



**UWINDSOR  
TOGETHER**



A SAFE RETURN TO CAMPUS

# Health and Safety Guidelines for Return to Campus

Revised February 1, 2021

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.



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## Purpose

This document is intended to assist the University of Windsor community in planning for the phased resumption of activities, while mitigating risks associated with the COVID-19 pandemic. The guidelines provided in this document incorporate recommendations provided by federal, provincial, and local public health authorities, best practices within similar industry groups, the Ontario Occupational Health and Safety Act, and other applicable legislation. The resumption of activities at the University of Windsor will follow the phased approach as outlined in the [Return to Campus Framework](#), to ensure a safe return to campus. The health and safety of students, faculty, staff, and members of the community is the University's priority.

## Guidance and Review

The following University groups have been engaged and consulted during the development and review of these guidelines:

*University of Windsor Executive Leadership Team*

*University of Windsor Pandemic Planning Committee*

*University of Windsor Return to Campus Working Groups*

*University of Windsor Joint Health and Safety Committees (Central Safety Committee and Downtown Safety Committee)*

### **Role of the Windsor-Essex County Health Unit (WECHU)**

In addition to monitoring the recommendations and best practices provided by governing authorities, the University is continually consulting with the Windsor-Essex County Health Unit (WECHU) to ensure a safe return to campus for the University community throughout the various phases of resumption.

The WECHU has provided the following general recommendations for a safe return to activities:

1. *Assess the risk (risk factors of UWindsor community members and employees, work locations, and cleaning practices).*
2. *Reduce the risk of spread, through:*
  - *physical distancing;*
  - *modification of activities;*
  - *environmental cleaning and disinfectant procedures;*
  - *promoting proper hand hygiene and respiratory etiquette (coughs and sneezes);*
  - *wearing a non-medical mask or face covering when physical distancing can't be maintained; and*
  - *wearing Personal Protective Equipment (PPE) when required, for direct contact.*
3. *Have policies in place for screening, reporting illness or infection, and adjusted work practices.*
4. *Create communication plans and staff training.*
5. *Monitor the risk – evaluate practices in place and update procedures and control measures as necessary. Ensure workers are provided an opportunity to raise safety concerns.*

## Zone and Flow Analysis

University buildings will undergo a *Zone and Flow Analysis*, to ensure measures are taken to enable appropriate physical distancing and implement health and safety recommendations. The Zone and Flow Analysis will be coordinated by Facility Services and Health and Safety, in consultation with the applicable Faculty or department representatives, to determine the required measures to be implemented within work areas. The zone and flow analysis process is described below.

### **Zone Analysis**

Workspaces and assembly areas (zones) will be evaluated for maximum occupancy limits and physical distancing measures.

Consideration will be given to adjustments to the zones, such as:

- Movement of individual workstations/furniture (desks, lab benches, cubicles, seating) to ensure they are a minimum of 2 metres (6 feet) apart
- Geometric design (checkerboard pattern of workstations to eliminate face to face interactions, even if 2 metres apart).
- If movement of workstations/furniture cannot provide appropriate physical distancing, analyze other means such as;
  - using every other workstation,
  - relocation of workstations to other (unoccupied) areas;
  - modification of work schedule (e.g. alternating days in the workspace, sanitization in between use)
  - area closed off for use
- Barriers to be installed where physical distancing cannot be maintained, such as front-line, transactional, and customer-service areas.

Where movement or modification of workstations/furniture cannot be implemented to maintain physical distancing, Facility Services will work with the Health and Safety office to determine the appropriate measures to be taken. The procurement of barriers or other zone-related control measures will be coordinated through Facility Services.

### **Washrooms**

Washroom protocols and the maximum occupancy will be posted at the washroom entrance. Smaller washrooms in which physical distancing cannot be maintained will be considered as single use. Where possible, paper towels should be used upon exiting the washroom, and a garbage receptacle placed near the door for disposal of paper towels. Air hand dryers will be taken out of service.

### **Elevators**

Elevator protocols and maximum capacity will be posted. If the elevator allows for more than one occupant, floor markings will be placed to indicate the appropriate spacing, as well as on the floor in the waiting area to enter the elevator. Individuals waiting to enter the elevator must allow the exiting person to pass by before proceeding onto the elevator.

