COVID-19 Workplace Safety Plan

Office of Risk Management

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**Organizational Details**
**Business Name:** University of Ottawa

**Date Completed:** May 2020

**Revision Date:** June 8, 2021

**Division/group:** Office of Risk Management

**Approved by:** COVID-19 Recovery Task Force (CRTF)

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**Purpose**
The University of Ottawa has remained open – albeit with limited and reduced operations on campus – throughout the COVID-19 pandemic, to support its teaching and research mission. This document serves to outline the University’s response to COVID-19, including resources available to the campus community, requirements during reopening phases, and recommended best practices to ensure the health and safety of the University community as operations begin to normalize.

The health and safety of the University community is the priority as operations continue to expand. This includes incorporating newly accepted norms of hygiene, physical distancing, and facial coverings in all areas of campus to prevent and minimize the spread of COVID-19.

Public health advice and requirements continue to evolve. Efforts will be made to ensure that this document remains up-to-date. However, please refer to the most recent public health guidance issued by [Ottawa Public Health](https://www.ottawa.ca/en/health) and Public Health Ontario.

**Scope**
This document and the guidelines contained herein apply to all members of the University community at all uOttawa locations. All measures implemented to prevent transmission of COVID-19 should be taken in compliance with the *Occupational Health and Safety Act*, the *Emergency Management and Civil Protection Act*, public health directives issued under the *Health Protection and Promotion Act*, and the *Reopening Ontario Act*.

**COVID-19**
Those who are infected with COVID-19 may have little-to-no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. In severe cases, infection can lead to death. Symptoms have included:

- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills
- cough that is new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat
- difficulty swallowing
- runny, stuffy, or congested nose (not related to seasonal allergies or other known causes or conditions)
- lost sense of taste or smell
- pink eye (conjunctivitis)
- headache that’s unusual or long-lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)
- muscle aches
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling down often
- for young children and infants: sluggishness or lack of appetite
- other symptoms, as identified by [Public Health Ontario](https://www.publichealthontario.ca/en/index.aspx)
Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease. COVID-19 may also be transmitted to others from someone who is infected but not showing symptoms. Since COVID-19 is a novel virus, much remains to be understood about it. **This means it is extremely important to follow the proven preventative measures, including those described in this document.**

**Roles and Responsibilities**

Everyone is responsible for health and safety, including during the COVID-19 pandemic. In addition to the roles and responsibilities of University parties outlined in Procedure 14-1 — Internal Responsibilities Procedure for Health and Safety Issues under Policy 77 — Occupational Health and Safety, uOttawa community members must also note the following additional responsibilities:

**Workers**

- Work remotely as much as possible.
- Discuss work expectations with their supervisor and whether their presence is required on campus during the COVID-19 pandemic.
- Complete the required [COVID-19 - Returning to Work on Campus: Protecting Yourself and Others](#) training.
- Complete a self-assessment prior to arriving on campus.
- Maintain physical distance from others as much as possible and wear protective equipment (e.g. mask, protective eyewear) when physical distancing is not possible and in areas where required.
- Notify Health and Wellness if feeling unwell or experiencing COVID-19 symptoms.
- Strictly comply with all government, public health, and University directives.

**Students**

- Work and study remotely as much as possible.
- Complete the COVID-19 student orientation training, available in Brightspace.
- Complete a self-assessment prior to arriving on campus.
- Maintain physical distance from others as much as possible and wear protective equipment (e.g. mask, protective eyewear) when physical distancing is not possible and in areas where required.
- Notify safety@uottawa.ca if they test positive for COVID-19 symptoms.
- Strictly comply with all government, public health, and University directives.

**Supervisors, managers, and principal investigators**

- Discuss work expectations with workers under their authority and whether the worker’s presence is required on campus during the COVID-19 pandemic.
- Ensure personnel under their authority – including those within common areas under their authority – comply with government, public health, and University directives, including physical distancing, wearing of protective equipment (e.g. mask, protective eyewear), proper hygiene practices, etc.
- Develop, document, and implement reintegration plans for areas under their responsibility that take into account public health and University requirements, including sanitizing common
surfaces, minimizing congregation of workers, reallocating workspace, adjusting or staggering work schedules, etc. An example template is available online.

- Notify Health and Wellness if a worker reports feeling unwell or is experiencing COVID-19 symptoms.
- Make necessary arrangements to ensure the health and safety of persons working alone or in isolation, such as through the SecurUO app.

