Campus Health and Safety Resources for COVID-19
Contents
PURPOSE ........................................................................................................................................ 4
SCOPE ........................................................................................................................................... 4
COVID-19 ...................................................................................................................................... 4
ROLES AND RESPONSIBILITIES ............................................................................................... 4
REDUCING RISK OF COVID-19 .................................................................................................. 6
PHASED REOPENING .................................................................................................................. 7
   Guidelines .................................................................................................................................... 8
      Phase 1 ..................................................................................................................................... 8
      Phases 2 and 3 ......................................................................................................................... 9
Self-Assessment Questionnaire .................................................................................................... 9
Physical Distancing ........................................................................................................................ 9
   Lunch and Break Areas .............................................................................................................. 10
   Hallways and Stairs ................................................................................................................... 10
   Elevators .................................................................................................................................. 10
   Washrooms ............................................................................................................................... 10
Community Protective Equipment (CPE) ..................................................................................... 11
   Facial Coverings and Non-Medical Masks .............................................................................. 11
      Appropriate Use of Non-Medical Masks and Facial Coverings ............................................ 11
      Limitations of Facial Coverings, Non-Medical and Homemade Masks ............................... 11
      Provision of Facial Coverings and Non-Medical Masks ....................................................... 12
      How to Don/Doff a Facial Covering or Non-Medical Mask .................................................. 12
   Gloves ........................................................................................................................................ 13
   Face Shields ............................................................................................................................... 13
      Face Shields and the Use of 3D Printers .............................................................................. 13
   Gowns and Lab Coats ................................................................................................................. 13
      Cleaning Gowns and Lab Coats During COVID-19 ............................................................. 14
   COVID-19 Orientation Session ................................................................................................. 14
   Signage ...................................................................................................................................... 14
Sanitizing Protocols ....................................................................................................................... 14
Considerations ............................................................................................................................... 15
   Occupational Health and Safety .............................................................................................. 15
   Human Resources ..................................................................................................................... 15
Monitoring .................................................................................................................................... 16
PURPOSE
The University of Ottawa has remained open – albeit with extremely limited operations on campus – throughout the COVID-19 pandemic to support its teaching and research mission. This document serves to outline the university 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 above all other considerations 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 herein applies to all members of the university community, at all uOttawa workplaces. All measures implemented to prevent transmission 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. Symptoms have included:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

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 transmitted to others from someone who is infected but not showing symptoms. Since COVID-19 is a novel virus, much remains to be learned 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 workplace health and safety, including during the COVID-19 pandemic. In addition to the roles and responsibilities of workplace parties outlined in Procedure 14-1 — Internal Responsibilities Procedure for Health and Safety Issues under Policy 77 — Occupational Health and Safety, personnel must also note these additional responsibilities:

Workers
- Work remotely to the extent possible.
• Jointly discuss with their supervisor the work expectations and if their presence is required on campus during the COVID-19 pandemic.
• Complete self-assessment prior to attending campus.
• Maintain physical distance from others as often as possible and wear community protective equipment (e.g. facial covering or non-medical mask) when physical distancing is not possible.
• Notify Health and Wellness if feeling unwell or are experiencing COVID-19 symptoms.
• Strict adherence to all government, public health and university directives.

Supervisors, Managers and Principal Investigators
• Ensuring personnel under their authority – including those within common areas under their authority – observe and respect the government, public health and university directives, including physical distancing, wearing of community protective equipment, 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 work space, adjusting / staggering work schedules, etc.
• Notify Health and Wellness if a worker reports feeling unwell or are experiencing COVID-19 symptoms.
• Make necessary arrangements to ensure the health and safety of persons working alone.
• Jointly discuss with workers under their authority the work expectations and if their presence is required on campus during the COVID-19 pandemic.

Chairpersons, Chief Administrative Officers, Directors and Deans
• Ensuring that their respective work units have developed work plans accounting for the public health requirements.

Health, safety and risk managers (HSRM)s
• Provide expert assistance to personnel within their faculty / service.

Office of Risk Management
• Provide expert assistance to the university community.
• Assist in investigating matters related to a work-related incident.
• Periodically audit 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 audit compliance with university COVID-19 requirements.

Emergency Operations Committee
• 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 and typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes. 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, elevator buttons, etc.) and then inadvertently touching your face, mouth or eyes.

The university community must practice the following:
- 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).
- Practice 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.
- Stay at home if you feel ill or present symptoms of COVID-19.

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 to do so. Working remotely will greater reduce interactions with people, thereby reducing the exposure risk. This is the most preferred and effective control option and 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, supervisor and managers may need to consider alternate process controls, such as staggering the start/end times of workdays and breaks, modifying the frequency of activities, such as sanitizing common surfaces within the workplace, designating unidirectional travel directions, etc.

