

COVID-19 Workplace Safety Plan

Office of Risk Management

uOttawa.ca



uOttawa

Contents

Organizational Details.....	4
Purpose.....	5
Scope.....	5
COVID-19.....	5
Roles and Responsibilities.....	6
Reducing Risk of COVID-19.....	7
Phased Reopening.....	9
Guidelines and Reopening.....	9
Self-Assessment.....	10
Physical distancing.....	11
Lunch and break areas.....	12
Personal protective equipment.....	12
Masks.....	12
Requirements.....	13
Appropriate use of masks.....	13
Limitations.....	13
Provision.....	13
How to don and doff a mask.....	14
Gloves.....	14
Protective eyewear.....	15
Gowns and lab coats.....	15
COVID-19 orientation session.....	15
Mandatory Vaccination.....	15
Sanitizing protocols.....	15
Considerations.....	16
Occupational Health and Safety Act.....	16
Human Resources.....	16
Monitoring.....	16
Reporting procedures.....	17
Communications.....	17
Take Care of Yourself.....	18
Resources.....	18
Document Review.....	18

Appendix 1 – Definitions.....19

Organizational Details

Business Name: University of Ottawa

Date Completed: May 2020

Revision Date: January 31, 2022

Division/group: Office of Risk Management

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

Name and contact information of a person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures: Carolina de Moura, Chief Risk Officer, (tel: 613-668-7597; email: cdemoura@uottawa.ca)

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.

The health and safety of the University community is the priority. This includes incorporating newly accepted norms of hygiene, physical distancing, vaccination and masking 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, applicable regulation(s) and public health guidance issued by [Ottawa Public 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)
- Cough or barking cough (croup) (Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD).)
- Shortness of breath (Out of breath, unable to breathe deeply (not related to asthma).)
- Decrease or loss of taste or smell (Not related to seasonal allergies, neurological disorders.)
- Muscle aches and pains (That is unexplained or unusual (not related to related to a sudden injury, fibromyalgia, or receiving a COVID-19 vaccine the past 48 hours).)
- Extreme tiredness, lack of energy or feeling unwell (That is unusual or unexpected (not related to depression, insomnia, thyroid dysfunction, or receiving a COVID-19 vaccine in the past 48 hours).)
- Any other symptom(s), 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.**

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, where possible, discuss work expectations with their supervisor and whether their presence is required on campus.
- Complete the required [COVID-19 - Returning to Work on Campus: Protecting Yourself and Others](#) orientation workshop.
- 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 where appropriate) when physical distancing is not possible, where persons are unmasked (or improperly masked) and in all other areas required.
- Notify Health and Wellness if you are COVID-19 positive and have been on campus or the self-assessment has recommended you remain home.
- Strictly comply with all government, public health, and University directives.
- Notify close contacts if you test positive.

Students

- Work and study remotely, consistent with the most recent direction by the University.
- 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 where appropriate) when physical distancing is not possible, where persons are unmasked (or improperly masked) and in all other areas required.
- Notify covid19test@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 where appropriate), proper hygiene practices, etc.
- Develop, document, and implement reintegration plans for areas under their responsibility that consider public health and University requirements, including sanitizing and disinfecting 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 tests positive for COVID-19 and was on campus recently.

- 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 (HSRMs)

- 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 risk is through 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 and/or in accordance with the direction provided by the university.
- Stay at home if you feel ill, present symptoms or test positive for 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 interacting with unmasked (or improperly masked) individuals, wear protective eyewear.
- Ventilation, including the increasing of the ventilation rate (e.g., through introduction of fresh air) and/or through filtration of indoor air.

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.

Telework

Workers and supervisor should discuss the telework requirements and [follow the telework guidelines](#), as detailed by Human Resources.

Adjusting the workplace

For work that occurring on campus, the workplace configuration may need to be altered to ensure appropriate health and safety of worker. This may mean reallocating physical shared spaces to maintain physical distancing, modifying ventilation schedules or other measures.

