

 COVID-19 Safe Work Practice - Office and Administrative Spaces			
COVID-19 SWP	Responsible Administrator		
OHS2020-02	EOC Policy Group		
Committee Name			
Joint Health and Safety Committee			
Approved by	Replaces	Category	Next Review
Joint Health and Safety Committee	New		2021
Date Issued	Date Revised	Related Policies, Reference	
May 28, 2020	April 26, 2021	OP.402 Health and Safety COVID-19 Exposure Control Plan	

CapU's priority is the health and safety of both students and employees. The following protocol is designed as a general best practice that can be used for individual offices and shared office space returning to face to face teaching in alternative models.

Guidelines should include, but are not limited to:

1. Use of a medical or non-medical mask or face covering of tightly woven fabric covering the mouth and nose, is mandatory in all indoor common spaces, classrooms, shared office spaces, and outdoor common spaces where physical distancing of two metres (2m) cannot be maintained. (*Updated April 26, 2021)
2. All persons arriving on campus must complete a daily health check to be on campus: (*Updated April 26, 2021)
 - **Employees** will use PurelyHR (<https://my.capu.ca/employee/media/mycapuca/employee/forms-guides-and-manuals/human-resources/admin-exempt-staff-students/guides-and-manuals/PurelyHR-Guide-On-Campus-Working-06262020.pdf>)
 - **Students** will scan the QR codes available at university access points (on photo mode of their mobile devices), or go to healthcheck.capu.ca to enter their information on the secure database.
 - **Visitors and contractors** will scan the appropriate QR code for contractors & visitors located at the security office, the facilities building and at access points to buildings on campus or by visiting the following link healthcheck.capu.ca/visitor .
3. Entry to office areas should be through a designated door. Hands should be sanitized at hand sanitizing station by door before entering.
4. Determine if disposable protective gloves will be made available to employees (dependent on the work). The gloves are to be disposed of properly in a disposal container provided.



5. Janitorial contractor will provide regular sanitation of common areas, washrooms, wash up area and entrance area as determined by the recommended frequency of cleaning information provided.
6. Janitorial contractor will provide sanitation at end of each class day to impacted student/worker areas.
7. Physical distancing of employees with spacing between work and activity areas and clear markings or assignment of designated work and activity areas with identifying signs if appropriate.
8. Employees will not enter the work and activity area of another worker or student.
9. Strict protocol as to direction of flow in main traffic areas of office areas with arrow indicators on floor.
10. No employee or student access to portions of office areas if appropriate, unless authorized (barrier tape).
11. Limiting employees to outside and physically distanced, or individual locations for break/lunch periods.
12. Personal physical distancing of at least 2 metres will be maintained at all times between persons in the office and common areas.
13. The number of people permitted in an office area will depend on the size of the office area, the occupancy load of the building, the time of day, and the ability of maintaining physical distancing.
14. Employees will wipe down/sanitize controls and surfaces after using any shared equipment as instructed by the supervisor or manager. Sanitizing spray bottles, single use disposable shop cloths and disposable rubber gloves will be provided. The towels are to be disposed of properly in disposal container provided.
15. For areas involving interactions between employees and students/visitors, use of a Plexiglas screen (along with appropriate physical distancing) or other barriers may be required.
16. Employees will wipe down/sanitize equipment and surfaces within their work area at the end of each day. Sanitizing spray bottles, single use disposable shop clothes and disposable rubber gloves will be provided. The towels are to be disposed of properly in disposal container provided.

COVID-19 safe work practice (SWP) policies, safety plans, and guidelines, are accessible at the [Campus Safety](#) page on the CapU [COVID-19 Response](#) mini-site.

Continue to practice good hand washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use a Health Canada approved hand sanitizer to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home or in your residence room if you are

- experiencing flu-like symptoms.
- Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.
 - Practice physical distancing – maintaining at least two metres distance between yourself and others.