

Department/Faculty COVID-19 Safe Operating Procedure (Template)



The COVID-19 situation is continually changing. These guidelines will be updated as required to reflect the latest public health and government recommendations and internal adopted measures.

Department:		Building/Room#	
Prepared By:		Date Last Revised	

SCOPE

- Describe the work location(s) and staff members that this plan applies to
- Describe the work / activities that this plan currently covers (approved activities to resume)
- Other departments/services required to ensure the success of this plan

SCREENING AND ILLNESS REPORTING

To ensure the health and safety of the UWindsor community, all employees must monitor their health prior to arriving on campus each day (University buildings or property):

1. Employees must complete a health screening for symptoms of COVID-19 using the Safe Lancer App COVID-19 Self-Assessment Tool, or a digital/printable version of the questionnaire. Further details regarding these self-assessment tools are found at: <https://www.uwindsor.ca/returntocampus/339/self-assessment-questionnaire>.

Upon completion of the self-assessment questionnaire, individuals will receive an Approved or Denied result “badge” based on the answers to the questions.

Employees who receive an **Approved** result with a green badge are approved to proceed to campus.

Supervisors will require that staff and faculty members demonstrate or forward their approved badge when attending campus.

All faculty, staff, and students may be subject to screening spot checks across campus by assigned Health Screeners. Any individuals who do not successfully pass the health screening questionnaire and receive a **Denied** red badge are to follow the instructions provided from health authorities:

- Stay home and self-isolate complete the Ontario screening self-assessment at: <https://covid19checkup.ca/> and follow the directions provided;
- Contact a health care provider, Telehealth, or local health authority for further direction; and
- Not return to campus until they are cleared by the applicable health authorities.

Staff and faculty must forward or report denied screening results (red badges) to the supervisor or department, and illness/absence reported as per the University’s illness reporting protocols below.

2. Employees and Supervisors shall follow the established screening protocols, and report illness or isolation per the steps outlined in the Human Resources document Employee Guide to Reporting Illness or Infection, and Employee Privacy. Individuals are encouraged to utilize the testing which is now widely available, if concerned about COVID-19 symptoms or exposure, and follow the instructions provided by health authorities.

3. Employees requesting accommodation due to individual risk factors must speak with their Supervisor and/or Human Resources.

4. Employees are responsible to maintain a record of their work days, work locations, and any possible close contacts. Close contact is defined as:

- Being less than 2 metres apart; and
- Longer than 15 minutes.

These records will be important to provide information for contact tracing, if required by WECHU and/or the University.

HAND HYGIENE AND RESPIRATORY ETIQUETTE

Employees are expected to follow the hygiene practices recommended by local and provincial health authorities:

- Wash your hands often and thoroughly with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer (minimum 60% alcohol content)
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your face, eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch contact points (door knobs, light switches, elevator buttons) where possible, or ensure you clean your hands thoroughly after.

Include any other hygiene practices or protocols established for the work space:

PHYSICAL DISTANCING: ZONE AND FLOW

Description of procedures for access to/from the building and work area while maintaining physical distance from others (entrances, exits, staircases, time clocks, elevators, washrooms, etc.)

Define the zone and flow of the work area here:

Zone

Maximum occupancy limits determined for applicable work areas:

Areas that are out-of-service / not for use (e.g. lunch room, meeting room, lounge, etc.):

Washroom protocols (maximum capacity)

Elevator protocols (maximum capacity)

Modifications to the work space, e.g. barriers, removal of furniture, etc.

Flow

- Designated entrances and exits to the building and work space
- Instructions/signage regarding directional flow in the work space (one-way hallways and staircases), floor markings
- Emergency exits/egress from the work area

In the event of a fire alarm:

- Proceed to the nearest exit, maintaining physical distancing of 2 m from others, if possible
- Use any stairwell to exit the building, regardless of directional signage posted
- Once outside, move to a safe area away from the building and maintain physical distancing from others, where possible.

PHYSICAL DISTANCING: SCHEDULING OF WORK AND ACTIVITIES

Description of how work will be scheduled/altered to accommodate physical distancing (e.g. staggered entry times or breaks and lunches, etc.) and the phased approach to the resumption of activities.