Adjusting work processes

Where physical distancing and/or physical adjustment of the workplace are insufficient, supervisors and managers may need to consider alternate risk mitigation measures, such as the staggering of start/end times of workdays and breaks, or modifying the frequency of activities, such as sanitizing common surfaces within workplaces.

Ventilation

Facilities conducted an extensive analysis of the heating, ventilation, and cooling systems in all classrooms, and has implemented a 10-point plan so that the university can comply with, and even exceed, recommendations for air quality and air circulation in learning spaces. Filters are changed more often, and classroom air quality and air circulation is monitored.

Providing personal protective equipment

Masks are required for all members of the campus community. There are varying types of masks, from non-medical cloth masks to medical masks, to respiratory protection. Unlike more traditional personal protective equipment such as N95 masks, non-medical masks are intended to minimize the potential propagation of respiratory droplets. Non-medical masks is intended to minimize 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. Medical masks provide a slightly higher level of protection, with fit-tested N95 masks (which include instruction, training and maintenance requirements) providing a higher level of protection.

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 to unmasked (or improperly masked) individuals (i.e., within 2 meters). Eyewear with a reduced or non-existent seal around the eyes may be insufficient to protect from exposure (i.e., regular corrective lenses are not protective eyewear).

Phased Reopening

The Government of Ontario's reopening plan is a gradual approach based on public health indicators. 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](#).



Figure 1 - Reopening Ontario

The University has implemented a similar, phased approach for research and operational activities, with health and safety considered for all personnel during the return to campus plan. 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 will continue to abide by public health directives and recommendations while it implements its internal return to operations.

Guidelines and Reopening

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.

- The university has implemented a [process for telework](#). Workers and supervisors should discuss operational needs and follow the process as established by Human Resources.
- Entry to campus premises requires:
 - Vaccination attestation and the [uploading of proof of vaccination](#).
 - Self-assessment attesting to individual health; [available online](#) and in SecurUO.

- Maintaining physical distancing of at least 2 metres, wearing an appropriate mask indoors (and outdoors, as the case requires), and protective eyewear where services with unmasked or improperly masked individuals are provided.
- Completion of the worker [COVID-19 orientation session](#) or the student COVID-19 orientation session (available in Brightspace).
- Abiding by all posted COVID-19 signage.
- Conditions on international travel. Consult the [International Office](#) for further information.

Work locations have been reduced, or in rare cases, completely closed, since 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 a basic re-entry process:

- Conduct a complete, visual walkthrough of the workspace. Look up, down, in and around the area(s).
- Note any unusual odours.
- Check for leaks around the building and/or equipment.
- Check condition of work materials, including lab equipment, hazardous substances 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.

As the public health situation evolves, operations will adjust accordingly in a safe and responsible fashion. **Previous guidelines implemented continue to apply until otherwise informed.** As further guidelines are developed, they will be 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 will provide a recommendation at the conclusion.

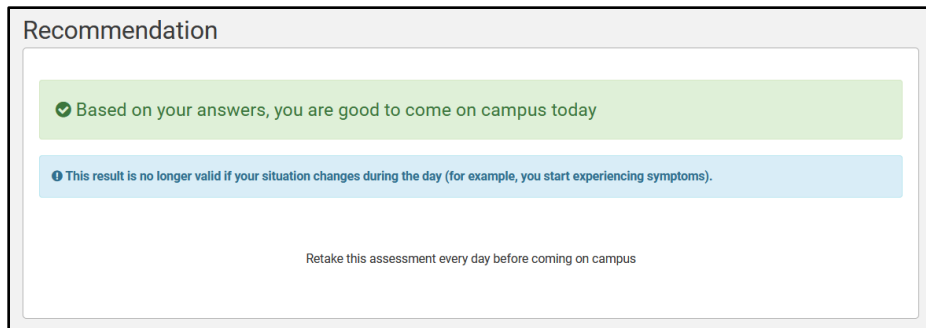


Figure 2 - Self-Assessment Recommendation

If the self-questionnaire indicates that the individual is not permitted to enter campus or the person tests positive for COVID-19, 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 they may not attend campus.
- Notify the [Health and Wellness](#) sector if they are positive for COVID-19 and have recently been on campus.
- Follow Ottawa Public Health instructions, which may include testing and/or 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 (e.g., completed the prescribed self-isolation and are symptom-free).