### **Staircases**

Staircases will be evaluated for physical distancing requirements and traffic flow patterns. Staircases that do not allow for bi-directional flow will be designated as one-way traffic (Up or Down) and appropriate signage will be posted. In the event of an emergency, any exit stairwell may be used to leave the building, regardless of directional signage posted.

### **Classrooms**

As part of the zone and flow analysis, classrooms will be evaluated for physical distancing and maximum occupancy. Adjustments will be made to seating to consider physical distancing and geometric design. Floor decals will be placed in the corridor used to enter the classroom.

### **Other Event / Gathering Spaces**

As part of the zone and flow analysis, event spaces will be evaluated for physical distancing and maximum occupancy. Approved events must follow the provincial guidelines for physical distancing and maximum number of people.

### **Common Areas (Meeting Rooms, Kitchenettes, Lunch & Break Rooms)**

Common areas will be assessed as part of the zone analysis, to minimize the risk/spread of infection. Considerations include:

- 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])
- maximum capacity limits posted
- protocols for use of the space are posted (e.g. limit the number of individuals, post the maximum capacity, physical distancing, and cleaning/disinfection procedures for use, including shared equipment such as microwaves, fridges, cutlery, water coolers, etc.).

### **Flow Analysis**

Campus buildings will be evaluated to assess directional flow and traffic patterns. Considerations will include:

- Designated entrances and exits
- Reduced/limited amount of approved entry points
- Controlled access (fob) entry points to buildings and work spaces, where possible
- Traffic flow directions/signage along foot paths, corridors, staircases, and main paths such as entrances and exits
- Standardized signage is available for use in individual work spaces, common areas, and floor markings to indicate 2 metre spacing for anticipated queues
- Accessible traffic pathways remain free of obstructions
- Emergency egress from the work space / building will be evaluated.

### **Fire Safety / Emergency Evacuation**

Consideration will be given to fire safety and emergency evacuation during the Zone and Flow Analysis:

- Fire doors / separations should not be propped open, unless they automatically release and close upon a fire alarm
- Emergency exits and means of egress must remain clear and free of obstructions
- Emergency equipment (fire extinguishers, fire detection, pull stations) must remain clearly visible and not obstructed by signage or barriers.

#### **In the event of a fire alarm:**

- Proceed to the nearest exit, maintaining physical distancing of 2 metres from others, if possible
- Wear a non-medical mask or face covering to exit the building, if readily available
- 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.

## Return to Campus Plan

Prior to the resumption of activities, the Dean/AVP/Executive Director or designate/delegate (Supervisor as defined in the Occupational Health and Safety Act) will be responsible for assessing potential COVID-19 hazards in the workplace, in consultation with Health and Safety, and implementing control measures to eliminate or reduce the identified risks. A reference checklist is available to assist with the identification and assessment of potential COVID-19 hazards within a specific work area, and the control measures required to reduce those hazards following the Hierarchy of Controls model ([COVID-19 Hazard Assessment and Control Measures](#)).

Once potential hazards and control measures have been assessed, Supervisors are responsible for developing a Return to Campus plan for their unit, in consultation with Health and Safety. The plan will follow the health and safety guidelines in this document and the phased return to the workplace as outlined in the [Return to Campus Framework](#). Tools have been created to assist with the development of Return to Campus plans, including the [Health and Safety Checklist for Return to Campus Plans](#) and [COVID-19 SOP Template](#). Each plan will be submitted to the appropriate Vice-President for approval. Return to Campus plans must be frequently reviewed and updated as required, to reflect any changes to health and safety procedures, control measures, or recommendations adopted.

## Signage

The University has created a listing of approved signage for use throughout campus buildings. This listing is available on the [Health and Safety: Safety Signage](#) page on the Return to Campus website and will reflect the signage available to be posted, where it should be posted, and who is responsible to post it (e.g. Facility Services, Supervisor, etc.). Supervisors are to ensure that signage is posted in individual work areas regarding hand and respiratory hygiene, physical distancing, and screening protocols.



