

Guidelines for One-time On-Campus Building/Office Entry

HEALTH AND SAFETY

These guidelines have been developed to ensure appropriate COVID-19 hygiene practices and health and safety considerations for the protection of all members of the UWindsor community.

Return to campus for faculty and staff will be incremental and customized based on the needs and responsibilities of different departments. It will be government-informed and evidence based. The University is currently planning a return to campus at a maximum initial capacity of 50% total occupancy. There may be instances where employees may need to attend campus, such as retrieving items from their workspace or office, returning items, or to perform a work function that cannot be accomplished remotely. Using the Hierarchy of Controls model, users should first evaluate the task to see if the hazard can be eliminated. If attending campus is essential to the employee's work, they must follow the protocol outlined below.

COMMUNITY PROTECTIVE EQUIPMENT



• Individuals must wear a non-medical mask or face covering (Community Protective Equipment) per the University's [COVID-19 Mandatory Non-Medical Mask Policy](#).

PHYSICAL DISTANCING



Individuals attending campus must adhere to the University's physical distancing requirements:

- When in buildings or on campus, maintain physical distancing of at least 2 metres from others
- Follow maximum occupancy limits posted in work spaces
- Adhere to zone and flow protocols: follow posted signage and protocols, directional signage and floor markings, restricted or closed work areas, maximum occupancy limits of work areas, and washroom and elevator protocols.
- Use stairwells when possible.

HYGIENE PRACTICES:



Individuals are expected to follow all health and safety recommendations and directives provided by local and provincial health authorities, including:

- Proper hand hygiene: Wash hands frequently and thoroughly with soap and water → 20 seconds, or use an alcohol-based hand sanitizer.
- Proper respiratory etiquette: Cover coughs and sneezes with elbow or sleeve. Discard of tissues immediately and wash hands afterwards. Avoid touching face, eyes, nose, mouth.
- Clean and disinfect high-touch surfaces frequently.

Upon building entry and exit, employees are to conduct hand hygiene. Hand sanitizer is available at all building entrances, exits, and elevator lobbies.

GUIDELINES FOR USE:

When attending campus or University buildings, follow the procedure below:

- Obtain approval from your Supervisor, and advise at least 24 hours in advance of the date, time, room number and duration of entry into the building. Supervisors are responsible to ensure a staggered or altered work schedule, to limit the number of employees within the work area.
- Follow departmental procedures, as applicable
- In advance of attending campus, advise Campus Police of the date, estimated time, building, and room number.
- Prior to going to campus (University buildings or property), individuals 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>.
- Return to Campus training and information sessions are mandatory for all staff and faculty, and students returning to campus. These presentations can be accessed by visiting <https://www.uwindsor.ca/returntocampus/340/information-sessions>.
- When attending campus, proceed directly to the intended location.



- When retrieving/returning shared items or equipment, ensure the items are disinfected prior to use/handling. If the item cannot be cleaned upon its return, it should be isolated from use by others for a minimum of 72 hours. Contact your Supervisor to obtain appropriate cleaning/disinfecting products.
- Avoid eating or drinking in shared spaces.
- Disposal of masks – When leaving campus, disposable masks should be disposed after each use in the regular lined garbage bin.
- Report any observed hazards or concerns to Supervisor.
- Employees must maintain a 14-day record of their on-campus work days, work locations, and any possible close contacts. Close contact is defined as:
 - Being less than 2 metres apart; and
 - For at least a cumulative duration of 15 minutes within a 24-hour period.

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

FOR MORE INFORMATION

For questions or additional information regarding this guideline, please contact Health and Safety at safety@uwindsor.ca or at ext. 4521.