COVID-19 GENERAL WORKPLACE GUIDELINE (GWG)

This guideline applies to all work and study areas including research spaces*.

*This document replaces the Guideline for Reopening Research Spaces.

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# Table of Content

1 INTRODUCTION 4

   STEPS OF RE-OPENING (RESUMING OPERATIONS) 6

2 SCOPE 7

   RESPONSIBILITIES PRIOR TO RESUMING OPERATIONS 7

3 MEASURES TO REDUCE THE RISK OF TRANSMISSION 14

   SCHEDULING TASKS & WORKFLOW 14
   PERSONAL MEASURES TO REDUCE RISK OF EXPOSURE 15
   PHYSICAL ENVIRONMENTAL MEASURES TO REDUCE RISK OF EXPOSURE 16
   VENTILATION 17
   CLEANING AND DISINFECTION 18
   VACCINATION 20
   COMMUNICATIONS AND INSTRUCTIONS 20
   TRAVEL 21
   WORKSTATION ERGONOMICS 22

4 PROCEDURES IN THE EVENT OF A UCHECK RED SCREEN, CONFIRMED AND/OR SYMPTOMATIC COVID-19 CASE 23

5 COVID-19 GENERAL WORKPLACE ASSESSMENT TOOL (GAT) 24

   INSTRUCTIONS FOR RESEARCH ACTIVITIES 25
   INSTRUCTIONS FOR NON-RESEARCH ACTIVITIES 25
   Instructions for the COVID-19 General Assessment Tool 25
   Instructions for the Student Societies (in lieu of a GAT) 26
   Instructions for the Events Guidelines 27
   COVID-19 GENERAL ASSESSMENT TOOL (GAT) 28
   INSTRUCTIONS FOR NON-RESEARCH FIELD TRIPS AND EXCURSIONS 29
1 INTRODUCTION

As government regulations and public health advice continue to evolve, the University is looking ahead to resuming operations that were closed or operating with reduced occupancy due to the COVID-19 pandemic.

In so doing, the health and safety of people in these spaces must be a priority and appropriate public health measures put in place. These measures will consider such factors as legal obligations, public health advice, and operational considerations. The University will need to put in place measures to protect the health and safety of its faculty, librarians, staff, students and other members of the U of T community, and to provide reassurance to community members who may have concerns about COVID-19 transmission.

This guideline outlines strategies and best practices for making workplaces ready for increased occupancy, and for addressing the needs of employees and others who will be returning to the workplace. This guideline is also a consolidation of various tools and resources from the University and other public health authorities that will be useful. This document is intended for CAOs, HR managers, Chairs, Directors, Deans and academic and research leadership.

As we begin this gradual and staged approach to returning to on-campus operations, units should utilize these workplace guidelines to develop their own COVID-19 procedures for their specific workplace:

**Administrative and other Non-Research Activities:** Build your re-entry plan using the COVID-19 General Assessment Tool (GAT). Divisions are encouraged to work closely with their Divisional HR Office and Environmental Health & Safety (EHS) as needed to complete their re-entry plans. It is the responsibility of each unit to ensure that EHS has reviewed and provided feedback on their GAT, and that all EHS recommendations are incorporated and implemented in their final Re-Entry Plan. Once a department / division has completed their local re-entry plan, it is to be submitted to the Faculty Dean, Division Head, or designate for approval. Figure 1 provides an overview of organizational structures involved in planning and implementing COVID-19 recovery plans at the University. Divisions/units may wish to consider developing organizational structures/working groups within their areas in order to ensure effective communication and implementation of the guidelines.
Research: Faculty members / Principal investigators / Academic Supervisors use the Approach for Research Recovery & Adaptation and the COVID-19 General Assessment Tool as a guide to create a plan to re-open research facilities and return necessary researchers to campus. Deans, in consultation with the AVP, Research Oversight & Compliance, are empowered to approve the return to campus for researchers as long as it is being done in accordance with VPRI guidance. Administrative leaders should contact their Dean for more information about their local approval process. For example, in Arts & Science, all requests to resume on or off-campus research require the approval of the Vice-Dean Research.

For more information, access the COVID-19 HR Leadership Toolkit and review information on what documents must be submitted to HR & Equity. Information on how and where to submit these documents to HR & Equity is available in the Toolkit. Please note that submission of the re-entry plans or General Assessment Tool is not required unless a unit is requesting to resume in-person operations.

At U of T, the potential stages of restart will follow the steps set out in Ontario’s framework, implemented to our institutional circumstances. The steps are outlined below but for more information, please refer to: “UTogether2020: A Roadmap for the University of Toronto.”

In support of the recovery process, the University has created a number of teams and working groups to coordinate and implement various aspects of the re-opening. A list of team leads and key contacts is available here.
STEPS OF RE-OPENING (RESUMING OPERATIONS)

For more information on the different steps of re-opening under Ontario’s COVID-19 Response framework, please refer to information from the Government of Ontario: https://www.ontario.ca/page/reopening-ontario.

From an institutional perspective neither Step 1 nor Step 2 would see anyone but essential staff and researchers who are able to maintain social distancing rules returning to campus. Step 3 sees a responsible opening of all workplaces; the University still anticipates a very gradual return to work while those who can continue to work from home would continue to do so.
2 SCOPE

These guidelines apply to all buildings and areas occupied or operated by the University of Toronto at all campuses and other off-campus locations. This includes spaces that are used by students and other visitors. It applies to all faculty, librarians and staff. For student-related queries, please refer to specific guidelines as they become available.

All measures taken to prevent the spread of COVID-19 should be in compliance with requirements under the Occupational Health and Safety Act and its Regulations, the Emergency Management and Civil Protection Act and its Regulations, and public health directives issued under the Health Protection and Promotion Act (HPPA).

RESPONSIBILITIES PRIOR TO RESUMING OPERATIONS

Unit or Department Heads

- Approve which groups or activities are required on-site and/or in-person and which ones are able to continue to work remotely.
- Provide support as required for units needing to restart / re-enter and for those continuing or increasing operations.
- Approve re-entry plans developed by the units and research groups* under their purview. Ensure that public health and provincial guidelines and re-entry plans are complied with. This includes ensuring 2-metre physical distancing is being maintained in common areas, in administrative areas and in research spaces. For all activities where physical distancing cannot be consistently maintained, ensure mitigation measures are considered before relying on PPE.

* Individuals working in research affiliated institutes and/or hospitals must follow the host location’s guideline and/or directives in addition to applicable health and safety requirements in this Guideline.

Supervisors, Managers, Academic Administrators & Principal Investigators (PIs)

Before resuming operations, any individuals who supervise other employees must (below are general considerations to be reviewed in the context of units developing their guidelines):

- Determine which activities need to be performed on-site to support University activities. Outside of these functions, work/research/study activities should continue to work remotely where possible until advised otherwise. For assistance, please review the HR&E’s COVID-19 website for the latest information on COVID-19.
- There may be considerations, if applicable, for individuals regarding:
  - At-risk status (i.e. individuals within the category considered at-risk by provincial public health officials).
  - Employees may be entitled accommodation under existing processes.
• Please contact your divisional HR office if you require further information on sick leaves and accommodation. For students requiring accommodation, please contact the Office of the VP-Provost Students for assistance.

• Accommodate for caregiving obligations (note that at this time, most childcare facilities and all schools in the province remain closed) and employees who live with an at-risk individual. Employees may be entitled to unpaid leaves of absence or measures of accommodation under existing processes.
  o If a faculty/librarian/staff member requests workplace accommodation, the applicable HR & E office (e.g. divisional HR office, Health and Well-Being, Family Care Office) will provide guidance.
  o For students requiring accommodation, please contact the Office of the VP-Provost Students for assistance.

• Consider transportation concerns around use of public transit – see information from the Toronto Transit Commission (TTC). Please visit applicable transport authority website (Go Transit, MiWay) for more information and refer to the use of personal, non-medical masks in the PPE section.

Some individuals carpool to work. Here are some general precautions when carpooling:
  • Self-screening prior to carpooling and coming to work. Do not go to work and carpool if you receive a “red” Ucheck status based on responses to either the UCheck or offline paper-based assessment: https://www.utoronto.ca/utogether/ucheck
  • Wear a mask.
  • Maintain physical distancing while waiting for a ride.
  • Reduce the number of occupants in the vehicle to allow maximum physical distancing (e.g. passenger riding in the back seat and distanced from the driver where possible).
  • Avoid touching unnecessary surfaces and use hand sanitizer.
  • Clean and disinfect surfaces with the vehicle often.
  • If possible, open windows
  • Maintain the same people in the vehicle where possible to reduce exposure to others.
  • For more information, please refer to Toronto Public Health, Commute Ontario, and the US Centre for Disease Control (CDC).

If employees and researchers are required to come to campus to conduct work and they have questions regarding personal use of vehicles or would like to discuss commuting needs, they should speak to their supervisor/manager for arrangements on a case-by-case basis. The supervisor/manager should consult with their HR contact.

• Non-medical mask are required in all common-use spaces in our buildings. For more information, on masks and Personal Protective Equipment (PPE), please refer to Ch6.

• Develop, document, implement and enforce appropriate operating procedures specific to the unit. Allow sufficient time for planning and implementation prior to resuming operations. Obtain approval from the designated unit lead. Stay current on local public health and provincial requirements and review and modify re-entry plans/GAT.
periodically.

- Ensure unit-level enforcement plans are fair, unbiased and non-discriminatory. Issues regarding compliance are expected to be varied and unique and are to be assessed on a case-by-case basis by applicable unit leads. Confirm that measures put in place (e.g. physical distancing requirements, PPE requirements) are compliant with accessibility requirements.

- Ensure, following reopening, that controls identified in the COVID-19 operating procedures specific to their unit are followed.

- Provide equipment, PPE, instructions or other resources as identified by the COVID-19 operating procedures.

- Ensure faculty, librarians, staff and students are provided with appropriate, accessible communications and training on the re-entry procedures. Examples of responses to frequently asked questions and concerns can be found in the Manager’s Guide to Returning to Operations on Campus (please refer to the HR& Equity Management Resources section at the link).

- Ensure the re-entry procedure is readily available to applicable employees and students. Ensure that changes and updates are communicated to applicable individuals.

- Ensure that contractors or external vendors engaged directly by the unit to perform work in occupied buildings and shared work areas are also aware of this guideline and comply with their sector-specific COVID-19 procedures upon resumption of operations. For construction projects, refer to the Construction Guidelines. External groups must also sign and return COVID-19 Contractor/Externals Safety Acknowledgment Form and provide a copy to their UofT Contact. Also refer to the section on External Groups at the end of this chapter.

- Develop a process to document individuals (e.g. employees, contractors, researchers) who are on-campus under your purview for contact tracing purposes including when (dates, times) and where (locations).

- Ensure contact information (i.e. phone numbers) for employees, contractors, researchers and other applicable individuals coming on campus for activities under your purview is current.

- Protect physical and psychological health and safety by dealing immediately and effectively with concerns and non-compliance. For employees, please contact your Divisional HR Office for consultation if needed. For students requiring accommodation, please contact the Office of the VP-Provost Students for assistance. Units may consider having a designated person receive and collate all queries to ensure consistent, clear messaging and follow-up.

- Provincial regulation and public health guidance now require that post-secondary institutions implement COVID-19 health screening for anyone coming to campus. In order to comply with these directives, a self-assessment is now required for all members of our community, including faculty members, librarians, staff, and
students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T. This self-assessment MUST be completed BEFORE coming on-site.

There are two ways that individuals can complete the required self-assessment and generate a risk status each time they come to U of T: by using UCheck, or by completing a paper-based or offline self-assessment log.

Screening completion should be confirmed prior to onsite work commencing. This may be accomplished by confirming screening completion at the beginning of a shift, at the beginning of a meeting, via e-mail etc. Monthly reminders (or daily, weekly as appropriate/required) should be sent to employees regarding the requirement to screen BEFORE they enter university. For more information, please refer to the COVID-19 Self-Assessment: A Guide for Managers, Supervisors, and Academic Administrators in the HR Leadership toolkit.

All Employees

If returning to our campuses to work, all employees must:

- Report hazards and concerns to their supervisor/unit head.
- Request accommodation where applicable by speaking to their supervisor/manager/unit head or HR.
- Review and follow instructions in the re-entry procedures specific to your work unit.
- Use equipment and/or PPE as defined in the re-entry procedures.
- Follow applicable procedures in the event of suspected exposure to or illness caused by COVID-19. If the employee suspects they have been exposed to COVID-19 and/or is experiencing symptoms, the Ontario Ministry of Health self-assessment for COVID-19 must be completed: [https://covid-19.ontario.ca/self-assessment/](https://covid-19.ontario.ca/self-assessment/). Upon completion of the self-assessment, the employee will receive information on what to do next. Immediately contact the U of T’s Occupational Health Nurse by email at ehs.occhealth@utoronto.ca if they test positive for COVID-19.
- Stay home if sick. If units are having difficulties with employees who are not compliant, please speak with your HR contact. For student related issues, direct queries to applicable U of T contact/academic lead.
- Provincial regulations and public health guidance now require that post-secondary institutions implement COVID-19 health screening for anyone coming to campus. In order to comply with these directives, a self-assessment is now required for all members of our community, including faculty members, librarians, staff, and students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T. This self-assessment MUST be completed BEFORE coming on-site.
There are two ways that individuals can complete the required self-assessment and generate a risk status each time they come to U of T: **by using UCheck, or by completing a paper-based or offline self-assessment log.**

Upon completion of the UCheck self-assessment, if the individual receive a “red” status, the UCheck web portal prompts them to stay home, and immediately connect with their Manager, Supervisor, Dean, Chair or Academic Director to discuss next steps if they need to come to campus.

In addition to using UCheck, employees must continue to inform their direct manager or supervisor through normal processes if they will be absent due to illness, including cold or flu-related absences. Employees who are ill with any cold or flu-like symptoms must stay home, and not attend campus. **NOTE:** Employees are no longer required to fill out the COVID-19 Employee Absence Self-Declaration Form on the HR Service Centre if self-isolating or ill due to COVID-19.

**Students**

If returning to campus, students must:

- Report hazards to their academic supervisor or contact.
- Stay home if sick.
- **Provincial regulation** and **public health guidance** now require that post-secondary institutions implement COVID-19 health screening for anyone coming to campus. In order to comply with these directives, **a self-assessment is now required for all members of our community, including faculty members, librarians, staff, and students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T.**
- There are two ways that individuals can complete the required self-assessment and generate a risk status each time they come to U of T: **by using UCheck, or by completing a paper-based or offline self-assessment log.**
- Upon completion of the UCheck self-assessment, if the individual receive a “red” status, the UCheck web portal prompts them to stay home, and immediately connect with their Dean, Chair, Academic Director or academic lead to discuss next steps if they need to come to campus AND to contact their local student health clinic to determine whether further follow up is required by the OHN.
- Declare their absence through the Absence Declaration tool on **ACORN** if they are sick or self-isolating.
- Advise their supervisor, undergraduate coordinator, or graduate coordinator of their status if they are sick or self-isolating if they have been on campus.
• Abide by the relevant sections in this guideline if employed by or conducting work for the University.

• Review and follow instructions in the re-entry procedures specific to your academic or research unit.

• Use equipment and/or PPE as defined in the re-entry procedures.

For student-related queries, please refer to applicable guidelines when they become available. For more information, please see the COVID-19 Information for University of Toronto Students.

**Campus-Specific Property Management / Facilities Management Groups**

Before resuming operations, property and facilities management groups must:

• Review this guideline, and in consultation with appropriate stakeholders, implement measures in this guideline in common and shared areas in buildings (e.g. stairwells, loading docks, corridors, elevators and lobbies, washrooms). Post clear instructions to ensure communication for all building users, including visitors.

• Ensure that contractors are aware of and comply with the COVID-19 procedures applicable to the areas in which they will perform work.

**Joint Health and Safety Committee (JHSCs)**

During this highly complex emergency situation, the role of the JHSC, as part of the Internal Responsibility System, remains unchanged. As employees return to work on-campus, all JHSCs must:

• Ensure the workplace internal responsibility system is functioning by holding regular meetings and conducting monthly workplace inspections to ensure workplace hazards are addressed.

• Participate in applicable hygiene sampling plans, work refusals and critical injury investigations.

• Act as a resource for employees and receive their health and safety concerns when an issue is not resolved with the employee’s supervisor and manager.

• Virtual inspections are an interim measure in place of in-person, monthly workplace inspections. As there is a gradual return-to-campus, virtual inspections may not be required. However, in the event that virtual inspections are required, the JHSC manager will contact the committee to schedule as required.

• Workplace inspection information is readily available to all committee members. If individuals have questions regarding workplace inspections, they are encouraged to contact their supervisor or engage their JHSC.
- Contact the U of T JHSC Manager, if they have any concerns: ehs.jhsc@utoronto.ca.

**Environmental Health and Safety**

Environmental Health and Safety is responsible for:

- Developing and periodically updating this guideline, in consultation with the appropriate stakeholders, based on the changing COVID-19 situation and public health directives.

- Managing all COVID-19-related employee cases and risks at the University via the Occupational Health Nurse.

- Conducting unannounced safety and regulatory visits and audits in research spaces while respecting capacity limits established by lab staff.

- Identifying and facilitating best practices for COVID-19 safety.

- Being available for consultation as needed.

**External Groups**

External groups such as contractors, tenants, external groups that have a service agreement, occupancy agreement, lease agreement, etc. are responsible for following UofT procedures in common areas such as elevators, lobbies and hallway (e.g. directional arrows). For spaces under their control, external groups are responsible for assessing their operations and developing/implementing COVID-19 related measures. External groups must also sign and return COVID-19 Contractor/Externals Safety Acknowledgment Form and provide a copy to their UofT Contact.
3 MEASURES TO REDUCE THE RISK OF TRANSMISSION

Certain key elements need to be addressed in operating procedures and must be in place before on-campus operations resume. Units should utilize these workplace guidelines in order to develop their own COVID-19 procedures for their specific workplace.

SCHEDULING TASKS & WORKFLOW

Investigate ways to reduce potential exposure to the COVID-19 virus by minimizing the need and possibility of in-person interactions as much as possible. This may be on-going and may require adjustment over time, depending on applicable government and public health directives. For example:

- Reduce traffic into physical work spaces by continuing to operate remotely as much as possible, and have staff work from home in keeping with the document entitled UTogether2020: A Roadmap for the University of Toronto."

- Implement staggered shifts and flexible work arrangements to reduce the number of people in a space at the same time. Consider cohorts so the same individuals are scheduled to be in at the same time.

- Ensure any scheduling changes are consistent with collective agreement and policy requirements.

- Consider whether the work of the unit can be rearranged to reduce the need for in-person contact:
  - Provide services/conduct research on-line or by phone.
  - Increase information on websites to reduce in-person inquiries.
  - Review services being offered to determine what is essential to offer onsite and what can be eliminated, deferred, or provided offsite.
  - Use text communication to minimize in-person interaction as much as possible.
  - Schedule virtual meetings, sharing screens, training/webinars etc.
  - Divert essential in-person appointments to virtual discussion to minimize in-person time required.
  - General visitors, volunteers and guests should be prohibited unless critical or essential to be on-site.

- Individuals who are sick or experiencing symptoms of COVID-19 should stay at home until cleared to return to campus. For employees, refer to COVID-19 HR guidelines. Due to absenteeism, illness or self-isolation, scheduling needs to be flexible.

- Minimize the need for individuals to wait in a waiting room (e.g., by spreading out
appointments, having each individual stay outside the facility until the room is ready for them and then call in by phone preferably, or by scheduling visits to eliminate people gathering in reception areas).

- Remove non-essential items from any counters that the public/clients/staff may touch. This will reduce the need to disinfect those items.

- Continue to promote COVID-19 awareness, education, behaviours, and cough etiquette. Procedures include frequent handwashing and use of hand sanitizers with 70-90% alcohol content.

- UofT community members and visitors must screen using Ucheck or its paper equivalent: https://www.utoronto.ca/utogether/ucheck. In addition, anyone who enters University buildings will be screened through use of the University-approved poster (Restricted Access Poster 8.5x11 FA poster). Ensure screening procedure is unbiased, fair and not discriminatory.

- During the pandemic, the building is opened to members of the University community only. Units are encouraged to discuss operating hours (when the building will be unlocked) with their property manager. Please note that all operations within the building must be considered when setting such hours, including its impact on accessing to classrooms, study spaces, or ancillary series (café, food services, etc.). Where appropriate, use restricted access measures including key/fob control. Individuals who inaccurately answer the self-screening question will be asked to leave the premises by the appropriate authority. Employees should report these concerns to their supervisor. Students should speak to their academic lead or contact. Follow up will be conducted by the supervisor or academic lead/contact

PERSONAL MEASURES TO REDUCE RISK OF EXPOSURE

Units should advocate the following Infection Prevention and Control strategies, which are based on government and public health directives:

1. Avoid touching your face, nose or mouth with unwashed hands.
2. Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
3. Practice proper respiratory etiquette, such as sneezing and coughing into your elbow.
4. Do not shake hands.
5. Maintain physical distancing of two metres or more.
6. Individuals who are sick or who have COVID-19 related symptoms should stay home. Complete a UCheck self-assessment before arriving on campus
7. Follow all applicable policies, including the Policy on Non-Medical Masks.

In order to support the above strategies, conspicuously post the public health posters that are linked in Appendix A. Resources for COVID-19 of this guideline.
PHYSICAL ENVIRONMENTAL MEASURES TO REDUCE RISK OF EXPOSURE

- Provide space for physical (social) distancing of at least two metres (2 metres) between colleagues, employees, students and visitors (e.g. by moving desks). Post maximum occupancy signage.

- For departments and divisions that are using research capacity percentage as guidance occupancy, the following research capacity is allowed for: Step 1 - 65%, Step 2 - 75% and Step 3 - 85% (to be confirmed). The research capacity do not supersede the 2m physical distancing requirement.

- **Three (3) metres** physical distancing (not 2 metres) is recommended for: 1) for in-person singing or playing a brass/wind instrument, where persons are not separated by an impermeable barrier; and 2) for live entertainment, between the performer and the spectators if not separated by an impermeable barrier. Please contact EHS if you require further assistance.

- Modify furniture arrangement for visitors or staff to increase physical distancing (pre-arrange moving of furniture with local facilities group).

- Remove or tape off chairs in waiting rooms, service and receiving areas to promote physical distancing for the public.

- Consider measures such as restricting building access to fob/key only.

- Floorplans are available for all three campuses through Campus & Facilities Planning: https://updc.utoronto.ca/campus-facilities-planning/building-plans/. However, it is recommended that each unit and/or manager develop their own simple schematics if applicable. In many instances, because of reduced occupancy, adhering to general physical distancing and using our resources including but limited to: floor stickers and elevators signs will suffice. If required, EHS will assist for specific division level considerations.

- Install other **protective barriers**, such as clear plastic sneeze guards (consider only if other measures are not feasible or it is not possible to maintain physical distance of two metres. NOTE: plexiglass barriers do not increase occupancy limits. Maximum occupancy is usually the lesser of either the gathering limit (where applicable, as set by the provincial government) or the ability to physical distance.

  When designing/determining the need for physical barriers, please refer to the considerations in the section on Protective Barriers in the [General Assessment Tool](#).

- **Reminder:** consideration must be given to accessibility requirements when making changes to physical workspaces.
Food Services and Eating Areas

All food service operations, including residences, operated by the University will be take-out until further notice.

Food service locations only: re-usable mugs/beverage containers will not be used for re-filling customer beverages until further notice.

For future-planning purposes, when seated dining may take place again, units should plan for the following:

- The number of seated diners per table is 6 patrons maximum.
- Physical distancing of 2 metres must be maintained between each person or be separated by an impermeable barrier.
- Keep background music and any other background sounds, such as from televisions or other electronic sound producing devices, no louder than the volume of normal conversation (with the exception of live performances carried out in accordance with the provincial Step 3 regulation).
- A customer log must be maintained for each patron, not just each person in the party.
- A General Assessment Tool (GAT) or Event Assessment Tool (EAT) is to be approved by the Dean/CAO and reviewed by EHS. Please note, for any food service area which may be permitted to open for dining-in/seating, patron information must be collected at the point of purchase for contact purposes. Please include these details in the GAT/EAT.
- **Residences.** The above requirements also apply for future-planning. Residences should limit seating for only those who have TCards (to facilitate contact tracing) which can be used to meet the customer log requirements above. If dining/seating options are provided to non-Tcard holders or individuals NOT purchasing food are allowed in the dining/seating areas, each person must complete the customer log above. It is recommended that residences provide a resource to monitor the dining/seating areas to ensure the log book is completed by such individuals.

Where possible, such as in an office, lunch/food should be consumed at the individual’s workstation. Units should avoid re-purposing rooms as seating areas to reduce the potential for gatherings. Where it is necessary to provide lunch room/eating spaces, units will document in the GAT and include measures such as but not limited to: physical distancing (2 m) with no more than 10 people, disinfection and cleaning, hand hygiene, contact tracing and signage.

**VENTILATION**

The University of Toronto has developed a [Tri-campus HVAC Strategy](#) as part of a wide range of precautions to curtail the risk of COVID-19 transmission. This strategy is consistent with best available public health and engineering guidance and includes upgrading building ventilation and air filtration.
All classrooms used for in-person teaching across all three campuses are equipped to allow at least six equivalent air changes per hour – the same standard applied to health-care settings such as patient examination rooms and walk-in clinics. U of T consulted external experts when adopting the standard, which reflects the current consensus in the field about optimal ventilation for such spaces. Public health guidance from Harvard University indicates that five air changes per hour is considered excellent, and four to five air changes is considered good. The study found six air changes to be ideal for classrooms, which we have chosen as the ventilation target at this time. The University has focused efforts on classrooms because these spaces have a high number of multiple users for prolonged periods of time. Please review the list of assessed classrooms in the Tri-campus HVAC Strategy and book one of these classrooms for in-person classroom instruction. If there is a requirement to use a classroom not on this list, please contact EHS for assistance (ehs.office@utoronto.ca).

Current public health guidance does not require portable air filtration in general building areas such as administrative offices, hallways, and meeting rooms. If you have questions about your particular area you can contact EHS. We continually monitor public health guidance and emerging best practices to update our procedures and guidance.

Public health authorities and medical evidence/infection control continue to state that risk of transmission is greatest when in close contact with an individual who is positive for COVID-19 (CDC and PHAC). Transmission may also occur from touching a contaminated surface and then touching your eyes/nose/mouth. Non-medical masks are also required in indoor common use areas, providing an additional layer of protection per the Policy on Non-Medical Masks and the Joint Provostial and Human Resources Guideline on Non-Medical Masks. The University has implemented a multi-layered 12-step strategy for a safe return to in-person instruction and activities on-campus. Additional protective measures for specific activities such as music or athletics will be reviewed through the GAT submission process.

It is important to note that that a space not having mechanical ventilation does not necessarily mean that there is elevated risk for COVID-19. Most work performed at U of T is classified as low risk. For example, office workers who do not have frequent close contact with coworkers, customers, or the public are classified as low risk for COVID-19. Using a non-medical mask, reductions in onsite staffing levels and applying maximum occupancies based on public health guidelines significantly reduces transmission risk in addition to any other applicable recommendations by public health. Other measures such as self-screening (UCheck), staying home when you are sick, physical distancing, de-densification and finding alternatives to higher risk activities (e.g., virtual participation in events), use of masks, enhanced disinfection of high-touch points and increased hand hygiene continue to be emphasized by public health authorities and are part of the re-entry work planning process (e.g. GAT) for all spaces including those with no mechanical ventilation.

CLEANING AND DISINFECTION

Caretaking will implement applicable procedures for high touch areas in common spaces (such as doorknobs, elevator buttons, light switches, handrails, etc.). For more information, please refer to the Tri-Campus Caretaking Strategy for Return to the University.
However, building occupants are also asked to clean high touch areas in their workspace (such as workspace countertops, shared equipment/tools) throughout the day. Units can contact Caretaking for supplies.

Considerations for disinfection:

- If using reusable cloths to disinfect, change cloths regularly and use sufficient amounts disinfectant to wet the surface being disinfected. Follow manufacturer’s instructions on use and contact time. Depending on the product, you may be able to spray directly on the surface and allow it air dry without wiping. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).

- After disinfection is completed, the item or space can return to normal use/operations. Objects or spaces that cannot be disinfected or cleaned should be quarantined for 72 hours. In situations where objects are difficult to disinfect, disinfect accessible surfaces and quarantined/isolated for 72 hours.

**Discourage sharing of equipment** such as telephones, keyboards, desks or workstations. Please refer to the General Assessment Tool for more information. Shared equipment and surfaces (e.g. benchtops) must be disinfected between users (e.g. before and after use).

Disinfectants must have a Drug Identification Number (DIN) from Health Canada or be approved by Health Canada for use against COVID-19. In addition, a laboratory or research environment, lab members may use the following chemicals for disinfection:

a) 0.1% sodium hypochlorite (active ingredient in bleach) for 5 minutes of contact time then rinsed with water – note that sodium hypochlorite is corrosive;

b) 70% ethanol;

c) 0.5% accelerated hydrogen peroxide products such as PreEmpt (follow manufacturers’ recommendations for contact time).

**Paper, mail, packages and deliveries:** This risk of the virus transmitting as result of handling paper, mail, packages and deliveries is low. General precautions for further reducing risk include: where possible, implement contactless delivery and use electronic documents and frequent hand washing with soap and water (or use hand sanitizer if hand washing facilities are not available) after handling a package. Avoid practices such as passing handouts to the back of the room between students. Instead, lay out papers individually at the designated seating area or lay out individually at the entrance for pick up while following physical distancing. For roles which require frequent handling of deliveries, the use of disposable gloves may be considered. Employees should continue to practice good hand hygiene since gloves are not a replacement for washing hands regularly. Where practicable, consider wiping down the outside of packages with disinfectant.

If your department receives regular deliveries, develop safe work procedures which include:

- Delivery personnel must wear a non-medical mask
- Deliveries should be completed under 15 minutes
- Follow contactless delivery such as posting a phone number for the delivery personnel to call, designating a physically distanced drop-off point and staff members retrieving the items after the delivery personnel has left.
- Delivery personnel are expected to self-screen at the building entrance. Please ensure that
the COVID-19 Restricted Access Self-Screening Poster is posted at every entrance including loading docks or other access points.

VACCINATION

This September, all members of the University community—including students, staff, faculty, and librarians—will be required to provide proof of full vaccination or register in the University’s rapid screening program, where results will need to be uploaded regularly. More details will be added to the UTogether site soon.

The University has implemented a multi-layered approach which includes self-screening (i.e. Ucheck), physical distancing, increased hand hygiene, enhanced cleaning/disinfection and mask use. The University will also comply with capacity limits required by the province in classrooms and other spaces where applicable. For more information on who UofT is preparing for in-person instruction, please refer to: https://www.utoronto.ca/news/12-ways-u-t-preparing-safe-return-person-instruction.

If you have any specific concerns regarding your particular medical circumstance, please contact our occupational health nurse at: ehs.occhealth@utoronto.ca

Vaccination status is private medical information and individuals should not be asked about their status of their vaccination unless there is a vaccine requirement related to their work or study (e.g. applicable clinical placements). In such cases, the individual will be referred to the appropriate medical/clinical resources at the University (e.g. occupational health) for this information. Students in residences will follow processes developed specifically in that setting to ensure confidentiality of their medical information.

At this point in time, there are no changes in University procedures based on vaccination status. All community members must follow University polices (e.g. self-screening, mask use, physical distancing, hand hygiene, enhanced disinfection, etc.) and unit-specific procedures when on-campus. The University will continue to monitor the situation closely and update/communicate changes where applicable and appropriate.

COMMUNICATIONS AND INSTRUCTIONS

Once a re-entry plan has been developed, it is important to communicate this plan in accessible and plain language to faculty, librarians, staff, students and other users of the space. The communication strategy will vary depending on the unit, but here are some recommendations:

- Consult with divisional, faculty, campus and University communications teams for resources and materials. Communications may take the form of memos, emails and meetings (following physical distancing). Ensure alternate formats of communication are made available. Please contact the Accessibility for Ontarians with Disabilities Act (AODA) Office or appropriate divisional HR office for more information.
• Direct readers to University websites and resources for further information – see Appendix A for Resources.

• In addition to faculty, librarians, staff and students in the unit, consider how you will communicate with contractors, organizations and other departments that you work with routinely. Please refer to the COVID-19 Construction Guidelines when available.

• Update procedures for scheduling appointments.

• Post signage at an accessible height to remind workers and inform students and visitors. (Common signage will be developed for use across the University.)

• Post information on your website or send email to all clients advising them to call prior to coming to your office or facility and update your email signature with instructions on new procedures.

• Utilize social media channels to provide updates and reminders.

• For high traffic flow areas, consider providing a resource to explain the procedure and direct visitors.

• Communications will need to occur more than once. Consider creating an official feedback mechanism (refer to Diagram 1) to get feedback from faculty, librarians, staff and students who may have additional suggestions to improve the procedure. The procedure may also change over time as restrictions continue to lift. The re-entry procedure may need to be adjusted over time and re-communicated to relevant parties.

Rumours and misinformation can circulate rapidly amongst the community and widely via social media. Stigma can undermine institutional cohesion and prompt possible social isolation of individuals and/or groups, which might contribute to a situation where the virus is more, not less, likely to spread. Stigma is when people are labelled, or stereotyped, and can lead to discrimination in the workplace based on their age, disability, ethnic origin, place of origin, and race, or other protected grounds in the workplace. Consider creating unit-level communication and awareness campaigns, tailored to specific workplace environments, developed with assistance from University of Toronto Communications, EHS, and HR & Equity Offices.

For more information, please review the document entitled Social Stigma associated with COVID-19 from UNICEF.

TRAVEL

All non-essential travel should be avoided. Should someone choose to travel, please review the Government of Canada Foreign Affairs website for travel advisories and ensure follow-up is conducted with their applicable travel insurance company regarding coverage restrictions. Public Health directives will need to be followed at the destination country as well as upon return to Canada (see Government of Canada website). For those returning to Canada after travelling...
abroad, please ensure that the travel guidance is followed and if COVID-19 related symptoms develop upon return. It is not necessary to contact please contact our occupational health nurse unless the employee has COVID-19 related symptoms.

For more information regarding travel for students, please refer to:
- FAQs from the Vice Provost, Students:
  https://www.viceprovoststudents.utoronto.ca/covid-19/#FAQSafetyAbroad
- UofT Safety Abroad Office: https://safetyabroad.utoronto.ca/

Field Trips should be limited to only those denoted as essential/required for course/degree completion until further notice. Field trips which are required must be approved by the Dean. The organizer is responsible for ensuring the business/location/site (as applicable) where the field trip is going is permitted to open and is in compliance with any specific requirements on it arising from COVID. The University is responsible to take all reasonable precautions to protect workers and students. Field trips to any location and associated modes of transportation must be compliant with all applicable COVID-related regulatory or public health requirements. For more information on research field safety and off-campus safety, please refer to: https://ehs.utoronto.ca/field-research-safety/ and UofT Field Research Safety Planning Record (Risk Assessment). For information regarding transportation (e.g. school bus), some useful information can be found in Public Health Ontario’s Daily Camp Operations: COVID-19 Preparedness and Prevention for Day Camps. This document is only meant to be a guide/information purposes (Not all information in a day camp facility is applicable to the University setting. Transportation such as buses should continue to be planned with physical distancing between riders until further notice.).

WORKSTATION ERGONOMICS

Employees may have questions about workstation ergonomics when working at home or making changes to their workstation (e.g. furniture or computer equipment being moved after cleaning/disinfection or after re-arrangement for meeting physical distancing). Please visit the EHS Office Ergonomics webpage and the EHS Office Ergonomics Infographics website. Employees can further learn about how to fully assess and set up their workstation by taking the free online course EHS536 Office Ergonomics (to locate the course please go to the My EHS Training and follow the instructions). If you have a specific request such as taking office equipment home, please contact your supervisor. Supervisors/managers can contact HR for assistance.
4 PROCEDURES IN THE EVENT OF A UCHECK RED SCREEN, CONFIRMED AND/OR SYMPTOMATIC COVID-19 CASE

In order to better respond to the global COVID-19 pandemic and protect the health of faculty, librarians, staff and students, the University’s tracking procedures for probable or confirmed COVID-19 cases among members of our University community are outlined in this section.

For the most current procedures, please also review procedures visit the EHS COVID-19 webpage. Instructions on what to do if you receive an alert from the Health Canada COVID-19 app is also on the webpage.

For more information on the case management, please refer to the UofT COVID-19 Case Management Process (Symptomatic & Confirmed cases).
5 COVID-19 GENERAL WORKPLACE ASSESSMENT TOOL (GAT)

Figure 2: Key steps of re-entry planning assessment, control and continuous improvement of processes

The process outlined below follows the continuous improvement process shown in Figure 2.

For more information, access the COVID-19 HR Leadership Toolkit and review information on what documents must be submitted to HR & Equity. Information on how and where to submit these documents to HR & Equity is available in the Toolkit. Please note that submission of the re-entry plans or General Assessment Tool is not required unless a unit is requesting to resume in-person operations.
INSTRUCTIONS FOR RESEARCH ACTIVITIES

Faculty members / principal investigators use the Approach for Research Recovery & Adaptation, Guideline for Reopening Research Spaces, and the COVID-19 General Assessment Tool as guide to create a plan to re-open research facilities and return necessary researchers to campus. Individual Deans, in consultation with the AVP, Research Oversight & Compliance, are empowered to approve the return to campus for research staff as long as it is being done in accordance with VPRI guidance. Administrative leaders should contact their Dean for more information about their local approval process.

Field (Off-Campus) Research or Face-to-Face research: please refer to the EHS Field (Off-Campus) Research Safety webpage (detailed information on planning) and the Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form.

Please also refer to Ch 9 for more information regarding research lab activities.

INSTRUCTIONS FOR NON-RESEARCH ACTIVITIES

There are a number of different tools for different groups at the University for different times of activities (e.g. units vs. student societies or regular operations vs. events). Before proceeding, please review the instructional guidance (Table 1). For guidance of maximum attendees or gathering limits, please refer to Table 2 in the same document.

Instructions for the COVID-19 General Assessment Tool

Units are to use the COVID-19 General Assessment Tool (GAT) to build Re-Entry Plans for units and offices. Divisions that have not yet submitted a plan are encouraged to work closely with their Divisional HR Office and Environmental Health and Safety as needed to complete their Re-Entry Plans. Instructions are outlined in the COVID-19 Leadership Toolkit.

With the aim of streamlining approvals, GAT submissions will no longer require approval from the Workforce Planning Committee. It is the responsibility of each unit to ensure that EHS has reviewed and provided feedback on their GAT, and that all EHS recommendations are incorporated and implemented in their final Re-Entry Plan. Once EHS’ feedback has been incorporate, unless there are further questions or concerns, it is not necessary to resend the GATs to EHS. Deans, Division Heads, or designates will be responsible for final review and approval of all GATs and Re-Entry Plans for their units.
Please note that submission of the General Assessment Tool is not required unless a unit is requesting to resume in-person operations. However, departments can use the Tool for planning future resumption of in-person operations.

In addition to the GAT, there are additional (optional) tools at the end of this guide for units to use: Appendix B – COVID-19 Control Template (excel), Appendix C - COVID-19 Standard Operating Procedure template and Appendix D – PPE Assessment Tool. Changes and amendments to GATs: Changes may be made to existing GATs and approved by the Dean or unit lead. EHS can be consulted if needed. If there is a change to the Employee Tracker Form, please update your local HR office and copy HR (Sean Suleman (sean.suleman@utoronto.ca) and Joan Griffin (joan.griffin@utoronto.ca)).

If you have any questions, concerns or special considerations (e.g. outdoor areas, food service, etc.), please continue to follow these steps and contact EHS (ehs.office@utoronto.ca) for assistance.

Prior to making any physical changes to the workplace, any installation that involves the disturbance of building fabric (e.g. walls, flooring, ceiling) should be evaluated for asbestos. For example, some lab countertops may also contain asbestos. Please always work with your Property Manager or local facilities group to ensure proper procedures are followed. Please also work with your Property Manager or local facilities group for moving any furniture or heavy items to reduce the risk of injury.

Consideration must be requirements when making changes to physical workspaces – please contact your Divisional HR Office or the AODA Office for assistance.

Instructions for the Student Societies (in lieu of a GAT)

The submission of the Student Society Assessment Acknowledgement Tool (SAT) is required if a student society is requesting to resume in-person operations (in lieu of the GAT). The SAT process follows the same process as a GAT. EHS reviews to ensure alignment with public health and provincial requirements and provides recommendations where applicable. Final approval is from the Dean or designated unit lead. This document applies to student societies as defined by the Compulsory Non-Academic Incidental Fees with employer responsibilities under the Ontario Occupational Health and Safety Act (for example SCSU, UTMSU, UTSU, APUS, GSU, EngSoc, ASSU). A student society that does not have employer responsibilities should contact their local campus, college or divisional administration to complete a GAT.

Student societies must put in place measures to protect the health and safety of any and all individuals in the operations under their control (e.g., staff, volunteers, contractors, suppliers, agents, etc., collectively “personnel”) and visitors. Student society leads must be familiar with and run the organization in compliance with, and ensure staff members comply with:

- All applicable laws, bylaws, regulations, codes,
- Public health recommendations,
- Federal/provincial/municipal guidelines, and
- Publications of provincial health and safety associations.

Student society leads must advise the University of any health and safety hazards that may impact the University as a result of student society operations. This document is an assessment tool for assisting student society leads in applying COVID-19 exposure-reducing controls, strategies and precautions in their operations to develop their health and safety procedures and as a mechanism to inform the University of potential impacts. There is a large variety of different operations and physical work environments across the campuses and each student society should review their specific operations and physical environment to determine which of the controls below can be implemented. In addition, student societies must ensure that all vendors, contractors, service providers are aware of and abide by applicable health and safety procedures.

Student society event organizers with employer responsibilities are responsible for putting measures in place to protect the health and safety of any and all individuals operating the event under their control (e.g., event staff, volunteers, contractors, suppliers, agents, etc., collectively “event organizer’s personnel”) and participants of the event. Please refer to the COVID-19 Events Guidelines and complete Appendix D. Student Society Event Organizer Acknowledgement.

Instructions for the Events Guidelines

Required/essential in-person meetings for regular workplace operations may continue to occur as necessary where meeting virtually is not an option. In buildings that are not event spaces but have rooms available for booking, (e.g. UTSG -ACE), please ensure that bookings are not made for events. Similarly, in buildings that have meeting and event spaces, workplace meetings may be booked in these locations if it is essential and part of regular/required operations (and not an event). For more details on permitted events/activities, please refer to Section 3 of the COVID-19 Events Guidelines

All event organizers are responsible for putting measures in place to protect the health and safety of any and all individuals operating the event under their control (e.g., event staff, volunteers, contractors, suppliers, agents, etc., collectively “event organizer’s personnel”) and participants of the event. Please refer to the COVID-19 Events Guidelines and complete an Event Assessment Tool (EAT) instead of a GAT.

Student society/club/group should obtain information from the VP-Provost Students (meredith.strong@utoronto.ca) to obtain permission for an event. After obtaining permission, the student society/club/group should work with their UofT space contact to completed an EAT (please refer Table 1 (Instructional Guidance on which form to use) and Table 2 (limits)).

Until further notice, it is recommended student societies/club/group events do not include the following:

- No food with the exception prepared, individualized boxed foods for orientation activities.
- No activities involving yelling, chanting or singing.
COVID-19 GENERAL ASSESSMENT TOOL (GAT)

There are a number of different tools for different groups at the University for different times of activities (e.g. units vs. student societies or regular operations vs. events). Before proceeding, please review the instructional guidance (Table 1). For guidance of maximum attendees or gathering limits, please refer to Table 2 in the same document.

An electronic version of this WORD document is available: General Assessment Tool. Please submit the GAT at least 7 business days in advance of planned re-opening to ensure adequate time for feedback, clarifications and implementing recommendations. For future amendments, please ensure you use/download the most recent of the form.

Student Societies should fill out the Student Society Assessment Acknowledgement Tool (SAT) for any resumption of in-person activities that is not related to an event instead of a GAT.

This document is an assessment tool for assisting unit leads in applying COVID-19 exposure-reducing controls, strategies and precautions in their operations. GATs document specific details regarding the unit staff who will be onsite, the work they will perform and the facilities to be used. Facilities used may include spaces controlled by/allocated to the unit, or other spaces, including temporary work spaces and shared spaces such as meeting rooms. If using a space not controlled by or allocated to your unit for an activity covered by a GAT prepared for your unit, ensure that you have communicated with the space owner to identify any controls, strategies and precautions identified in any GAT they have prepared which covers the space, and to advise them of the GAT your unit has prepared and will be following when in the space. Ownership of spaces and roles and responsibilities for allocation of space vary across organizations within UofT. For example spaces may be owned by the University, college or other entity. For the purposes of this guideline: A space owner is the party which owns or controls allocation or assignment of a space in accordance with local space management allocation procedures. A space user is a party to whom a space is allocated or assigned. Processes and responsibilities for allocation may differ across and within campuses and should be accurately reflected in GATs. Please also discuss your return-to-work plans with your local facilities group to ensure spaces (including common use spaces such as entrances, elevators, washrooms) are prepared accordingly and confirm these details in the GAT. The Toronto Public Health document Strategies to Increase Physical Distancing and Spread Reduction for Community Partners is also an excellent resource for workplaces. If you have questions or require assistance in completing this tool, please contact your local Environmental Health and Safety designate, or you can reach out to EHS at ehs.office@utoronto.ca. If you would like to see a sample of a completed General Assessment Tool, please contact EHS.

Please note, this GAT template will be reviewed and updated on an ongoing basis based upon changes to legal requirements, public health advice, operational needs, and other circumstances. For the same reasons, GATs completed and submitted by units, including the control measures set out in completed GATs, are expected to evolve and change over time. Policies and procedures may change due to public health directives. Please refer to the latest version of guidelines and assessment tools which can be found here: https://hrandequity.utoronto.ca/covid-19/returning-to-campus/. It is the responsibility of the unit or division to update their GATs as required to reflect changes to public health, provincial...
directives and/or University polices/procedures. For units or divisions wishing to plan ahead, or where, as a result of changes to public health and provincial directives or University polices/procedure, activities in an approved GAT are (temporarily) not allowed, it is the unit/division’s responsibility to ensure measures outlined in the GAT align with public health/provincial directives that are in effect at the time when activities are taking place.

Please note that submission of the General Assessment Tool is not required unless a unit is requesting to resume on-campus operations. For more information on how to request approval to resume on-campus activities, access the COVID-19 Leadership Toolkit and review information on what documents must be submitted to HR & Equity for approval. Information on how to submit these documents to HR & Equity is available in the Toolkit.

Employees who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should contact U of T Health and Well-Being for guidance: hwb@utoronto.ca or 416-978-2149.

**INSTRUCTIONS FOR NON-RESEARCH FIELD TRIPS AND EXCURSIONS**

This form is designed to guide units in assessing potential risks (COVID-19 and non-COVID-19 hazards) where there are is no international or interprovincial travel. Non-COVID-19 hazards may include chemical and biological agents, remote travel, wild life, equipment/tools, etc. You do NOT need to submit a GAT in addition this form but should review the GAT as resource for the COVID-19 sections of the Record. The form is available as a fillable PDF: Field Trip & Excursion Safety Planning Record for Non-Research Activities.

For international travel, research and non-research (e.g. symposium, conference, workshops), please complete the Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form.
6 NON-MEDICAL MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Please note this is the institutional position on the use of face masks. Departments/units are to follow the Policy and Guideline when developing their own unit-level plans. This information will change accordingly with government and public health directives. Please regularly refer to the University’s FAQs for updated information.

In October 2020, the provincial government enacted a mandatory requirement for non-medical masks to be worn within enclosed public spaces in O.Reg. 364/20 Provincial regulation. Public health authorities recommend wearing a non-medical mask in addition to physical distancing to reduce the risk of transmission of COVID-19. Non-medical masks should always be worn when physical distancing may be challenging or not possible. When we all wear a mask to cover our respiratory droplets it provides source control to reduce the spread of germs into the air and on surfaces. While those with symptoms should stay home, there are cases of transmission of disease from asymptomatic individuals.

Please refer to Figure 3 on Physical Distancing and Mask Use Evaluation Flowchart and the sections below on when a non-medical masks or PPE would be required.
NON-MEDICAL MASKS (WHEN PHYSICAL DISTANCING IS CONSISTENTLY MAINTAINED)

Non-medical masks may be used in non-healthcare settings for source control (i.e. protects others, not the wearer). However, non-medical masks are not personal protective equipment (PPE) and their use does not alter the contact tracing risk assessment process; therefore, physical distancing should still be consistently practiced even when non-medical masks are being worn.

COVID-19 General Workplace Guideline
August 20, 2021
This guideline is expected to change often based on COVID-19 related public health and government directives. Please do not download/circulate this document; visit the COVID-19 Leadership Toolkit for most up to date version. This guideline is intended to be used by CAOs, HR managers and academic leadership.
Per Toronto Public Health, qualities of a good non-medical mask include masks that are made of at least 2 layers. A three-layer mask may provide added protection. However, the Chief Public Health Officer has said this does not mean that existing masks need to be disposed of and they can continue to be used. A three-layer mask may be considered for people at greater risk of COVID-19 due to work or living situations. Information on how to add a filter to existing 2 layer masks is available at the Toronto Public Health webpage provided above. Per the City of Toronto, a face mask or covering must cover the nose, mouth and chin without gapping.

The following types of face covering is not recommended for general use:

- **Face shields** are not a replacement for a non-medical mask. They can be an option for those who require an accommodation. Accommodations are made on case-by-case basis. Face shields is another option for eye protection when employees are working <2m apart. Employees requiring accommodation should advise their supervisor and contact their divisional HR Office. Students requiring accommodation should contact their academic lead and the Office of the Provost – Students. Non-medical masks with a clear panel may be an option and are available from UofT Medstore. For more information on face shields, please refer to the CCOHS COVID-19: Using Face Shields posters.

- **Masks with an exhalation valve** are not recommended because they may filter dust particles in the air as the person inhales, but they may not filter virus particles or respiratory droplets. This means droplets from a person can be spread in a room, reducing the benefit of the mask. Respirators with exhaust valves are also not recommended. These are intended to make the respirator more comfortable for the person who is wearing it, but they can also allow respiratory droplets to spread in room. *If you must use a respirator with an exhaust valve, use them when you are working alone or wear a mask over the respirator (note: a medical mask must be worn if physical distancing cannot be consistently maintained).*

- **Clear plastic face masks** with openings or gaping areas that extend below the chin and wrap around the sides of the face may be considered when communicating with a person who is deaf or hard of hearing, to allow them to lip read. However, clear plastic face masks are not recommended for general use as they do not cover the nose, mouth and chin without gapping and cannot be properly cleaned and disinfected between uses. Masks with clear screens may be worn to facilitate working/teaching with those who are Deaf, Deafened, Hard of Hearing or who have hearing loss and in circumstances where visualization of facial expression is of pedagogical importance such as studio/performance activities. Consider using written communication, closed captioning or decreasing background noise. If using written communications, avoid sharing pens or disinfected shared pens between users. Non-medical masks with a clear panel may be an option and are available from UofT Medstore. Masks with a clear panel may be either medical or non-medical tasks. If physical distancing cannot be consistently maintained, please ensure you use a medical mask with a clear panel and eye protection. Units may purchase masks with screens from external vendors with the following guidance in mind: https://ehs.utoronto.ca/wp-content/uploads/2020/06/Cloth_Mask.pdf and FAQ: https://www.utoronto.ca/utogether2020/faqs.
Masks or stickers with microbial claims: According to a recent Health Canada notice, face masks that make antiviral claims or use antiviral materials are not endorsed as safe or effective since there is a lack of manufacturer’s evidence to support such claims. As such, EHS does not endorse their use for the purposes of viral transmission mitigation.

University of Toronto Policy on Non-Medical Masks

Masks are to be worn indoors, including classrooms and common areas in residences on University property. Please ensure you have a non-medical mask or face-covering ready when working on-campus to meet this policy.

Enforcement: Enforcement will depend on the individual’s relationship with the University, the nature of an incident, the place in which it occurred, and the impact on others in that place. Individuals who do not comply with this policy and who do not have an approved accommodation may be asked to leave premises by the appropriate authority. Employees should engage with their supervisor and students should engage with their academic lead/contact if they have concerns. Follow up will be conducted by the supervisor or academic lead/contact.

For exceptions for when a masks are not required refer to the Joint Provostial and Human Resources Guideline on Non-Medical Masks at the University of Toronto. The guideline will be updated periodically as our response to COVID-19 evolves. Until further notice, the information contained in the Policy, Guideline and the exemptions below apply during all steps of the provincial COVID-19 response framework.

Non-medical masks are required to be worn when lining up outside for services even if physical distancing is maintained.

If you require non-medical masks and cannot source your own supply, please contact Medstore.

Additional Guidance regarding mask exemptions:

- Children under the age of 2.
- Children who are attending school within the meaning of the Education Act or attending a child care program.
- Private offices, open concept/shared offices and other work areas when all of the following conditions apply: 1) there is no public access; 2) physical distancing (2 metres) can be consistently maintained; 3) all individuals are performing work for the University (e.g. employees, contractors). For offices, once seated and with physical distancing, employees may remove their mask but must put mask back on when leaving their desk. Physical distancing may require units to follow a rotational schedule or stagger shifts. Once seated, no “visiting” other occupied workstations.
- Workspace behind protective barriers. However masks are required if employees behind the barriers cannot maintain physical distancing from other employees.
• Lunchrooms, dining halls, etc. once seated and while eating/drinking. Physical distancing of 2 metres must be maintained between each person or be separated by an impermeable barrier.

• Indoor areas such as designated meeting rooms, lunchrooms, spaces, rooms providing WiFi access and lounges when all of the following conditions apply: 1) there is no public access; 2) physical distancing (2 metres) can be consistently maintained; 3) all individuals in the space are performing work for the University 4) where contact tracing information can be collected.

• Collaboration spaces when all of the following conditions apply: 1) there is no public access; 2) physical distancing (2 metres) can be consistently maintained; 3) all individuals in the space are performing work for the University (employees, contractors).

Research/laboratory spaces (including cold rooms) - All lab members must wear masks. Certain considerations for mask exemption may be applicable for university employees in research environments if all of the following apply 1) the approved departmental/divisional research re-entry plans allow individuals to maintain a consistent two-meter physical distance, where there is no requirement for Personal Protective equipment; 2) there is no public access, and; 3) all individuals in the space are performing work for the University (employees, contractors). For questions regarding the application of this exception and/or regarding accommodations regarding mask use in research/laboratory spaces contact ehs.office@utoronto.ca.

Given the diversity of lab personnel and researchers, and the importance of applying a consistent approach across our research areas, the university requires everyone conducting research in labs to wear masks even when physical distancing measures can be applied. Note: Masks do not replace the need for two-metre physical distancing, hand washing, and staying home when sick.

• When performing or rehearsing in a film or television product or in a concert, artistic event, theatrical performance or other performance that has been authorized by the University.

• Shared facilities in residences shared by a defined group of roommates (e.g. kitchen in shared townhouse residential unit).

• Working alone in publicly accessible spaces that are locked after-hours (i.e. no longer publicly accessible) and physical distancing can be consistently maintained.

• In situations where there is temporary need to remove the mask while in an indoor area,
  - To receive services that require the removal of mask
  - As may be necessary for purposes of health and safety

Note: When required to wear a mask while working with hazardous material (e.g. biological agents, flammable chemicals, radioactive agents), please speak to your supervisor/Principal Investigator on the safe use of masks.
Learning and Teaching Environments

Non-medical mask will be required in learning and teaching environments. If there are health and safety reasons or pedagogical reasons why a mask should not be worn, the instructor will delineate these reasons and attain approval from the Dean. EHS will be advised of any decision pertaining to mask exemptions in learning and teaching environments to ensure a systematic approach with the understanding of that each course will have unique considerations.

Accommodations

Accommodations are made on case-by-case basis. Employees requiring accommodation should advise their supervisor and contact their divisional HR Office. Students requiring accommodation should contact their academic lead, the Office of the Provost – Students and Student Accessibility Services. If there are concerns regarding an external (non-employee/non-student) having or requiring a face-covering exemption, please refer to your supervisor and/or academic lead to review on a case-by-case basis. EHS can be contacted for assistance (ehs.office@utoronto.ca; 416-978-4467).

For more information regarding student accommodations and the use of non-medical masks, please refer to: Student Non-Medical Mask Accommodation Workflow Process - TriCampus.

PPE

Medical masks and eye protection (e.g. goggles, face shield) are to be worn for tasks and activities:

1) Where physical distancing (2 metres) cannot be consistently maintained (for example, instructional/classroom environments, trades operations, clinics) whether indoors or outdoors.

2) While singing

Please contact EHS for an assessment if required. Please obtain medical grade masks as applicable from your existing supply chains and/or medical stores.

Eye protection: Eye protection must provide a barrier to splash/spray from both the front and from the sides and if applicable, from the top (e.g. Health care worker). For this reason, goggles and face shield are the primary forms of protection when there is a risk of splashing (e.g. healthcare workers providing care to sick patient). Some but not all forms of safety glasses may provide adequate eye protection. