COVID-19
Returning to Work on Campus
Protecting yourself and others
March 2021
Returning to Work on Campus

- About COVID-19
- Protecting yourself and others
- Use of masks
- Changes on campus and signage
- Resources and support
Typical Symptoms of COVID-19

- Those who are infected with COVID-19 may have little-to-no symptoms.
- Symptoms may take up to 14 days to appear after exposure to the virus.
- It is important to self-monitor for symptoms.

**Typical symptoms include:**

- fever
- new or worsening cough
- difficulty breathing
Other Signs and Symptoms

• There are many other signs and symptoms related to COVID-19, such as: loss of sense of taste or smell, sore throat, nausea/vomiting, worsening of chronic conditions, conjunctivitis.

• The list has evolved throughout the pandemic.

• To see the complete list, please see Ottawa Public Health.
How does COVID-19 spread?

Through respiratory droplets generated by a cough or a sneeze.

Highest risk is within 2 meters (6 feet) of someone.

Touching objects on which droplets have been deposited.

CDC Public Health Image library ID 11162 (James Gathany)
How does COVID-19 spread?

- Close personal contact with others.
- Shaking hands.
- Touching objects that others have touched, such as equipment, tools, door handles, surfaces in common areas.
- Sharing objects with others, or taking meals close to others.
- Attending meetings in person without proper physical distancing.
How to Protect Yourself?

• Practise physical distancing (2 meters).
• Wear a 3-layers cloth mask in indoor spaces. Close contact (less than 2m) of more than 15 cumulative minutes requires additional protective equipment (e.g. goggles or face shield).
• Avoid touching your eyes, nose, and mouth.
• Wash your hands frequently, especially after touching objects, door knobs, and before eating.
How to Protect Yourself?

• Cough or sneeze into a tissue, then immediately place the tissue in the trash and wash your hands.
• Cough or sneeze in the bend of your arm, not on your hands.
• Complete the COVID-19 Daily Assessment Tool before arriving on campus.
• Stay home if you are sick.
Physical Distancing

- Physical distancing is currently the most effective way of limiting the spread of the virus.

- Physical distancing means limiting the number of people you come in close contact with and maintaining at least two meters (six feet) away from those around you.
Physical Distancing on Campus

• Report to your designated workplace or work site. Limit your movements from this area to other areas unless such movement is essential.

• If a barrier has been installed in your work area, work behind it at all times.

• Speak with your supervisor if you are working alone or in a remote area. Consider using SecurUO, the uO Safety App; available on iOS and Android.
COVID-19 Daily Assessment Tool

Before you arrive on campus, you are encouraged to complete the uOttawa COVID-19 Daily Assessment Tool at:


You are fit to come to campus if the result is:
“Based on your answers, you are good to com on campus today.”

It means you have answered “No” to all the questions.

Information as of March 12, 2021
COVID-19 Daily Assessment Tool (continued)

If you answer yes to any of the questions, the result will indicate:
“Based on your answers, you should not come on campus today. It is strongly recommended that you stay home to protect your health and that of others.”

- Follow the instructions provided in the assessment result.
- Contact your supervisor to inform them that the assessment has indicated to not come on campus today.
- Contact Health and Wellness in Human Resources (hrhealth@uottawa.ca).

Information as of March 12, 2021
Process for Unpaid Graduate Students

- If you are an unpaid graduate student, and answer yes to any of the questions on the uOttawa Assessment Tool or feel ill:
  - Follow the instructions at the end of the assessment tool.
  - It may be suggested that you be tested for COVID-19 at one of the testing sites within the Ottawa-Gatineau region.
Process for Unpaid Graduate Students (continued)

• Contact your supervisor/faculty to inform them that the assessment tool has indicated not to come on campus today and for advice on or academic accommodations.

• Contact your health care provider for advice on your medical condition.

• Advise Office of Risk Management (safety@uottawa.ca) if a positive result for COVID-19 is returned.

Note: Definition of an unpaid student, is a student who receives funds from a bursary that is administered by the University.
If you start feeling unwell while at work...

- Isolate yourself from others until you can leave campus.
- Notify your supervisor immediately for appropriate follow-up action.
- Call Protection Services if you need immediate assistance.
- Since it will not be possible to retake the Daily Assessement COVID-19 Tool, please complete, as soon as possible, the [Ottawa Public Health Screening Tool](https://www.oottawa.ca) and follow instructions.
Hand Hygiene

The proper way to wash your hands is:

1. Wet your hands under running water.
2. Apply liquid soap.
3. Lather and rub your hands for at least 15 seconds.
4. Rinse your hands.
5. Dry your hands with a paper towel.
6. Turn the taps off with a paper towel or your sleeve.
7. Open the door with the paper towel and throw it away.

Public Health Ontario Video - How to Hand Wash
Hand Hygiene

Use hand sanitizer only when soap and water are not available

1. Place a quarter-size drop of alcohol-based hand sanitizer in your palm.
2. Rub your hands together, palm to palm.
3. Rub the back of each hand and fingers of the other hand.
4. Rub around each thumb.
5. Rub fingertips of each hand back and forth in the other hand.
6. Rub until hands are dry (at least 15 seconds).

Public Health Ontario Video - How to Hand Rub
Wearing a Non-Medical Mask While at Work

Your supervisor will inform you when you must wear a mask at work and which type to wear to best protect yourself and others. Masks are required in indoor spaces with limited exceptions.

