

# Campus Health and Safety Resources for COVID-19

Office of Risk Management

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## Purpose

The University of Ottawa has remained open – albeit with limited 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 and Public Health Ontario.

## Scope

This document and guidance contained here applies to all members of the University community, at all uOttawa locations. All measures implemented to prevent transmission of COVID-19 should be done in compliance with the *Occupational Health and Safety Act*, the *Emergency Management and Civil Protection Act* and public health directives issued under the *Health Protection and Promotion 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. Common symptoms have included:

- cough
- fever
- difficulty breathing and/or swallowing
- sore throat
- chills
- extreme tiredness
- digestive issues
- headache that are unusual
- Other symptoms, as identified by [Public Health Ontario](#)

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 these additional responsibilities:

### **Workers**

- Work remotely to the extent possible.
- Discuss work expectations with their supervisor and if their presence is required on campus during the COVID-19 pandemic.
- Complete the required [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 often as possible and wear community protective equipment (e.g. non-medical mask) when physical distancing is not possible and in areas where required (e.g. indoor public spaces).
- Notify Health and Wellness if feeling unwell or are experiencing COVID-19 symptoms.
- Strictly adhere to all government, public health and university directives.

### **Students**

- Work and study remotely to the extent possible.
- Complete the COVID-19 student orientation training.
- Complete a self-assessment prior to arriving on campus.
- Maintain physical distance from others as often as possible and wear community protective equipment (e.g. non-medical mask) when physical distancing is not possible and in areas where required (e.g. indoor public spaces, when accessing your classroom and until you are seated).
- Notify [Student Counselling Services](#) at SASS if feeling unwell or are experiencing COVID-19 symptoms.
- Strictly adhere to all government, public health and university directives.

### **Supervisors, managers and principal investigators**

- Discuss work expectations with workers under their authority and if the workers' presence is required on campus during the COVID-19 pandemic.
- Ensure personnel under their authority – including those within common areas under their authority – respect government, public health and University directives, including physical distancing, wearing of community protective equipment (e.g. non-medical mask), proper hygiene practices, etc.
- Develop, document and implement reintegration plans for areas under their responsibility taking into account public health and University requirements, including sanitizing common surfaces, minimizing congregating of workers, reallocating workspace, adjusting or staggering work schedules, etc.
- 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 accounting for public health requirements.

#### **Health, safety and risk managers (HSRMs)**

- Provide expert assistance to personnel within their faculty or service.

#### **Office of Risk Management**

- Provide expert assistance to the University community.
- Assist in investigating matters related to a work-related incident.
- Periodically validate compliance with University COVID-19 requirements.

#### **Health and Wellness office**

- Provide expert assistance to the University community.
- Assess exposure potential of workers following a work-related incident.
- Periodically validate compliance with University COVID-19 requirements.

#### **Emergency Operations Committee**

- Coordinate initial University emergency response to the COVID-19 pandemic.
- Recommend and provide guidance to the Administrative Committee.

#### **Administrative Committee**

- Approve and implement recommendations for the University community.

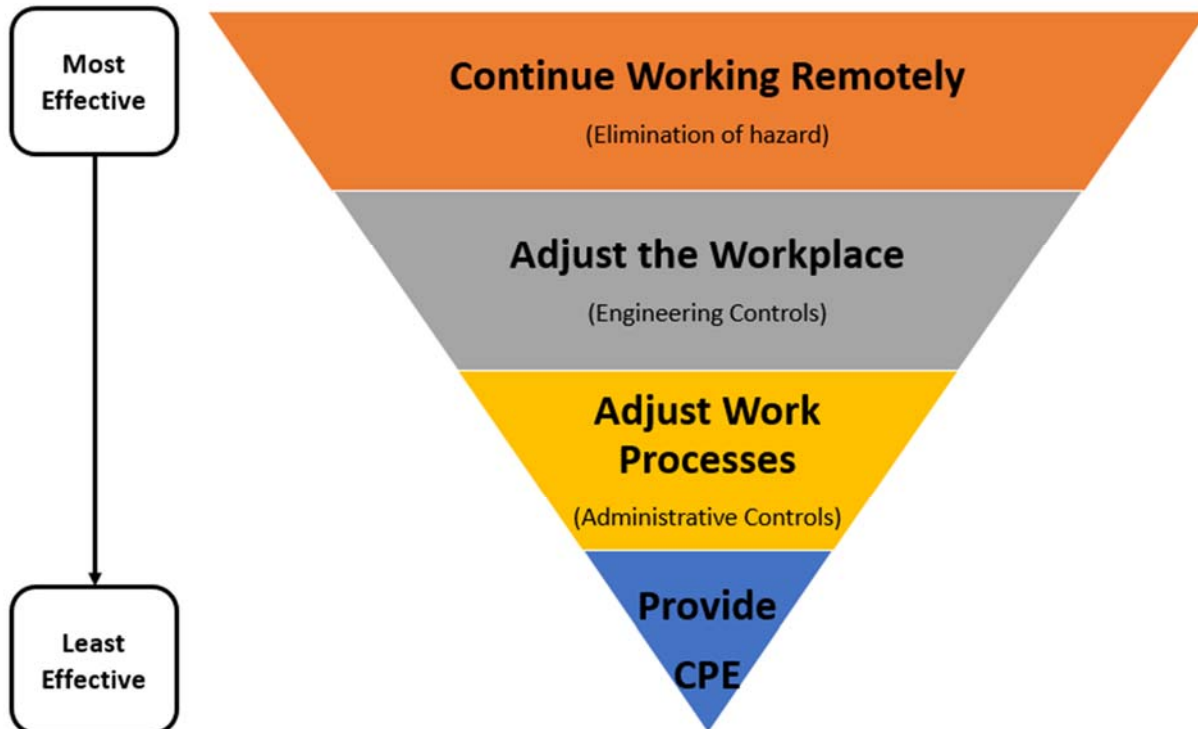
### **Reducing Risk of COVID-19**

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 to the extent possible.
- 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 non-medical mask in indoor public spaces.

Hazard mitigation should always focus on implementing control measures to eliminate 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 remotely 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 configuration may need to be altered to ensure physical distancing. This may include 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 the workplace or designating unidirectional travel directions.

### Providing community protective equipment

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

## Phased Reopening

The Government of Ontario published its reopening plan and it includes a gradual, phased approach. Through all phases, public health and safety will be the number one concern, while balancing the needs of people and businesses. Each phase will include a time period before the launch of the following phase, to allow for the assessment of conditions before moving to the next phase.

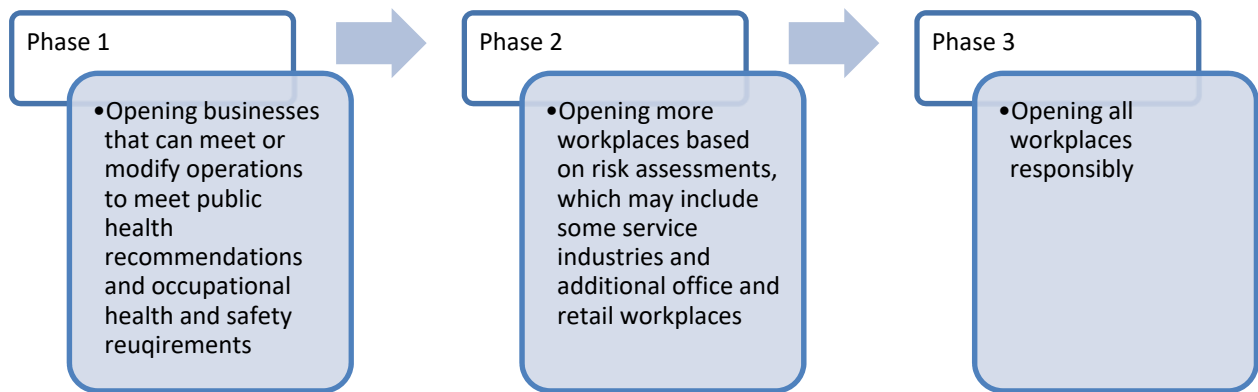


Figure 1 - Reopening Ontario Phases

We recognize that not all work can be done in this fashion, including research and lab work. Therefore, the University has adopted the following phased structure for research 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.

Ontario is currently in phase 3 of its reopening plan. The university is closely working with public health authorities to ensure a safe, but gradual, return to the new, normal operating conditions. The university will continue to abide by public health directives and recommendations while it progresses with its internal return to operations.

### Guidelines

The COVID-19 situation is rapidly evolving. 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 duration of the respective phases. It is important to note that subsequent waves of COVID-19 may lead to the re-institution of (possibly even more restrictive) public health guidelines. For any work commenced during these phases, consider the possibility that it may be halted with little or no warning.

#### Phase 1

- 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:
  - Supervisor approval
  - Electronic card access or building key
  - [Self-assessment attesting to individual health](#)
    - Answering “yes” to any question prohibits your travel to campus. Self-isolate, continue to monitor and notify the [Health and Wellness office](#).
  - Maintaining physical distancing of at least 2 metres and wearing a non-medical mask where physical distancing is not possible as well as within indoor, public spaces.
  - Wearing of non-medical masks in enclosed public spaces such as hallways, lobbies, stairways, washrooms and elevators.
  - Completion of the [COVID-19 orientation session](#).
  - Abiding by all signage, including related to unidirectional travel, building entry/exit points, directional flow in stairways, etc. Refer to Appendix 1 for example 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, it is highly recommended to use caution prior to entering for the first time and survey 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:

- 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 in Appendix 2 for re-entry to campus. Supervisors and managers are encouraged to modify the checklist to their needs.

### **Phases 2 and 3**

With Ontario into phase 3 of its reopening plan and the university continuing to reopen and increase activities in a responsible fashion, **the guidelines implemented for phase 1 continue to apply**. Certain academic and teaching activities will proceed for the fall semester, with the following requirements:

- Non-medical masks will not be required for students sitting in physically-distanced classrooms or auditoriums. Students and workers will be required to don a non-medical mask when entering indoor public spaces.

- 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 as the situation evolves, while taking into consideration public health requirements and recommendations.

## Self-Assessment Questionnaire

The self-assessment questionnaire is strongly encouraged for all persons coming to campus each day. The questionnaire is available on the [Public Health Ontario website](#). 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 having come into contact with a positive COVID-19 case or those having travelled from outside of Canada during the previous 14 days. The questionnaire should be completed each day prior to entering the campus.

If you answer “yes” to any question or the result of the self-assessment questionnaire is anything but “we recommend that you be cautious when outside and keep a distance from others as much as possible,” remain at or go home and self-isolate regardless if symptoms are present. You must:

### Workers

- If feeling unwell, contact your health care provider or call Telehealth Ontario at 1-866-797-0000.
- Advise the [Health and Wellness Office](#) and indicate:
  - If you have travelled outside of Canada in the past 14 days
  - Live with, provided care for, or spent extensive time with someone who:
    - Has tested positive for COVID-19
    - Is suspected to have COVID-19, or
    - Has symptoms similar to COVID-19 (such as fever, cough, shortness of breath, etc.).
- Follow instructions provided, which may include testing at a local assessment centre.
- If you are identified as having potentially been exposed to or exhibiting symptoms of COVID-19, you must not return to work until you receive appropriate medical clearance.

### Students

- If feeling unwell, contact your health care provider or call Telehealth Ontario at 1-866-797-0000.
- Contact your supervisor (if applicable) to inform them that the self-assessment has indicated you stay at home.
- Follow instructions, which may include testing at a local assessment centre and self-isolation.
- Contact [Student Counselling Services](#) at SASS for advice on the situation or academic accommodations.
- Submit an [Accident, Incident, Occupational Illness or Near Miss](#) report.

If you become ill or present COVID-19 symptoms while on campus, isolate as much as possible until you can return home and don a non-medical mask to prevent propagation of respiratory droplets. Failure to report COVID-19 symptoms or possible exposure may result in immediate and indefinite removal of access to campus. 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 extent possible. This means changes to normal work routines to provide 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)
- 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 non-medical masks or facial coverings for all people working in:
  - closed labs in which more than one person is present
  - open concept labs that house multiple research teams
  - shared spaces, including common equipment rooms, tissue culture rooms
  - areas where signage indicates use of masks, such as in corridors where two-way traffic is permitted
  - Conditions where a two metre distance cannot be maintained

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 with non-medical masks. 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 to the extent possible to minimize the number of people congregating 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 touch points are regularly sanitized (e.g. handles, control panels, buttons, etc.). It is recommended that lunches/snacks that are 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 university signage 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 restricted to 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.