Chairpersons, chief administrative officers, directors, and deans
- Ensure that their work units have developed work/reintegration plans that account for public health requirements and align with their faculty/service plans.

Health, safety, and risk managers (HSRM)
- Assist personnel within their faculty or service.
- Assist in investigating matters related to a work-related incident.
- Periodically validate compliance with University COVID-19 requirements.

Office of Risk Management
- Assist the University community.
- Assist in investigating matters related to a work-related incident.
- Assess exposure potential following a work-related incident.
- Periodically validate compliance with University COVID-19 requirements.

Health and Wellness office
- Assist the University community.
- Assess exposure potential following a work-related incident.
- Periodically validate compliance with University COVID-19 requirements.

Emergency Operations Committee/COVID-19 Recovery Taskforce (CRTF)
- Coordinate University response to the COVID-19 pandemic.
- Recommend and provide guidance to the Administrative Committee.

Administrative Committee
- Approve and implement recommendations for the University community.

Reducing Risk of COVID-19
COVID-19 remains an active risk. The greatest exposure risks are those involving close contact with a potentially infected person or touching potentially contaminated items (such as desks, keyboards, counters, door handles, hard surfaces, or elevator buttons) and then inadvertently touching your face, mouth, or eyes.

The University community must practise the following:
- Work and/or study remotely as much as possible. Persons not deemed essential will continue to work remotely. There are no line-ups to manage and buildings are closed or hours reduced to
limit gatherings. Maximum capacity signage is posted at individual rooms, consistent with total building occupancy.

- Stay at home if you feel ill or present symptoms of COVID-19.
- Avoid touching your face, nose, or mouth.
- Wash your hands often and thoroughly with soap and warm water (or alcohol-based sanitizer where handwashing facilities are not available).
- Practise proper respiratory etiquette, such as sneezing or coughing into a tissue (and immediately disposing of it) or into the bend of your elbow.
- Refrain from personal greetings, such as handshakes, high fives, double cheek kiss, etc.
- Wear a mask and, if conducting work in close proximity (less than 2m distance) to another person, wear protective eyewear.

Hazard mitigation should always focus on implementing control measures to eliminate the hazard or reduce risk. For this purpose, the hierarchy of controls must be considered. This hierarchy can be applied to any hazard in the workplace, including COVID-19. A brief overview of this concept is highlighted below.

Remote Work
Workers should continue to work at home whenever possible. Working from home greatly reduces interactions with people, thereby reducing the exposure risk. This is the preferred and most effective control option. It must be coordinated with the supervisor.

Adjusting the workplace
For work that must occur on campus, the workplace configuration may need to be altered to ensure physical distancing. This may mean installing barriers or reallocating physical shared spaces to maintain physical distancing.

**Adjusting work processes**
Where physical distancing and/or physical adjustment of the workplace are insufficient, supervisors and managers may need to consider alternate process controls, such as staggering the start/end times of workdays and breaks, or modifying the frequency of activities, such as sanitizing common surfaces within workplaces or limiting certain paths for unidirectional travel.

**Providing personal protective equipment**
Unlike more traditional personal protective equipment (such as N95 masks), non-medical masks are intended to minimize the potential propagation of respiratory droplets. This equipment is not necessarily intended to provide protection to the wearer; rather, it is more for minimizing community spread. Even with the wearing of non-medical masks, proper hygiene practices and physical distancing remain critical components for minimizing the risk of COVID-19 transmission.

Due to the increased transmission risk of COVID-19 variants of concern, protective eyewear – such as goggles or face shields – are required for work that must be conducted at close proximity (i.e. within 2 meters). Eyewear with a reduced or non-existent seal around the eyes may be insufficient to protect from exposure.

**Phased Reopening**
The Government of Ontario’s reopening plan is a “step” approach based on public health indicators such as vaccination rate, case rate, hospital system capacity, etc. There are three (3) steps, each with defined criteria. Through all steps, public health and safety is the number one concern, while balancing the needs of people and businesses. Each step includes a time period before the transition to the following phase so that conditions can be assessed before moving to the next step. Each step consists of public health measures based on established provincial criteria.

The University has implemented a similar, phased approach for research and operational activities:
- Phase 1 – 33% capacity
- Phase 2 – 66% capacity
- Phase 3 – 90% capacity (or “new normal”)
• End of pandemic – 100% capacity

This phased approach enables principal investigators and lab managers to scale up projects in order of priority within their labs, and importantly, adjust their workflows and work areas to ensure compliance with the recommended public health and occupational health and safety measures.

