report if the following circumstances apply:

- **You are experiencing symptoms of COVID-19**
- **You have been asked by Public Health to self-isolate**
- **You have been identified as positive for COVID-19**

If you meet any of the above criteria we ask that you:

- **Not return to campus**
- **Follow Public Health direction**
- **Contact the H&S officer (Maureen.calhoun@dc-uoit.ca) as soon as possible and provide the following information:**
 - Last day on campus
 - Names of any employees you may have come in contact with
 - Locations – room accessed
- The H&S officer will contact employees as appropriate and provide further direction. (This does not replace any communication from Public Health.)
- Employees are also asked to update the H&S officer should there be any changes to the reported condition.
- The H&S officer will report to WSIB as necessary.
- Those who have tested positive will be asked to confirm they have been **cleared by Public Health prior to return to campus.**

Current Workplace protocols in addition to the above:

- Wash your hands upon arrival and prior to leaving.
- Hold virtual meetings wherever possible and if face to face is necessary, distance protocols must be followed.
- **Do not gather in groups larger than five people.**
- Do not share assets – chairs, keyboards, desks, etc.
 - Where tools must be shared – ensure proper cleaning is performed prior to transfer.
- Where company vehicles are used – only one person is permitted per vehicle and inside must be wiped down when exiting if someone else will be using the same vehicle.
- If an employee believes a **hazardous situation exists** – complete the online hazard reporting form or email H&S @ maureen.calhoun@dc-uoit.ca.
- Any questions or concerns regarding current protocols should be immediately directed to your supervisor/manager.

Concerns or Questions Regarding this Information:

The Occupational Health and Safety Act and all associated compliance regulations remain in place. Workers with any concerns should bring them to the attention of their supervisor. Your Health & Safety Officer and Joint Health & Safety Committee (JHSC) can also be contacted at any time. Ensuring these guidelines are in place and followed is key to helping us work together and contribute to everyone’s safety.

- Keep informed via [Ready for You website](#)

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