## Community protective equipment (CPE)

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

## Facial coverings and non-medical masks

Traditional personal protective equipment, such as medical masks and N95 respirators, should not be worn by general University community members as protection against COVID-19. Medical masks and N95 respirators should be reserved for specific, higher-risk settings and are not recommended for low-risk daily activities. **Therefore, in accordance with public health recommendations, the University will not provide traditional PPE (such as N95 respirators) to the general campus community for low-risk daily activities.**

Where physical distancing cannot be maintained and in **indoor common spaces on our campus, such as hallways, lobbies, stairways, washrooms, and elevators**, it is recommended to wear a non-medical mask or facial covering. A non-medical mask is a cloth mask or other face covering such as a bandana or scarf that securely covers the nose, mouth and chin, and is in contact with the surrounding face without gapping, and filters respiratory droplets of the wearer.

Non-medical masks and facial coverings **have not been proven to protect the person wearing it and are not a substitute for physical distancing and handwashing**. Nevertheless, the use of non-medical masks and facial coverings for short periods of time can help reduce the spread of your own respiratory droplets (which are created by talking, breathing, shouting, singing, etc.), which may help alleviate the spread of COVID-19. Even when wearing a non-medical mask or facial covering, ensure that you refrain from touching your mask or face.

## Appropriate use of non-medical masks and facial coverings

Non-medical face masks or 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 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 gaps
- (optional) include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit

- 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 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 tissue
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

### **Limitations of facial coverings and non-medical or homemade masks**

Homemade masks and facial coverings **are not medical devices and are not regulated like medical masks and respirators**. Their use poses a number of limitations, including:

- They have not been tested to recognized standards.
- The fabrics are not the same as 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 can be difficult to breathe through and can prevent you from getting the required amount of oxygen for your body.
- They may not be effective in blocking virus particles that may be transmitted by coughing or sneezing.

### **Provision of facial coverings and non-medical masks**

Where physical distancing of two metres cannot be maintained and within indoor public spaces, the University will provide facial coverings to faculties and services for distribution to workers. Students will be asked to ensure they have a supply of non-medical masks and if not, they will be provided with non-medical masks at the beginning their term with additional masks available for purchase at designated areas.

We recommend that you have your non-medical mask or facial covering at hand in the event that your physical distance is limited unexpectedly (e.g., in an elevator or in a common space)

### **How to don/doff a facial covering or non-medical mask**

#### **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 gaps 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 may also 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.
- Some masks are made and fit differently. Learn how to wear *your* mask.

### Doffing

Wash your hands before and after removing your mask, or anytime 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.

Refer to the [Ottawa Public Health mask wearing infographic](#) and [Government of Canada mask wearing video](#) for more information.

### 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 into the washing machine, using a hot cycle.
- Washing it thoroughly by hand if a washing machine is not available, using soap and warm/hot water.
- Allow the non-medical mask to dry completely before wearing it again

Non-medical masks that cannot be washed or intended for single-use 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. Wearing gloves 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/doffing procedures.

**The best protection against COVID-19 for members of the University community is the regular washing of hands, 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 will continue to be provided for persons in these settings. **Otherwise, the University will not be providing gloves to members of its community as part of its COVID-19 response. Where necessary, individual exceptions may be required.**

### Face shields

Face shields are primarily intended for frontline health care staff as supplemental protection and as such, should not be used by the general University community. Where necessary, individual exceptions may be made.

### Face shields and the use of 3D printers

Health Canada recognizes that organizations may seek innovative manufacturing approaches to produce community protective equipment (CPE) (such as face shields), including 3D printing, to respond to increased demand for individualized workforces.

While Health Canada supports efforts to increase the availability of community protective equipment (CPE) such as face shields, these materials must meet technical considerations to ensure that they are safe, effective and of high quality and must comply with regulatory standards. See the [detailed Health Canada information](#), including standards recommended by Health Canada for the production of face shields and face masks, available test laboratories for product testing and the relevant regulatory authorization pathways.

Face shields are an integral means of protection in the medical and laboratory workspaces and will continue to be provided for persons in these settings. **Otherwise, the University will not be providing face shields to members of our community as part of its COVID-19 response. Where necessary, exceptions may be made.** A face shield is not considered a non-medical mask.

### Gowns and lab coats

Gowns and lab coats form a traditional component of laboratory health and safety equipment. Gowns and lab coats (in the context of COVID-19) are primarily intended for frontline health care staff and as such, should not be used by the general University community outside of normal, laboratory operations. Where necessary, individual exceptions may be made.

