

**COVID-19**  
**Returning to Work on Campus**  
Protecting yourself and others  
June 2020

# Returning to Work on Campus

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

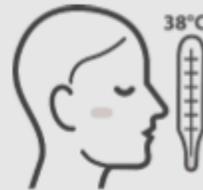
# Typical Symptoms of COVID-19

- 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

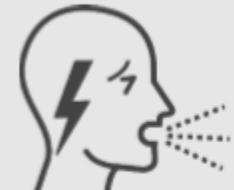
Monitor for symptoms for 14 days after exposure



Fever



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](#).

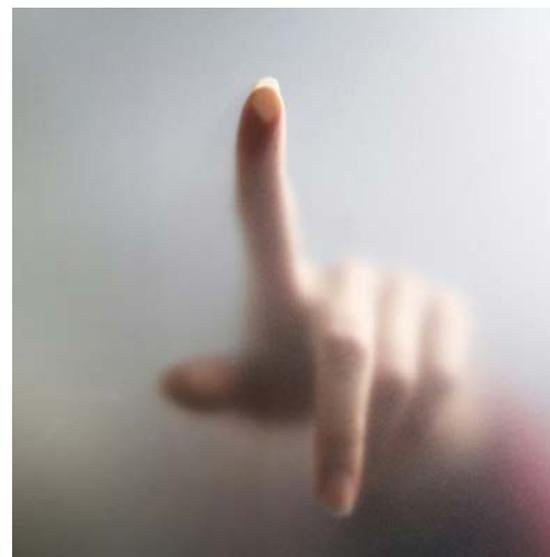
## How does COVID-19 spread?

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 cloth mask when physical distancing is not possible.
- 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 Self-Assessment Survey 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.



# Self-Assessment Tool

Before you arrive on campus, you are encouraged to complete the Ontario Public Health online self-assessment tool at:

<https://covid-19.ontario.ca/self-assessment/>

**You are fit to come to campus** if the result is:

“Be cautious outside and keep a distance from others.”

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

Information as of June 24, 2020

## Self-Assessment Tool (continued)

Any other result will instruct you to stay home (self-isolate) either because you have symptoms, have been in contact with a confirmed/possible case, or are part of a high-risk group.

- Follow the instructions provided in the self-assessment result
- Contact your supervisor to inform them that the self-assessment has indicated to stay home and/or isolate
- Contact Health and Wellness at Human Resources to review your situation ([hrhealth@uottawa.ca](mailto:hrhealth@uottawa.ca) )

Information as of June 24, 2020

## Process for Unpaid Graduate Students

- If you are an unpaid graduate student, and answer yes to any of the questions on the self-assessment:
- Follow the instructions from Ontario Public Health at the end of the self-assessment
- 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 to inform them that the self-assessment has indicated you stay home and/or self-isolate
- Contact your health care provider for advice on your medical condition
- Contact Student Counselling Services ([couns@uottawa.ca](mailto:couns@uottawa.ca)) at SASS for advice on medical follow-up or academic accommodations

**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.
- As soon as possible, complete the online self-assessment tool and follow the instructions in the self-assessment result.

# 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 if you must wear a mask at work and which type to wear to best protect yourself and others. Masks should be used in situations when physical distancing is not possible or there is no physical barrier to protect you.

## 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 Cloth 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](#)



# 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 if two-meter (6 feet) distancing is not possible.
- 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.



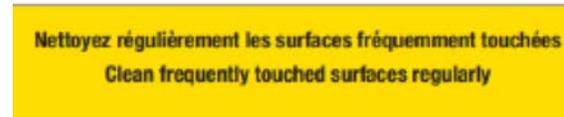
**Ne touchez pas votre visage  
Don't touch your face**



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



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



## 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](#)
- [Quebec government](#)
- [Government of Canada](#)

# Acknowledgement Form

In order for your orientation session to be added to your learning file, please complete the [acknowledgement form](#).