

Health and Safety Checklist for Return To Campus Plans

This checklist is designed to assist Supervisors evaluate their plan for the resumption of activities, ensuring minimum health and safety guidelines and requirements are met and communicated to employees.

Department:		Building(s)/Room #(s):	
Completed by:		Date Completed:	

Scope of Plan	Details
Will this plan cover all work locations/activities, or will employees require access to other work locations to perform work for which this plan is not relevant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are other departments/services required to ensure the success of this plan (Facility Services, third party services or contractors, etc?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this plan required to comply with other legislation (e.g. health services, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO

The Return-to-Campus COVID-19 Plan must address the following:

Screening & Illness Reporting	YES	NO	COMMENTS
Screening protocol for employees before entering the workplace (self-assessment)			
Protocol for employees who are ill or do not pass screening assessment (<i>Employee Guide to Reporting Illness or Infection</i>)			
Screening of students, clients, members of the public and third parties (<i>e.g. signage at building entrances and front-line/reception areas, communication to expected visitors through emails, department/Faculty website, etc.</i>)			
Protocol to follow for failed screen of clients/contractors/visitors			
Procedure for employees requesting accommodation due to individual risk factors (speak with Supervisor and/or Human Resources).			
Employees to maintain a record of work days, location, and possible close contacts.			
Hygiene and Respiratory Etiquette			
Employees are to follow recommended hygiene protocols and respiratory etiquette: <ul style="list-style-type: none"> • Wash hands frequently and thoroughly with soap and water >20 seconds • Use of hand sanitizer (min. 60% alcohol content) and locations/distribution • Cover coughs and sneezes with elbow or sleeve • Discard of tissues immediately and wash hands afterwards. • Avoid touching face, eyes, nose, mouth • Avoid high-touch contact points (door knobs, light switches, elevator buttons) where possible, or ensure you clean your hands thoroughly after. 			

Physical Distancing: Zone and Flow				
Procedures for access to/from the building while maintaining physical distance from others (designated building entrances, exits, stairwells, elevators, time clocks, etc.)				
Directional flow within the workspace, including entrances/exits, corridors, offices, etc. to maintain physical distancing, including emergency egress				
Posted (maximum) capacities for each work area (e.g. elevators, offices, meeting rooms, lunch rooms, lobby/reception areas, washrooms, etc.)				
Protocols for shared spaces such as washrooms, lunch rooms, etc.)				
Protocol for limiting clients/visitors into the work space				
Description of the controls put in place to enhance physical distancing within the workplace (modification/removal of furniture, barriers between workstations or at front-line/reception areas, floor markings, instructional signage, etc.)				
Physical Distancing: Scheduling of Work and Activities				
Work that can be conducted remotely from home, if applicable				
Phased approach to the resumption of activities, if applicable				
How work will be scheduled / altered to accommodate physical distancing (2 metres apart), such as staggered entry/exit times, staggered breaks and lunches.				
Employees are expected to maintain a minimum of 2 m physical distancing from others in the workplace, where possible				
Protocols for working alone, and limiting the number of workers involved in tasks. If not possible, detail how will physical distancing be maintained.				
Protocols for the use of technology in place of face-to-face interactions (meetings, training, customer service, events, group activities, drop-offs, pick-ups)				
Protocols for other departmental activities (e.g. transactional activities, customer service, pick-up and drop-off of materials or goods, shipping/receiving, handling of paperwork, etc.)				
Personal Protective Equipment (PPE) and Community Protective Equipment (CPE)				
PPE requirements, where physical distancing and appropriate hygiene practices are not possible.				
CPE requirements: a non-medical mask or face covering is required upon University building entry/exit, and in common spaces where physical distancing of 2 m may be difficult to maintain, such as entrances and exits, staircases, corridors, lounges, elevators, and washrooms.				
Protocols for the distribution of PPE and CPE				
Cleaning and Disinfecting		YES	NO	COMMENTS
Cleaning and disinfecting protocols are established for: <ul style="list-style-type: none"> high-touch contact points (door knobs, light switches, handrails, work surfaces, shared equipment) (Facility Services, Custodial) shared work areas, including meeting rooms, lunch rooms, desks/workstations, etc. 				

<ul style="list-style-type: none"> shared equipment such as phones, printers, vehicles, tools, etc. individual workstations, keyboards, phones, individual equipment (employees) <p>Procedures include:</p> <ul style="list-style-type: none"> who is responsible for cleaning each of these areas approved products for use frequency of each cleaning documentation of cleaning 			
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Training			
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Employees must be provided information and instruction on the safety plan/protocols (prior to return to campus and when changes occur)			
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Information and instruction on the use, storage, care, and disposal of PPE/CPE has been provided to employees			
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Communication			
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Communication methods established (e.g. safety talks, meetings), a process is in place for the reporting of employee concerns and issues of non-compliance			
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Signage in place (screening, physical distancing, hand hygiene)			
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Possible campus limitations (access to food services, parking, other work locations, etc.)			
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<p>All workers have the right to bring forward concerns to:</p> <ol style="list-style-type: none"> Supervisor JHSC member (listing available at www.uwindsor.ca/safety/committees) Health and Safety Office 			
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Evaluation			
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<p>Plan includes methods to evaluate hazards and controls in place:</p> <ul style="list-style-type: none"> Inspections and assessments of the work area and work being performed Evaluation of control measures in place Evaluation of compliance to protocols* <p>*Further details and guidelines on this process will be published once finalized.</p>			
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Adapted from the Public Services Health and Safety Association's COVID-19 Inspection Checklist for Joint Health and Safety Committees

* This checklist is for reference only, it does not need to be submitted *