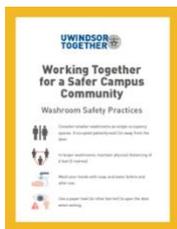
[Building Entrance for General Public](#)



[Handwashing](#)



[Elevator Use](#)



[Washroom Safety Practices](#)



[Directional Signs](#)



[Face Masks](#)



[Cold & Flu Prevention](#)



[Social Distancing](#)



[Safe Removal of Latex Gloves](#)

## Cleaning Protocols

The University's Facility Services Operations group has established a [COVID-19 Custodial Services Action Plan](#) to implement cleaning protocols as recommended by health authorities.



### **High-Contact Touch Points**

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 receptables, etc. These common high-touch contact points will be cleaned a minimum of twice daily by Facility Services, Custodial staff.



### **Work Spaces**

Staff and faculty are responsible to clean their own equipment including workstations, keyboards, phones, office equipment, lab equipment, and other shared equipment. Protocols must be implemented by Supervisors for the cleaning of tools, equipment, and vehicles between users. Supervisors can purchase cleaning and disinfecting products through Facility Services at [repair@uwindsor.ca](mailto:repair@uwindsor.ca) or ext. 2850. Cleaning products must be stored and labelled properly, with Safety Data Sheets readily available to users.



### **Hand Sanitizer**

Hand sanitizer is available in wall-mounted dispensers throughout University buildings, in common areas such as main entrances and exits, elevator areas, etc. These dispensers are maintained by Facility Services. Supervisors are responsible to provide hand sanitizer to front-line reception/service areas, or areas where handwashing facilities are not readily available, for hand hygiene between service interactions. Supervisors can purchase hand sanitizer by contacting Facility Services at [repair@uwindsor.ca](mailto:repair@uwindsor.ca) or ext. 2850.



### **Building HVAC Systems**

The University's Facility Services Operations group has established a [COVID-19 HVAC Safety Plan](#) to implement ventilation recommendations by governing agencies and public health authorities.



### **Cleaning protocols upon a confirmed COVID-19 case at the University**

In the event of a confirmed COVID-19 case within a University building or space:

- Facility Services will close and secure the area to be cleaned and disinfected. Signage will be posted to indicate the area is closed for cleaning.
- The area will be cleaned and disinfected in accordance with public health guidelines/procedures.

## Communication, Training, and Resources

The University has established a variety of information resources regarding COVID-19:

- University of Windsor Return to Campus website: [www.uwindsor.ca/returntocampus](http://www.uwindsor.ca/returntocampus)
- University of Windsor Coronavirus website: [www.uwindsor.ca/coronavirus](http://www.uwindsor.ca/coronavirus)
- Employee and Family Assistance Program (EFAP) <https://www.workhealthlife.com/>  
The University of Windsor provides employees with access to Morneau Shepell, an outside counselling service, to provide professional counselling and information services to staff and their eligible immediate family members.
- Coronavirus and UWindsor: Mental Health Wellbeing Portal online at:  
<http://www.uwindsor.ca/coronavirus/377/wellbeing-portal>

Return to Campus training and information sessions are mandatory for all staff and faculty, and students returning to campus in the fall. These presentations can be accessed by visiting [www.uwindsor.ca/returntocampus/340/information-sessions](http://www.uwindsor.ca/returntocampus/340/information-sessions)

In addition to the above, employees will be provided with Faculty or department-specific information, training, and opportunities to bring forward concerns and issues of noncompliance to COVID-related protocols or measures to their Supervisor (e.g. scheduled safety talks, meetings, etc.).

Supervisors must ensure that external visitors, parties or contractors directly engaged by their unit are aware of the University's guidelines, and their requirement to comply with their sector-specific COVID-19 procedures upon the resumption of activities. Contractors working on campus construction projects will follow the procedure outlined in the [Facility Services](#) document, "*Facility Projects, Renovation and Construction Protocol During COVID-19 Pandemic*".

## Community Protective Equipment and Personal Protective Equipment

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 is another measure that can be used to help protect the University community. The use of CPE does not eliminate the need for physical distancing practices, hand hygiene, or proper respiratory etiquette. Individuals are required to wear a non-medical mask or face covering (Community Protective Equipment) per the University's [COVID-19 Mandatory Non-Medical Mask Policy](#).