Students must ([flowchart](#)):

- Follow instructions provided (e.g., self-isolation, COVID-19 test, etc.).
- If COVID-19 positive and have recently been on campus, advise covid19test@uottawa.ca.
- 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 have completed the self-isolation period and have been symptom free for at least 24 hours.

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:
 - 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;
 - conditions where a two-metre distance cannot be maintained;
 - anywhere an exception is not in place.
- Wear protective eyewear (goggles or face shield) where services are offered to unmasked (or improperly masked) individuals.

These requirements are in addition to using existing personal protective equipment for the laboratory hazard(s). 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. 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.

Personal protective equipment

The term personal protective equipment (PPE) refers to items forming the last line of defence against a hazard.

Masks

Fitted N95 respirators should be reserved for specific high-risk settings and are not recommended for low-risk daily activities. While N95 masks may be provided, they will not be fit tested for low-risk, general purposes. It is important to recognize that the level of protection afforded will not meet the advertised purpose. ASTM level 3, 3-ply medical masks will be provided to members of the campus community. Non-medical masks and homemade facial coverings have not been proven to

protect those wearing them and are an added measure on top of other layered, public health measures (including vaccination, distancing, masking, self-assessment, etc.).

Requirements

Where physical distancing cannot be maintained and in **indoor common spaces, such as hallways, lobbies, stairways, washrooms, and elevators**, you must wear a mask. 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 (e.g., private office, restricted public access and 2m distance can be maintained). Wear masks in outdoor environments where physical distancing is not possible or where recommended by the public health department.

Appropriate use of masks

Non-medical face masks **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying (e.g., cloth, 3-layer)
- 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
- 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 **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

Non-medical masks **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 ASTM level 3 masks to faculties and services for distribution. Materials can be requested by designated representatives of faculties and services. Dispensers will be made available at building entry points.

How to don and doff a 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 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

Non-medical cloth masks 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.

ASTM level 3 masks are disposable and should be replaced if they become damp or soiled. Masks can be disposed of in regular garbage.

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. Close proximity contact to unmasked (or improperly masked) individuals increases transmission risk. The wearing of protective eyewear reduces the risk of transmission in close contact, unmasked (or improperly masked) 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.

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 protective eyewear 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 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. **The University does not provide gowns and lab coats as part of its COVID-19 response.**

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 (available in Brightspace). The sessions highlight the minimum requirements for the return to campus, including the requirements noted in this document.

Mandatory Vaccination

[Policy 129](#) outlines the requirements for members of the campus community to be vaccinated. All persons attending campus must attest to their vaccination status and [upload their proof of vaccination through the university portal](#).

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.¹ While Facilities will continue with its housekeeping services of high touch, common surfaces 3 times per day, the increased cleaning and sanitization frequencies of shared tools and equipment, are of critical importance to minimize

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

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 to meet public health 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](#).

If a worker believes there was workplace COVID-19 transmission, tests positive for COVID-19 resulting from a workplace exposure or has to report a COVID-19 health and safety matter, the worker must follow the procedure below. If the worker is feeling unwell, they should contact their health care provider or call Telehealth Ontario at 1-866-797-0000.

- Advise the supervisor.
- Complete the [workplace accident, incident, occupational illness or near miss report](#).
- Follow Ottawa Public Health instructions, which may include self-isolation, testing, etc.
- Any worker who may have been exposed to, is exhibiting symptoms of, or tests positive will not return to work until they have been cleared to do so (e.g., completing their self-isolation and are symptom-free for 24 hours).

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.

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.

Monitoring

To ensure the safety of the University community, workers on campus 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 at various campus buildings to help 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. Ad-hoc updates are also sent through email.
- Posters and signage – Facilities has developed a signage package consisting of notifications and reminders about the COVID-19 requirements. 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 – 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 principal 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.