Gowns and lab coats are an integral means of protection in medical and laboratory workspaces and will continue to be provided for persons in these settings. **Otherwise, the University will not be providing gowns and lab coats to members of our community as part of its COVID-19 response.**

### Cleaning gowns and lab coats during COVID-19

The University recognizes the need for a more centralized laundry process for lab coats and discussions are underway to best evaluate how this could 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](#) orientation session. A similar session has been designed for students. The sessions highlight the minimum requirements for the return to campus, including those requirements noted in this document.

### Signage

A new signage package has been developed and deployed throughout the University that includes notifications and reminders about the COVID-19 requirements. Examples of new university signage are included in Appendix 1 and includes specific signage for:

- Elevator etiquette. Elevator are reserved for those with reduced mobility and for those travelling several levels. Avoid overcrowding and take the stairs wherever possible.
- “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.

- COVID-19 etiquette, including physical distancing signage reminder of two-metre distancing, respiratory etiquette and proper hygiene
- Maximum capacity signage
- Entry/exit only signage
- Up/down stairs-only signage

All signage is intended as a reminder. Please respect the signage and remind coworkers and student colleagues, where necessary.

## 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 than 24 hours on cardboard.<sup>1</sup> 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, is 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 lab 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. Should a student have concerns, they are encouraged to raise their concern to 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 requirements and ensure worker safety. 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, contact your health care provider or call Telehealth Ontario 1-866-797-0000.

- Advise the [Health and Wellness Office](#) and indicate:
  - If they have travelled outside of Canada in the past 14 days
  - Live with, provided care for, or had close contact with someone who:
    - has tested positive for COVID-19
    - is suspected to have COVID-19, or
    - has symptoms similar to COVID-19 (such as fever, cough, shortness of breath, etc.).

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<sup>1</sup> World Health Organization. <https://www.who.int/news-room/q-a-detail/q-a-coronaviruse>



- Follow instructions provided, which may include testing at a local assessment centre.
- Submit an [Accident, Incident, Occupational Illness or Near Miss report form](#).
- Users identified as having potentially been exposed to or exhibiting symptoms of COVID-19 must not return to work until they received appropriate medical clearance.

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

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

- Advise the [Student Counselling Services](#) at SASS and indicate:
  - If they have travelled outside of Canada in the past 14 days
  - Live with, provided care for, or had close contact with someone who:
    - has tested positive for COVID-19
    - is suspected to have COVID-19, or
    - has symptoms similar to COVID-19 (such as fever, cough, shortness of breath, etc.).
- Follow instructions provided, which may include testing at a local assessment centre.
- Submit an [Accident, Incident, Occupational Illness or Near Miss report form](#).
- Users identified as having potentially been exposed to or exhibiting symptoms of COVID-19 must not return to campus until they received appropriate medical clearance.

## 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 transportation challenges to/from work. Ideally, workers should take precautions to decrease COVID-19 exposure, including:

- Taking private transport to and from campus, such as personal cars, biking, walking and running.
- Reducing use of car-pooling and car sharing
- If public transport is used, consulting the reduced schedules prior to planning work shifts.
- When scheduling, PI/supervisors must remain understanding of challenges associated with dependant care.

## Monitoring

To ensure the safety of the University community, all COVID-19 guidelines, directives and recommendations must be strictly adhered to by workers on site. Compliance will be monitored. 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 or 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 the COVID-19 guidelines, directives and recommendations may result in revocation of access to campus or other action in accordance with the collective agreements governing work or with University policies.

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

### **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 investigates 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

### **Take Care of Yourself**

If you are feeling worried or stressed, you are not alone. It's 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 inspired 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](#)