Providing Community Protective Equipment
Unlike personal protective equipment (such as N95), community protective equipment (CPE) 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. Proper hygiene practices and physical distancing remain critical components to minimizing the risk of COVID-19 transmission.

PHASED REOPENING
The Government of Ontario has 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 between the launch of the following phase to allow public health officials to assess conditions before moving to the next phase.

Phase 1
• Opening businesses that can meet or modify operations to meet public health recommendations and occupational health and safety requirements

Phase 2
• Opening more workplaces based on risk assessments, which may include some service industries and additional office and retail workplaces.

Phase 3
• Opening all workplaces responsibly.

Figure 1 - Reopening Ontario Phases

It is recognized that not all work can be done in this fashion, such as 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.

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 constrictive) public health restrictions; therefore, any work commenced in these phases must consider the possibility that it may be abruptly halted with little 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:
  o Supervisor approval;
  o Electronic card access / building key;
  o 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.
  o Maintaining physical distancing of at least 2 meters or wearing of a non-medical mask where physical distancing is not possible;
  o Completion of COVID-19 orientation session;
  o Abiding by all signage, including 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 approach with 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. Loop up, in and around the area.
• 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. Supervisor and managers are encouraged to modify the checklist to their needs.

**Phases 2 and 3**
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 mandatory for all persons coming to campus each day. The questionnaire is available on the Public Health Ontario website and in Appendix 3. 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 past 14 days. The questionnaire is to be completed each day prior to entering campus and sent to your direct supervisor.

If any question is responded to in the affirmative (yes) 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”, the user is directed to remain/go home and self-isolate regardless if symptoms are present. The user must:
• If feeling unwell, contact your health care provider or call Telehealth Ontario 1-866-797-0000.
• Advise the Health and Wellness Office and indicate:
  o If they have travelled outside of Canada in the past 14 days;
  o Live with, provided care for, or spent extensive time with someone who:
    ▪ Has tested positive for COVID-19, or
    ▪ 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.
• The user identified as having potentially been exposed to, or exhibiting symptoms of COVID-19 will not return to work until they receive appropriate medical clearance.

Failure to report COVID-19 symptoms or possible exposure will result in immediate and indefinite removal of access to campus. Further sanctions may be afforded 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 2-meter 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);
• keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible.

It is recognized 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 and/or due to traffic flow. Where workers find themselves with limitations in the physical environment and no other alternative measures are possible (e.g. staggered work shift), workers must:

• Wear non-medical masks or facial coverings for all researchers 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, such as in corridors where two-way traffic is permitted.
  o Conditions where a 2m distance cannot be maintained.

These requirements are in addition to existing personal protective equipment. In situations where respiratory protection is required as part of the work, workers should continue to wear the respiratory protection. Any questions may be referred to the 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 will remain closed, including refrigerators, microwaves, kettles 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. This includes areas for one-way entry/exit, one-way hallways, one-way stairway, 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, for those transporting equipment and carts, and for persons travelling multiple levels. Elevators will be marked with maximum capacity limits and those using elevators must maintain 2m physical distancing as much as possible.

Washrooms
Guidelines for each washroom will be clearly posted and procedures must be followed.
Community Protective Equipment (CPE)
The term personal protective equipment (PPE) refers to items forming the “last line of defense” against a hazard. The following provides clarity on each item of community protective equipment.

Facial Coverings and Non-Medical Masks
Medical masks and N95 respirators should not be worn by general, university community members. Medical Masks and N95 respirators should be reserved for specific, high-risk settings and are not recommended for low-risk daily activities. As such and in accordance with public health recommendations, the university will not provide N95 respirators to the general campus community for low-risk, daily activities.

Where physical distancing cannot be maintained, it is recommended to wear a non-medical mask or homemade face covering. Non-medical masks and homemade facial coverings have not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing. Nevertheless, the use of non-medical masks and homemade 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.

A decision tree is provided in Appendix 4.

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 2 layers of tightly woven material fabric (such as cotton or linen);
- be large enough to completely and comfortably cover the nose and mouth without gaping;
- some masks also 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 it is 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 tissues;
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing.

Limitations of Facial Coverings, Non-Medical and 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 needed by 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 2 meters cannot be maintained, the university will provide facial coverings to faculties and services for distribution. Materials may be requested by designated representatives of faculties and services through Maximo.

It is recommended to 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, in a common space, etc.)

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 gaping 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
Ensure you wash your hands before and after removing your mask, or anytime you wish to adjust your mask without removing it. You should 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 into 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 infographic from Ottawa Public Health and video from the Government of Canada for additional precision.
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 the 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 front line, healthcare personnel and as such, should not be used by the general university community. Where necessary, individual exceptions may be required.