The University is working closely with public health authorities to ensure a safe, but gradual, return to new normal operating conditions while taking into account public health measures. The University is planning for a bi-modal return in fall 2021 and will continue to abide by public health directives and recommendations while it implements its internal return to operations.

Guidelines
The COVID-19 situation continues to evolve. Therefore, it is important to always refer to the most recent public health advice. Nevertheless, the following guidelines are expected to remain in place for the immediate future. It is important to note that subsequent waves of COVID-19 may lead to the re-institution of even more restrictive public health guidelines. For any work begun during these phases, consider the possibility that it may be halted with little-to-no warning.

Public Health Guidelines
• All persons who can conduct work activities remotely (such as administrative work, report writing, data analysis, etc.) are expected to continue to do so.
• Access to campus continues to be restricted to activities that must be done on campus (e.g., lab bench work). Entry to campus premises requires:
  o Supervisor approval.
  o Electronic card access or building key.
  o Self-assessment attesting to individual health; available online and in SecurUO.
  o Maintaining physical distancing of at least 2 metres, wearing a mask indoors, and where physical distancing is not possible, protective eyewear as well.
  o Completion of the employee COVID-19 orientation session or the student COVID-19 orientation session (available in Brightspace).
  o Abiding by all signage, including signs on unidirectional travel, building entry/exit points, directional flow in stairways, etc. Refer to Appendix 1 for examples of signage on campus.
• Restrictions on all international travel remain in place.

Work locations have been reduced, or in some cases, completely closed, since mid-March 2020. While areas have been inspected during this time, the University strongly recommends that individuals use caution before initially entering these workspaces and look for unsafe conditions that may have recently developed or were inadvertently overlooked. Look through windows to observe any unusual conditions, such as leaks or damages. Listen for any alarms or indicators of problems. As part of the re-entry process:
• Conduct a complete, visual walkthrough of the workspace. Look up, down, in and around the area(s).
• Note any unusual odours. Dry p-traps may require saturation.
• Check for leaks around the building and/or equipment.
• Check condition of work materials, including lab equipment and associated materials.
• If damage is noted, report the damage through the department. Contact Protection Services at ext. 5411 for any emergency.
• Clean up, put away, or properly dispose of materials abandoned at the closing of normal operations.
• While no checklist is complete, an example has been provided for re-entry to campus. Supervisors and managers are encouraged to modify the checklist to suit their needs.

Reopening
As the public health situation evolves, operations will adjust accordingly in a responsible fashion. Previous guidelines implemented continue to apply. Certain academic and teaching activities will proceed/resume, albeit with the following requirements:
• Masks are required indoors, with certain exceptions as outlined in the applicable regulations.
• Protective eyewear (goggles or face shield) is required for operations that must be conducted within 2 meters of another person.
• Plexiglas or other physical barriers at in-person service points.
• Capacity limits for in-person teaching.
• Assessment of ventilation performance and installation of higher efficiency filtering media, where possible to do so.
• Increased distancing and physical barriers for music-related activities.
• Workers and students with smartphones are encouraged to download and install the Canadian government COVID Alert app from their app store.

Further guidelines will be developed and communicated as the situation evolves, while taking into consideration public health requirements and recommendations.

Self-Assessment
All persons coming to campus must fill out the self-assessment questionnaire each day. The questionnaire is available online and in the SecurUO mobile application. The screening tool is based on the self-assessment recommended by Ottawa Public Health. The questionnaire is intended to assist users in identifying symptoms commonly associated with COVID-19 and to identify persons who may be at risk, such as those who have come into contact with a positive COVID-19 case or those who have travelled outside of Canada during the previous 14 days. The questionnaire must be completed each day before the individual enters the campus and will provide a recommendation at the conclusion.
If the self-questionnaire indicates that the individual is not permitted to enter campus, the person must remain at home, or go home, and self-isolate, regardless of whether symptoms are present. They must take the following actions, depending on whether they are workers or students:

Workers must (flowchart):
- Contact your supervisor to inform them that, depending on the results of the self-assessment, you may not attend campus.
- Notify the Health and Wellness sector.
- Follow Ottawa Public Health instructions, which may include testing at a local assessment centre and self-isolation.
- Any worker who may have been exposed to, or who is exhibiting symptoms of, COVID-19 will not return to work until they have been cleared to do so by the appropriate medical authority.