**Appendix 1 – University Signage Package**

# ÉTIQUETTE DES ASCENSEURS



# ELEVATOR ETIQUETTE

## INFORMATION SUR LA COVID-19

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



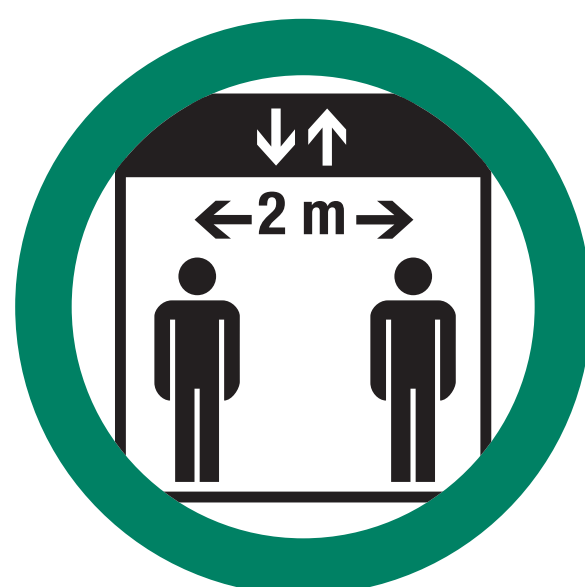
Toussez et éternuez dans votre coude



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



← 2 m →

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



## COVID-19 INFORMATION

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!**

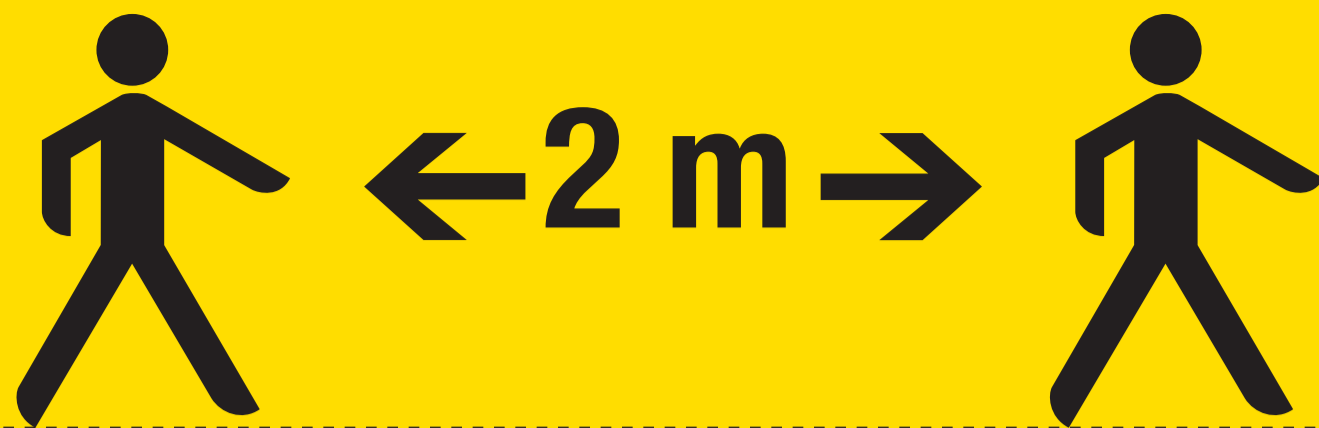
**Cleanliness, Restroom Supplies,  
Spills, Repairs...**

**State: Location, room number and issue**



**uOttawa**

Gestion des installations  
Facility Management



**Maintenez une distance de 2 mètres**

**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**



**Capacité**

---

**Maximum**

---

**Capacity**



**personnes**

**persons**

**Entrée  
seulement**



**Entrance  
Only**



**Sortie de secours  
seulement**

**Emergency  
Exit Only**

**Sortie  
seulement**



**Exit  
Only**

**Sortie  
seulement**



**Exit  
Only**



**Descente | Down  
seulement | Only**

**Montée | Up**  
**seulement | Only**



# **Keep our community safe**

## **Stay home if you are feeling unwell**

Please do not enter this building if you have travelled out of country recently, had close contact with someone who has symptoms of COVID-19, or if you are feeling unwell, and/or have any of the following symptoms:



- Fever
- Difficulty breathing (shortness of breath)
- Cough
- Sore throat
- Runny nose
- Muscle aches

This is not a complete list of possible symptoms. If you are experiencing any symptoms or think you were exposed to COVID-19, immediately self-isolate and complete the Ontario COVID-19 self-assessment tool to help determine how to seek further care:

**[covid-19.ontario.ca/self-assessment/](https://covid-19.ontario.ca/self-assessment/)**



**If this is an emergency, contact  
Protection at 613-562-5411**

## Appendix 2 – Re-Entry Checklist

## 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.

## Appendix 3 – 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 symptoms including 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.