- Employees are expected to maintain a minimum of 2m physical distancing from others in the workplace, where possible;
- A non-medical mask is recommended where physical distancing may be difficult to maintain;
- Protocols in place for limiting the number of workers involved in tasks, how to otherwise virtually perform the task, or if that is not possible, how physical distancing will be maintained if more than one worker is required;
- Protocols are in place for limiting the number of clients/visitors admitted into the workspace at one time, floor markings for anticipated queue areas, etc.
- Protocols are in place for shared work areas, such as washrooms, printer rooms, lunch rooms, etc.
- Considerations for common areas solely used by an individual department/unit (meeting rooms, kitchenettes, lunch rooms):
 - *space closed for use (eliminate the risk)*
 - *space modified to promote physical distancing (e.g. seating/furniture removed to maintain 2 m distance, geometric design [checkerboard pattern])*
 - *cleaning / disinfecting procedures in place, including high-contact touch points/surfaces*
 - *handwashing facilities, paper towels/tissues, lined garbage bins, and cleaning/disinfecting supplies are readily available*
 - *protocols for use of the space are posted (e.g. limit the number of individuals, post the maximum capacity, staggered/scheduled break times, physical distancing, and cleaning/disinfection procedures for use, including shared equipment such as microwaves, fridges, cutlery, water coolers, etc.).*
 - *remove objects that cannot be easily cleaned (e.g. newspaper, magazines, fabric furniture, etc.)*
 - *If common areas are shared among other units/areas, ensure that everyone agrees to follow the same protocols for use.*
- Description of any modified or prohibited tasks, activities, or work flow

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND COMMUNITY PROTECTIVE EQUIPMENT (CPE)

Workers are to follow University CPE/PPE requirements as necessary, including the information and instruction provided on proper use, storage, care, and disposal.

Clothing or equipment such as non-medical masks and face coverings are intended to reduce the spread of infection in the community, therefore, the University refers to these as Community Protective Equipment (CPE). The use of CPE does not eliminate the need for physical distancing practices, hand hygiene, or proper respiratory etiquette.

Employees are required to wear a non-medical mask or face covering (Community Protective Equipment) when entering or exiting campus buildings, and in common spaces where physical distancing may be difficult, such as entrances and exits, staircases, hallways, lounges, washrooms and elevators.

- Outline any PPE requirements for tasks which physical distancing, modified work spaces, or appropriate hygiene practices are not possible.
- Include protocols for the distribution of PPE and CPE, and information/instruction on proper use, care, storage, and disposal.

CLEANING AND DISINFECTION OF WORK SPACE

The University has adjusted its cleaning protocols to focus on the cleaning and disinfecting of high contact touch points, including: door handles, elevator buttons, hand rails, washroom faucets, water fountains, garbage receptacles, etc. These common high-touch contact points will be cleaned a minimum of twice daily by Facility Services, Custodial staff.

Staff and faculty are responsible to clean their own equipment including workstations, keyboards, phones, office equipment, lab equipment, and other shared equipment.

- Describe how other high-touch contact points within work space will be cleaned, and how often
Detail any cleaning procedures for shared equipment (tools, photocopier, printers, phones, vehicles, etc.)

TRAINING AND COMMUNICATION

- Detail the training required prior to the return to campus.
- All employees are required to complete the Return to Campus: What Employees Need to Know information session, available at: www.uwindsor.ca/returntocampus/340/information-sessions
- Employees provided with information and instruction on protocols, prior to the return to campus and as changes occur
- Employees to be provided with information and instruction on the use, storage, care, and disposal of PPE/CPE
- Detail established communication methods (meetings, message boards, safety talks, etc.)
- Signage in place (screening sign at entry points and reception areas, physical distancing, hand hygiene)
- Possible campus limitations (access to food services, parking, other work locations, etc.)
- Describe the process for employees to bring forward concerns or suggestions regarding COVID-19 protocols, work processes, or non-compliance issues
- The Occupational Health and Safety Act gives all workers the right to bring forward safety concerns to:
 1. **Supervisor**
 2. **JHSC member (listing available at www.uwindsor.ca/safety/committees)**
 3. **Health and Safety office**

EVALUATION

- Detail the methods to be used to evaluate COVID-19 hazards and the controls in place.
- Inspections and assessments of the work area and work being performed (reference the **COVID-19 Hazard Assessment and Control Measures** document for examples)
- Evaluation of the control measures in place
- Evaluation of compliance to established protocols