Students must (flowchart):
- Contact their health care provider or Telehealth Ontario at 1-866-797-0000 (or equivalent).
- Follow instructions provided (e.g. self-isolation, COVID-19 test, etc.).
- Send an email to safety@uottawa.ca, if COVID-19 positive.
- If they need mental health counselling, contact SASS.
- If they require academic accommodations, contact their faculty for next steps, but students must not go to campus until they test negative or their 14-day self-isolation period is over and they are no longer symptomatic.

A process for students on placement is available online.

Failure to report COVID-19 symptoms or possible exposure may result in the removal of the individual’s access to campus immediately and indefinitely. Further sanctions may be applied under University policy and collective agreements governing work.

Physical distancing
All workers are expected to maintain physical distancing to the greatest extent possible. This means changes to normal work routines to provide at least a two-metre distance from others, including when outside. Physical distancing means:
- avoiding crowded places and gatherings
- avoiding common greetings, such as handshakes
• limiting contact with people at higher risk (e.g., older adults, immunocompromised individuals)
• keeping a distance of at least two arms lengths (approximately two metres) from others, as much as possible

The University recognizes that in most lab environments (except those where only one individual is working), it will be challenging to comply with the requirements of physical distancing. This is especially true in open concept labs where equipment is shared or where there are traffic flow issues. Where individuals find themselves with limitations in the physical environment and no other alternative measures are possible (e.g. staggered work shift), individuals must:

• Wear a medical mask if they are working in:
  o closed labs in which more than one person is present;
  o open concept labs that house multiple research teams;
  o shared spaces, including common equipment rooms, tissue culture rooms;
  o areas where signage indicates use of masks;
  o conditions where a two-metre distance cannot be maintained;
  o anywhere an exception is not in place.
• Wear protective eyewear (goggles or face shield) where work must be done within 2 meters.

These requirements are in addition to using existing personal protective equipment. In situations where respiratory protection is required as part of the work or activities (e.g. N95, half/full-face tight-fitting respirators, etc.), the person should continue to wear the respiratory protection and not substitute it with a lower level of protection. Any questions may be referred to the Faculty's Health, Safety and Risk Manager (HSRM) or the Office of Risk Management.

Lunch and break areas
Workers are encouraged to take their breaks. However, breaks should be staggered as much as possible to minimize the number of people congregating in break rooms or passing in hallways. Signage will indicate the maximum number of people in areas for coffee/lunch with appropriately spaced chairs and tables. Reconfiguring tables and chairs is not permitted. Shared kitchens and access to refrigerators, microwaves, and kettles may reopen, provided that the spaces are not used as congregation points and touch points are regularly sanitized (e.g. handles, control panels, buttons, etc.). It is still recommended that lunches/snacks brought on site not require refrigeration or heating. As per standard practice, food and drink is not permitted in laboratory space. Wash your hands in accordance with the established practice prior to consuming food.

Hallways and stairs
Many areas of the campus buildings have been designated as unidirectional and clearly marked by signs or arrows. This includes areas for one-way entry/exit, one-way hallways, one-way stairways, etc. The traffic flow is established to minimize the number of persons passing each other to further maintain physical distancing. Respect the signage.

Elevators
The use of elevators will be reserved for members of our community with mobility issues, those transporting equipment and carts, and persons travelling multiple levels. Elevators will be marked with maximum capacity limits and those using elevators must maintain two metres physical distancing as much as possible. Respect the signage.
Washrooms
Guidelines for each washroom, such as maximum occupancy, will be clearly posted and procedures
must be followed. Respect the signage.

Personal protective equipment
The term personal protective equipment (PPE) refers to items forming the last line of defence
against a hazard. Community protective equipment, which is intended as a means to limit the
spread of COVID-19, is comprised of non-medical masks, medical mask, facial coverings, and
protective eyewear.

Masks
N95 respirators should be reserved for specific high-risk settings and are not recommended for low-
risk daily activities. Therefore, in accordance with public health recommendations, the University
does not provide N95 respirators for low-risk daily activities. Medical masks might be appropriate
in certain settings, which must be assessed on a case-by-case basis.

Non-medical masks and homemade facial coverings have not been proven to protect those wearing
them and are an added measure on top of physical distancing and handwashing. The use of non-
medical masks can help reduce the spread of your own respiratory droplets (which are created by
talking, breathing, shouting, singing, etc.), which can help reduce the spread of COVID-19. Even
when wearing a non-medical mask or facial covering, refrain from touching your mask or face.