Using the Hierarchy of Controls model as listed above, engineering and administrative control measures for COVID-19 must be first considered before using Personal Protective Equipment (PPE). Health care providers on campus will follow the appropriate practices as directed by the Ontario Ministry of Health for Healthcare Settings.

Workers are to follow University CPE/PPE requirements as necessary, including the information and instruction provided on proper use, storage, care, and disposal. Concerns regarding prescribed PPE/CPE can be brought to the attention of the Supervisor. Public health authorities recommend that medical masks (surgical, medical procedure face masks and respirators like N95 masks) are to be reserved for use by health care workers and first responders.

It is strongly recommended that all approved staff and faculty working:

- in shared spaces;
- with face-to-face interactions; or
- to clean high-touch contacts/areas,

wear eye protection (face shield, safety glasses, goggles, or equivalent) and a 3-ply procedural mask. These items can be obtained through area Supervisors, and through the [Chemical Control Centre](#).

For more information on the use of masks, please visit:

- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>
- <https://www.ontario.ca/page/face-coverings-and-face-masks>

The procurement of University-issued CPE and PPE will be coordinated centrally and made available through the [Chemical Control Centre](#). The University will provide workers with CPE and PPE as required. Health and Safety can be contacted for guidance on appropriate PPE requirements.

## Guidelines for Individuals Returning to Campus

Upon approval to return to campus or resume University activities, individuals are to adhere to the following guidelines:

1. Prior to going to campus each day (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>.

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

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

Supervisors or Departments/Faculties **require** staff and faculty members to demonstrate or forward their approved badge when attending campus, per the established departmental procedures. Students will also be asked to demonstrate their approved badge by a professor or other authorized university personnel, prior to admittance into the classroom or other campus spaces.

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.

University contractors, visitors, or external parties are required to complete the University’s [self-assessment questionnaire](#), or an approved equivalent version of health screening, before entering University buildings or property. Supervisors must ensure that external visitors, parties or contractors directly engaged by their unit are aware of this screening requirement, and the health screening checks on campus to demonstrate compliance.

Contractors, visitors or external parties that receive a Denied result on the self-assessment must:

- Not proceed to campus
- Follow Public Health direction
- Follow the established reporting protocols, where applicable.

Upon of a lab-confirmed positive COVID-19 case, contractor representatives must report the case immediately to the University representative who arranged the work/activity on campus. The University representative will notify Health and Safety of the confirmed case.

The Health and Safety office will initiate further action as required by the University and/or WECHU protocols.

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](#). Employees requesting accommodation due to individual risk factors must speak with their Supervisor and/or Human Resources.

All students (except those in the JD and Dual JD programs, who should follow the Faculty of Law protocols) are asked to report any illness requiring an academic accommodation through [UWinsite Student](#). During the COVID-19 Academic Emergency period, students will not need to submit a medical note to indicate illness of any kind. Students participating in off-campus or workplace settings will be guided by faculty or workplace requirements regarding screening/illness reporting.

2. 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. Individuals on campus are expected to follow the 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.
  - Practice physical distancing by maintaining 2 metres (6 feet) away from others, whenever possible.
  - Wear a non-medical mask or face covering when physical distancing cannot be maintained, or as required by the University and/or local public health officials.
  - Limit gatherings per local health authority directives.
  - Clean and disinfect high-touch surfaces frequently.
4. It is expected that all individuals on campus are to follow the health and safety directives provided by the University, including:
  - Posted signage and protocols
  - Screening protocols
  - Illness and absence reporting
  - Participating in safety training, as required
  - Directional signage and floor markings
  - Restricted / closed spaces or work areas
  - Procedures and protocols, including the use of Personal Protective Equipment (PPE) and Community Protective Equipment (CPE) as required
  - Required use of Community Protective Equipment (non-medical mask or face covering) when entering or exiting campus buildings, and in common spaces where physical distancing may be difficult, such as entrances and exits, stairwells, hallways, lounges, washrooms and elevators.
  - Employees reporting hazards and concerns to their Supervisor
  - Employees requesting accommodation due to individual risk factors must speak with their Supervisor and/or Human Resources.



5. Supervisors are required to maintain accurate records of all employees who are working on campus.

University employees are responsible to maintain a 14-day 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.