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 have technical considerations to ensure that they are safe, effective, of high quality and must meet certain regulatory standards. Detailed information including standards recommended by Health Canada for the production of face shields and face masks, the available test laboratories for product testing, and the relevant regulatory authorization pathways can be found on the Health Canada website.

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 its community as part of its COVID-19 response.

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 front line, healthcare personnel and as such, should not be used by the general university community outside of normal, laboratory operations. Where necessary, individual exceptions may be required.

Gowns and lab coats 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 gowns and lab coats to members of its 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 amongst lab users.

COVID-19 Orientation Session

Prior to attending campus for the first time, all personnel will be required to complete the COVID-19 Orientation Session, produced by Human Resources. The orientation session serves to highlight minimum requirements of the return to campus for phase 1 (including those requirements noted in this document). The workshop is available through Human Resources.

Signage

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

- Elevator etiquette. Elevators 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 reminding of a 2-meter 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 ensure to respect the signage and remind coworkers, 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 4 hours on copper and less than 24 hours on cardboard. 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.

High traffic areas, personally used tools, equipment and common work areas should be cleaned and sanitized at a regular frequency (e.g. minimum twice a day). Shared tools and equipment should be cleaned pre and post use. Workplace specific procedures must be developed for individual workspaces. Sanitizing solutions may be comprised of:

- 0.1% sodium hypochlorite for 5 minutes contact time, then rinsed with water
- 70% ethanol
- 0.5% accelerated hydrogen peroxide

1 World Health Organization https://www.who.int/news-room/q-a-detail/q-a-coronavirus
Other [hard surface disinfectant approved by Health Canada]

**Considerations**

No worker should feel compelled or obligated to return to campus and are invited to share their concerns with their supervisor, manager, department, faculty, human resources business partner, union, Office of Risk Management, or other appropriate authority.

**Occupational Health and Safety**

The provision of the Ontario 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 herein) 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 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, or
    - 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.
- The user identified as having potentially been exposed to, or exhibiting symptoms of COVID-19 will not return to work until they receive 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.

**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 may confidentially declare health concerns to the Health and Wellness office. When assigning work or shifts to workers, supervisor 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.
- Reduce use of car-pooling and car sharing
- If public transport is to be used, consult the reduced schedules prior to planning work shifts
- When scheduling, PI/Supervisors must remain understanding of challenges associated with child or elder care.
Monitoring
In order 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.

The university will be closely monitoring situations across campus and institute inspections / audits to ensure that COVID-19 requirements are being met by members of the university community.

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

Reporting Procedures
In the event of an actual or potential contravention to 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 via the 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

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
ÉTICTUETTE DES ASCENSEURS

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

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

ELEVATOR ETIQUETTE

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

JKD Inc 2020.04.30
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
Maintainez 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 seulement | Down Only
Montée | Up
seulement | Only
COVID-19 Physical Distancing in Effect

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/

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

uOttawa
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 with me at all times my uOttawa employee or student card.

☐ Prior to arriving on campus, I will complete the COVID-19 self-assessment and will ensure that I am safely able to come to campus.

☐ 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 communicate good hygiene measures among 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 as such.

☐ Signage remains appropriate for areas under my authority (unidirectional travel, facial coverings, etc.)

☐ I will maintain my workspace in a neat and sanitized fashion.

☐ I will decontaminate common equipment using established protocols before and after each use.

☐ I will hold meetings virtually.

☐ I will not congregate in groups of more than 5 people, including during breaks and other social interactions.

☐ I will raise any concerns I have regarding COVID-19 and associated policies / procedures to my direct supervisor, manager, PI, chairperson, dean, joint occupational health and safety committee, union representative or the pandemic team.

☐ I will remind colleagues of the 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 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, gloves boxes, etc. 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, purge buttons etc. 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 – SELF-ASSESSMENT QUESTIONNAIRE

Refer to the self assessment questionnaire from Public Health Ontario.
APPENDIX 4 – NON-MEDICAL MASK DECISION TREE
Facial Coverings and Non-Medical Masks Decision Tree

Worker is on campus or in the course of their employment and in a public setting during the COVID-19 pandemic.

- Are barriers present or can physical distancing of 2 meters be maintained?
  - Yes: A non-medical mask or facial covering is not required.
  - No: A non-medical mask or facial covering is recommended.

- A non-medical mask or facial covering will be provided by through your faculty / service.

- Don / doff non-medical mask or facial covering in accordance with guidelines for individual protective materials.

- Care for your non-medical mask or facial covering (wash and air dry after each use).
APPENDIX 5 – DEFINITIONS

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

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

Coronavirus – are 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 – is 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 ranging to 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 2-meters from other persons.

Supervisor — a person who has charge of a workplace or authority over 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** – means the personnel having relationships with the University of Ottawa and includes workers, students, contractors, visitors, etc.