The filtration effectiveness of cloth masks is generally lower than that of medical masks and
respirators. However, cloth masks can provide some protection if well designed and used correctly.
Multilayer cloth masks designed to fit around the face and made of water-resistant fabric with a
high number of threads and finer weave can provide reasonable protection.1

Requirements
Where physical distancing cannot be maintained and in indoor common spaces, such as hallways,
lobbies, stairways, washrooms, and elevators, you must wear a non-medical mask or facial
covering. Masks are not required in areas that are inaccessible to members of the public and where
it is possible to maintain a physical distance of at least two metres from every other person.

Recommendations
Wear masks in outdoor environments where physical distancing is not possible. Additionally, indoor
wearing of masks helps to minimize respiratory droplets.

Appropriate use of non-medical masks and facial coverings
Non-medical face masks and facial coverings 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 three layers of tightly woven material fabric (such as cotton or linen) with a
  filter media

1 Centers for Disease Control (CDC). “Effectiveness of Cloth Masks for Protection Against Severe Acute Respiratory
Syndrome Coronavirus 2.”
• be large enough to cover the nose and mouth completely and comfortably without gapping
• be cleaned after each use
• when removed, be stored in a bag until cleaned (the bag can be reused if washed properly)

Non-medical masks or facial 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 worn by anyone unable to remove them without assistance or anyone who has trouble breathing

Limitations
Homemade masks and facial coverings are not medical devices and not regulated like medical masks and respirators. They have a number of limitations:
• They have not been tested to recognized standards.
• The fabrics are not the same as those used in surgical masks or respirators.
• The edges are not designed to form a seal around the nose and mouth.
• They may not provide complete protection against virus-sized particles.
• They may not be effective in blocking virus particles that can be transmitted by coughing or sneezing.

Provision
The University will provide facial coverings to faculties and services for distribution. Materials can be requested by designated representatives of faculties and services.

How to don and doff
Donning
Ensure you wash your hands immediately before putting the mask on, immediately before adjusting it, immediately before taking it off, and immediately after taking it off. Use soap and water or an alcohol-based hand sanitizer to wash your hands.
• Make sure your mask completely and comfortably covers the nose and mouth without gapping and allows for easy breathing.
• Make sure your mask is secured to your head with ties or ear loops without the need to adjust frequently.
• If you wear glasses, you can still wear a mask. Wash your hands before adjusting your glasses.
• If your mask has pleats, ensure that the pleats on the outer side are facing down.
• If your mask has a metal strip over the nose, pinch it to ensure a closer fit over your nose.
• Replace the mask as soon as it becomes damp or dirty, or if it has shrunk after washing and drying.
• Do not share your mask with others, even within your own household.
• Masks are made and fit differently. Learn how to wear your mask.

Doffing
Wash your hands before and after removing your mask, or any time you wish to adjust your mask without removing it. Take off your mask when:
• You are safely able to (when physical distancing can be maintained) and the mask can be placed in a lined garbage bin (if it is not reusable), in a plastic bag for a short time while transporting it home or directly in the washing machine.
• It becomes damp or dirty and you can exchange it for a new one (if you are still in a situation where you need to wear a mask).

For more, see this Ottawa Public Health mask-wearing infographic and Government of Canada mask-wearing video.

Cleaning
Cloth masks or face coverings should be changed and cleaned if they become damp or soiled. You can wash your cloth mask by:
• Putting it directly in the washing machine, using a hot cycle (or by hand if a washing machine is not available), using soap and warm or hot water.
• Allow to dry completely before wearing again.

Non-medical masks that cannot be washed should be disposed of properly in a lined garbage bin, and replaced as soon as they get damp, soiled, or crumpled.

Gloves
Gloves are not a substitute for proper hand hygiene. Wearing gloves can make you feel more protected from the virus than you are. It increases the risk of transmission if you touch other things with your gloves and then touch your face. Gloves must also be changed regularly and must follow proper donning and doffing procedures.

The best protection against COVID-19 for members of the University community is regular hand washing, for at least 20 seconds, with soap and warm water. Where hand washing facilities are not readily available, an alcohol-based sanitizer (minimum 60%) is a suitable alternative.

Gloves are an integral means of protection in medical and laboratory workspaces and continue to be provided for persons in those settings. Otherwise, the University does not provide gloves as part of its COVID-19 response. Where necessary, individual exceptions can be made.