## Confirmed case on campus

In the event of a confirmed COVID-19 case on campus:

- When an individual reports a lab-confirmed positive case, the Supervisor/faculty member must immediately inform their Dean/Director and Health and Safety at [safety@uwindsor.ca](mailto:safety@uwindsor.ca), 519-253-3000 ext. 2055. Health and Safety will initiate notification to Senior Leadership, activate the COVID-19 Case Response Team, the COVID-19 Communications Response Team, and Facility Services, Environmental Services for disinfection purposes as required. Reasonable measures will be taken to protect the identity of individuals with respect to COVID-19 case management.
- Supervisors and employees are reminded that a positive test result is a medical diagnosis, and must be treated confidentially, including not sharing this information with others. This information is only to be shared with Health and Safety and the Windsor-Essex County Health Unit (WECHU).
- Supervisors and employees must ensure their records of on-campus work days, hours, building locations, and close contacts are readily available to forward to Health and Safety, upon request.
- The University, Health and Safety, and the COVID-19 Case Response Team will work with WECHU to determine the next steps required.
- Contact tracing will be conducted by WECHU, in consultation with the COVID-19 Case Response Team, and will identify and contact only those individuals who are required to self-isolate and/or get tested. The University will follow the direction from WECHU or the appropriate public health bodies on the approach to contact tracing and communication on a case-by-case basis.
- Only those who meet the University's definition of "close contact", or those identified by WECHU, will be individually notified. Close contact means:
  - being less than 2 meters (6 feet) apart AND
  - for longer than 15 minutes
- Anyone who is identified as having been in close contact with a person who tested positive will be asked to self-isolate from the last known contact with the affected individual, per the direction of public health authorities.
- The work area will be closed to other users and properly disinfected. Health and Safety will coordinate with Facility Services on the appropriate cleaning and disinfection procedures as appropriate.
- While maintaining the individual's health information privacy, the University and the COVID-19 Communications Response Team will act on WECHU or appropriate public health bodies' instruction to post notices of any positive COVID-19 results.
- It is critical to continue to practice physical distancing, proper hygiene etiquette, wearing Community Protective Equipment (CPE) and conducting a health screening self-assessment, as part of the COVID-19 hazard mitigation measures outlined in the University's Return to Campus communications and directions.



## Evaluation and Monitoring

Supervisors are responsible to conduct regular assessments and inspections of their work areas and the work being performed, to evaluate the effectiveness of COVID-19 control measures and adjusted work processes (reference [COVID-19 Hazard Assessment and Control Measures](#) for examples of evaluation methods). Upon review of the completed assessments and inspections, additional adjustments or measures are to be implemented as necessary. It is recommended that these evaluations are documented.

Supervisors are responsible to continue to monitor the workspace for potential hazards, and take action to address any concerns brought forward by employees.

[COVID-19: Supervisor's Guide to Reporting Employee Illness, Infection and Testing and Employee Privacy](#)

[COVID-19: Employee Guide to Reporting Illness, Infection and Testing and Employee Privacy](#)



## COVID-19 Resources

The following external resources can be referenced for further information on COVID-19:

[Government of Canada](#)

[Ontario Ministry of Health](#)

[Public Health Ontario](#)

[Ontario Health and Safety Association Guidance Documents for Workplaces](#)

[Ontario Resources to Prevent COVID-19 in the Workplace](#)

[Windsor-Essex County Health Unit](#)

[Ontario West COVID-19 Self-Assessment](#)

## Appendix

[Return to Campus Framework](#)

[COVID-19 Hazard Assessment and Control Measures](#)

[Health and Safety Checklist for Return to Campus Plans](#)

[COVID-19 SOP Template](#)

[Health and Safety: Safety Signage](#)

[COVID-19 Custodial Services Action Plan](#)

[COVID-19 HVAC Safety Plan](#)

[COVID-19 Mandatory Non-Medical Mask Policy](#)

[Safe Lancer App](#)

[Self-Assessment Questionnaire](#)

[COVID-19: Supervisor's Guide to Reporting Employee Illness, Infection and Testing and Employee Privacy](#)

[COVID-19: Employee Guide to Reporting Illness, Infection and Testing and Employee Privacy](#)