3-Layers Cloth Mask

- Protects others, not the wearer.
- Not tested to recognized standards.
- Recommended for non-healthcare settings when physical distancing is not possible.

Disposable Mask

- Disposable masks should be used in areas where hazardous substances (e.g. chemicals) may be present.
- Should not be used instead of personal protective equipment (i.e. surgical masks, N-95 masks, etc.).
Wearing a Mask

- Wash your hands before putting the mask on.

While wearing the mask:
- Keep your hands away from your face.
- Avoid touching or adjusting your mask.
- Wash your hands after touching your mask.
- Do not leave your mask hanging on your neck, forehead, or hanging from your ear.
- Change your mask as soon as it gets damp or dirty.
Steps for Removing a Mask

- Wash your hands before removing the mask.
- Avoid touching any part of your face while removing the mask.
- If removing the mask temporarily, place the mask face down in a clean receptacle (a bag or Tupperware) so that it does not come into contact with any surfaces. DO NOT push it down onto your neck only to bring it back up to your mouth: this could contaminate your mask.
- Wash your hands immediately after removing the mask.
- Take the same care as above when putting the mask back on.
- When removing the mask after its last use of the day, place the mask in a receptacle and bring it home to be washed.
- Wash your hands after removing your mask.
How to Care for Cloth Masks?

Steps for washing the mask:

- Masks can be washed normally and put in the dryer.
- Wash your hands after taking the mask from its receptacle and placing it in the wash.
- Clean or discard the receptacle used to carry a dirty mask.
Use of Gloves

Your supervisor will inform you if you need to wear gloves to perform certain tasks. However, the use of gloves is **no substitute** for frequent hand washing to limit the spread of COVID-19.

**Steps to put on gloves:**
- Choose the appropriate size.
- Insert your hands into the gloves.
- Stretch the gloves to cover your wrists.
- If the gloves tear, wash your hands before putting on new ones.

[Public Health Ontario Video – Putting on gloves](#)
How to Remove Gloves?

- Remove gloves using a glove-to-glove/skin-to-skin technique:
- Grasp the outside edge near the wrist and peel away, rolling the glove inside-out.
- Reach under the second glove and peel away.
- Immediately discard the gloves in the trash.
- Wash your hands.

Public Health Ontario Video – Taking off gloves
How to Use Eyewear?

• Ensure eye protection and mask compatibility so that there is no interference with the proper positioning of the eye protection or with the fit or seal of the or mask.

• Eye protection should be cleaned, prior to changing mask, when going to breaks or meals, and at end of shift. Clean when soiled and replace if damaged.

• Limit the number of times touching your face. Only touch your face with clean hands.
Sharing or Handling Material

- Encourage proper hand washing.
- Do not share pens, rubber gloves, or any PPE (personal protective equipment).
- Avoid the use of paper documents.
- Do not share tools or materials if possible.
- Unshared tools or materials should be cleaned at least once a day.
- Shared tools should be cleaned prior to, and after, every use.
- Clean common areas and surfaces, such as tools, door handles, switches, computers, chairs, twice a day.
- Use the cleaning supplies provided by your supervisor.
Vehicles

- Minimize the number of passengers to ensure proper physical distancing and maximize the distance between people inside the vehicle (e.g., one person per seat in a school bus, separated by an empty row, the driver and only one passenger in a four-door or standard-sized vehicle, etc.).
- Wear a cloth mask.
- Clean inside the vehicle frequently.
- If using a shared vehicle, clean prior to and after use.
- During deliveries, limit the amount of face-to-face contact.
- Cover your hands when pumping fuel or touching door handles.
- Wash hands regularly and whenever they become soiled.
- Use hand sanitizer if you are unable to wash your hands.
Facility Guidelines and Signage

Signage and changes in the workplace
• The points of entry and exit of your workplace may have changed. The building you work in may remain locked except for designated points of entry and exit to control access to the building. Check with your supervisor before arriving on campus.

• Pay attention to signs that have been posted to inform you of changes in the building you work in and on campus. These signs are there to remind you of steps you need to take to prevent COVID-19 and preserve your health and safety, and that of others.

Closure of common spaces
• Expect that some common areas, such as coffee shops, some meeting rooms, and fitness centers, may be closed. Use of areas where physical distancing cannot be maintained will be restricted or modified. Check with your supervisor for more information.
Elevator Etiquette

Avoid overcrowding
- Take the stairs whenever possible.
- Allow one person on the elevator at a time, or two people if there is a physical barrier.
- Wait for the next elevator.
- Allow space between you, and for those getting off the elevator.

Practise hygiene
- Wash your hands frequently (i.e., every time you touch a surface or an object).
- Cough or sneeze into your elbow or wear a cloth mask.
- Avoid touching your face after pushing the button.
- Wash or sanitize your hands after leaving the elevator.
Examples of new signage you may see on Campus

- Descente seulement | Down Only
- Montée seulement | Up Only
- Entrée seulement | Entrance Only
- Sortie seulement | Exit Only
- 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
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.

Employee and Family Assistance Program: 1-800-387-4765
If you have concerns...

Discuss your concerns with your supervisor as they arise.

Your health and safety are important.

The goal is to protect you and those around you.
Resources

- Ottawa Public Health
- Eastern Ontario Health Unit
- Government of Quebec
- Government of Canada
Acknowledgement Form

In order for your orientation session to be added to your learning file, please complete the acknowledgment form.