Protective eyewear
Protective eyewear is required based on level of risk. Eye protection can provide a barrier to infectious materials. Close proximity contact (less than two metres) for a cumulative period of 15 minutes within a 24-hour period is considered contact. Wearing protective eyewear reduces the risk of transmission in close contact settings.

Protective equipment options include goggles and face shields, with goggles as the recommended equipment due to their ability to form a greater seal around the eyes. Appropriately fitted, indirectly vented eyewear provides the most reliable and practical eye protection from respiratory droplets. Eyewear with a snug fit around the eyes or a face shield that covers the front and sides of the face provides the most reliable eye protection from respiratory droplets.

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2 Ontario Ministry of Health. “COVID-19 Variant of Concern: Case Contact and Outbreak Management Interim Guidance.”
If you wear prescription glasses, use a face shield or goggles that fit snugly, with no gaps between the protective equipment and your face. Store them in a designated clean area in a manner that prevents contamination when you are not using them. Ensure good compatibility between your eye protection and your mask so that there is no interference with the proper positioning of the eye protection or with the fit or seal of the respirator or mask.

Gowns and lab coats
Gowns and lab coats are a traditional component of laboratory health and safety equipment. In terms of COVID-19, they are primarily intended for frontline health care workers and thus should not be used by the general University community outside of normal laboratory operations. Where necessary, individual exceptions can be made.

Gowns and lab coats continue to be provided for persons in medical and laboratory workspaces. **Otherwise, the University does not provide gowns and lab coats as part of its COVID-19 response.**

Cleaning gowns and lab coats during COVID-19
We recognize the need for a more centralized laundry process for lab coats, and discussions are underway to best evaluate how this can be achieved. As part of normal hygiene practices, gowns and lab coats should be assigned to individuals and not shared among lab users.

COVID-19 orientation session
Prior to attending campus for the first time, all workers will be required to complete the [COVID-19 Returning to Campus](https://www.who.int/news-room/q-a-detail/q-a-coronavirus) orientation session. A similar session has been designed for students (available in Brightspace). The sessions highlight the minimum requirements for the return to campus, including the requirements noted in this document.

Sanitizing protocols
Coronaviruses on surfaces can easily be cleaned with a common household disinfectant. Studies have shown that the SARS-CoV2 virus can survive up to 72 hours on plastic and stainless steel, less than four hours on copper and less that 24 hours on cardboard.³ While Facilities will continue with its housekeeping services, the increased cleaning and sanitization frequencies, particularly in high traffic areas and with shared tools and equipment, are of critical importance to minimize the spread of COVID-19. The COVID-19 disinfection procedure provides an overview for disinfecting hard surfaces and common touch points within labs or office spaces. Disinfecting agents have been provided in common areas to assist in sanitizing and disinfecting commonly touched surfaces.

Considerations
Workers are invited to share their concerns with their supervisor, manager, department, faculty, human resources business partner, union, health and safety committee, the Office of Risk Management, or other appropriate authority. Students who have concerns are encouraged to raise them with their professor, supervisor, chairperson, SASS, or the Office of Risk Management.

Occupational Health and Safety Act
The provisions of the Occupational Health and Safety Act continue to apply, including the University’s duty to ensure the health and safety of workers and the worker’s right to refuse unsafe work. The University has implemented a number of measures (detailed here) to meet public health

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³ World Health Organization. [https://www.who.int/news-room/q-a-detail/q-a-coronavirus](https://www.who.int/news-room/q-a-detail/q-a-coronavirus)
requirements and ensure worker safety. Further, each faculty and service has developed its own reopening plan (in collaboration with numerous campus resources), which has been reviewed and approved by the University. Nevertheless, should a worker feel unsafe, they may initiate a work refusal in accordance with the established University work refusal procedure.

A worker feeling that they have been exposed to COVID-19 must follow the procedure below. If the worker is feeling unwell, they must contact their health care provider or call Telehealth Ontario at 1-866-797-0000.

- Contact your supervisor to inform them that, depending on the results of the self-assessment, you may not attend campus.
- Notify the Health and Wellness sector.
- Follow Ottawa Public Health instructions, which may include testing at a local assessment centre and self-isolation.
- Any worker who may have been exposed to, or who is exhibiting symptoms of, COVID-19 will not return to work until they have been cleared to do so by the appropriate medical authority.

Workplace-related exposures will continue to be reported to the Workplace Safety and Insurance Board (WSIB) and Ministry of Labour, Training and Skills Development (MLTSD), when required.

For students:

- Contact your health care provider or Telehealth Ontario at 1-866-797-0000 (or equivalent).
- Follow their instructions (e.g. self-isolation, COVID-19 test, etc.).
- Send an email to safety@uottawa.ca if COVID-19 positive.
- If you need mental health counselling, contact SASS.
- For academic accommodations, contact your faculty for next steps, but do not go to campus until you test negative or your 14-day self-isolation period is over and you are no longer symptomatic.
- Infection controls measures will be implemented, depending on the situation on campus, which may include deep cleaning, closure of locations / amenities, etc.

Human Resources
Supervisors and managers are encouraged to take into consideration the needs/limitations of workers with known health situations that may make them more susceptible to COVID-19. Workers can confidentially declare health concerns to the Health and Wellness office.

When assigning work or shifts to workers, supervisors should take into consideration the current public health measures as well as the individual requirements of the faculty/service and worker. If the worker must come to campus, they should take precautions to decrease COVID-19 exposure, including:

- Taking private transport to and from campus, such as driving personal cars, biking, walking or running.
- Reducing use of car-pooling and car sharing
- If using public transport, they should check the lower-use timings prior to scheduling shifts.
• When scheduling, PI/supervisors must remain understanding of the challenges associated with caring for dependents.

Monitoring
To ensure the safety of the University community, workers on site must strictly comply with all COVID-19 guidelines, directives, and recommendations. Individual work units will monitor compliance, with assistance from COVID-19 ambassadors who educate (and if necessary, escalate) response to Protection Services. Reports on general compliance are maintained and recorded through Student Affairs. All members of the University community have the right to a safe and healthy work environment, and anyone can report any real or perceived non-compliance to their supervisor, professor, COVID-19 ambassador, or other campus resources.

The University will be closely monitoring situations across campus and will be validating that COVID-19 requirements are being met by members of the University community. Failure to abide by COVID-19 guidelines, directives, and recommendations may result in revocation of access to campus or other action in accordance with collective labour agreements or with University policies.

Supervisors and managers are responsible for communicating requirements to persons under their authority, including workers and students.

Student ambassadors are also stationed throughout campus buildings to share and educate the University community on the campus COVID-19 requirements.

Reporting procedures
In the event of an actual or potential violation of the University COVID-19 requirements:
1. Pause work or contact Protection Services.
2. Report the matter to the direct supervisor or University representative responsible for the work. The matter must also be formally reported to the University using an Accident, Incident, Occupational Illness or Near Miss report form.
3. The supervisor responsible for the work will investigate the complaint.
4. Corrective action is implemented (as necessary).
5. Work may resume upon written indication by the direct supervisor or University representative responsible for the work.

Communications
Information regarding COVID-19 preventative measures is communicated the University community through multiple channels, including:
• Website banner – a link to the University’s COVID-19 institutional webpage is posted at the top of every University website. The link is updated regularly by Communications and contains information on preventative measures and initiatives to prevent and control the spread of COVID-19.
• Email – the Gazette, the employee news bulletin, shares information related to COVID-19 in its weekly update.
• Posters and signage – Facilities has developed a signage package consisting of notifications and reminders about the COVID-19 requirements. Examples of new University signage are included in Appendix 1, including specific signage for:
  o Elevator etiquette. Elevators are reserved for those with reduced mobility and for those travelling several levels. Avoid overcrowding and take the stairs whenever possible.
  o “See it, report it.” The University is proactively verifying cleanliness and level of supplies. However, if you notice something that needs action, call Facilities at ext. 2222.
  o COVID-19 etiquette. This includes physical distancing signage as a reminder of two-metre distancing, respiratory etiquette, and proper hygiene
  o Maximum capacity signage
  o Entry/exit only signage
  o Signs to indicate up-only or down-only stairways
  All signage is intended as a reminder. Please respect the signage and remind coworkers and student colleagues, where necessary.

• Health and safety bulletin boards – a QR code is posted on the health and safety bulletin boards on campus that provides access to the Office of Risk Management COVID-19 health and safety resource page.

• Social media – the University’s social media accounts (including Twitter and Facebook) post information to their followers.

• COVID-19 orientation session before coming to campus.

