

Checklist for Staff and Students during COVID-19

All environments

- I will stay home and report to my supervisor/manager/[Health and Wellness](#) if I develop COVID-19 symptoms or come in contact with a confirmed or suspected case of COVID-19, including while at the University.
- I will encourage staff and students in my workspace to work remotely.
- I will keep apprised of, and enact/abide by, all university, faculty and departmental announcements regarding COVID-19 policies, procedures and best practices.
- I will have my uOttawa employee or student card with me at all times.
- Prior to arriving on campus, I will complete the COVID-19 self-assessment and will ensure that I am able to come to campus safely.
- I will regularly wash my hands or use hand sanitizer if hand-washing facilities are not immediately available. This includes after touching common items such as photocopiers or other shared equipment.
- I will regularly share good hygiene measures with my colleagues.
- I will avoid touching my face.
- I will maintain physical distance to the extent possible in offices, labs, hallways and other common spaces.
- I will explore physical barriers between areas that cannot be physically distanced (e.g., reception locations, shared spaces, etc.)
- I will wear a non-medical mask in situations requiring one, such as when physical distancing cannot be maintained or where signage indicates.
- Signage will remain appropriate for areas under my authority (unidirectional travel, facial coverings, etc.).
- I will maintain my workspace in a neat and sanitized condition.
- I will decontaminate common equipment using established protocols before and after each use.
- I will hold meetings virtually.
- I will avoid groups of more than five people, including during breaks and other social interactions.
- I will raise any concerns I have regarding COVID-19 and associated policies / procedures with my direct supervisor, manager, PI, chairperson, dean, joint occupational health and safety committee, union representative or the pandemic team.
- I will remind colleagues of requirements during the pandemic.
- I will escalate matters of non-compliance to the appropriate University authorities.
- I will monitor supplies of cleaning materials (e.g., soap, paper towels and hand sanitizer) in my work location and advise my supervisor of any deficiencies.
- I will develop local plans for the workspace that abide by the requirements of the University and public health guidelines.
- I will continually monitor my workspace to ensure that work is proceeding in accordance with established plans.

- I will continually improve my work plans to ensure University and public health requirements are accounted for and implemented.

Laboratory environments

- I will continue to wear the required personal protective equipment required for my tasks.
- I will not wear gloves outside the laboratory, where applicable (single glove is acceptable).
- I will ensure laboratory equipment, such as fume hoods, sinks, biological safety cabinets, glove and boxes are in a safe and functional operating condition prior to using it as part of work.
- I will ensure laboratory emergency devices, such as eyewashes, showers, panic buttons and purge buttons, are in a safe and functional operating condition prior to using it as part of work.
- I will assess my inventory of hazardous materials prior to using them as part of work.