Take Care of Yourself
If you are feeling worried or stressed, you are not alone. It is normal to respond emotionally to unusual circumstances. Remember to take care of your mental and physical health throughout this period. Workers have resources through the Employee and Family Assistance Program (1-800-387-4765). Students are encouraged to contact SASS counselling service.

Resources
This document was drawn from available public health resources and guidance from public health officials.
Government of Canada – Coronavirus disease (COVID-19)
Reopening Ontario After COVID-19
Framework for Reopening Our Province
Specific Sector Guidelines

Document Review
This document will be reviewed by campus resources, with Office of Risk Management collating and updating, in accordance with public health requirements.
Appendix 1 – University Signage Package
ÉLEVATOR ETIQUETTE

Les ascenseurs sont réservés pour ceux ayant une mobilité réduite, ou qui traversent plusieurs niveaux

Évitez de vous entasser-prenez les escaliers ou attendez l’ascenseur suivant

Toussez et éternuez dans votre coude

Évitez de toucher votre visage après avoir appuyé sur le bouton

Maintenez au moins 2 mètres (six pieds) de distance des autres dans l’ascenseur ou attendez l’ascenseur suivant

Lavez vos mains avec du savon ou utilisez un désinfectant après avoir quitté l’ascenseur

Elevators are reserved for those with reduced mobility and for those who are travelling several levels.

Avoid overcrowding-take the stairs or wait for the next elevator

Cough & sneeze into your elbow

Avoid touching your face after pushing the button

Maintain at least 2 metres (6 feet) distance from others in the elevator or wait for the next elevator

Wash with soap, or sanitize your hands after leaving the elevator
Le voir...le rapporter!

Propreté, fournitures de salles de toilettes, dégât, bris...
Nous partager l’emplacement, le numéro de pièce et le problème

SDIPRS@uottawa.ca
613-562-5800 poste/ext 2222

See it! Report it!
Cleanliness, Restroom Supplies, Spills, Repairs...
State: Location, room number and issue
Maintain a 2 metre distance

Ne touchez pas votre visage
Don’t touch your face

Toussez et éternuez dans votre coude
Cough & sneeze into your elbow

Lavez ou désinfectez vos mains régulièrement
Wash or sanitize your hands regularly

Nettoyez régulièrement les surfaces fréquemment touchées
Clean frequently touched surfaces regularly
Entrée seulement

Entrance Only
Sortie de secours seulement

Emergency Exit Only
Sortie seulement

Exit Only
Descente seulement | Down Only
Montée seulement | Up Only
Appendix 2 – Definitions

**Close contact** – prolonged contact with a known or suspected case of COVID-19 for more than 15 minutes without hazard mitigation measures (e.g., physical distancing or non-medical mask)

**Community protective equipment (CPE)** – the equipment, such as non-medical masks and facial coverings, worn by individuals to limit the propagation of their respiratory droplets.

**Coronavirus** – a large family of viruses. Some cause illness in people and others cause illness in animals. Rarely, animal coronaviruses can infect people, and more rarely, these can then spread from person to person through close contact. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

**COVID-19** – an illness resulting from exposure to a new coronavirus that has not been previously identified in humans. Persons with COVID-19 may exhibit no symptoms, or a range of symptoms that could include serious respiratory issues requiring hospitalization.

**Health, Safety and Risk Manager (HSRM)** – a dedicated staff member providing full-time support on risk, environment and health and safety issues in a faculty or service.

**Health and Wellness office** – the University Human Resources sector dedicated to promoting worker health and well-being. All interactions with the office are confidential to the extent required by law.

**Office of Risk Management** – the University office promoting a safe, healthy, and environmentally responsible workplace for the University community and supporting the University’s teaching and research mission.

**Physical distancing** – the action of maintaining a distance of two metres from other persons.

**Student** – means a person who is registered in a course or program of study at the University and who is not receiving remuneration for services.

**Supervisor** – a person who has authority over a workplace or a worker or another person. Depending on the workplace relationship, a supervisor may include, for example, the president, vice-presidents, directors, deans, managers, or principle investigators. Being a supervisor does not depend on job title: it depends on whether the person is responsible for a location (for example, an office or laboratory) where the work is performed, on a paid or unpaid basis, or whether the person gives direction to complete the work performed by workers, students, visitors, volunteers or learners.

**Worker** – any of the following (including, for purposes of this document, graduate students):
- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the student’s school board.
• A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, or other postsecondary institution.
• Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

**University community** – persons having relationships with the University of Ottawa, including workers, students, contractors, and visitors.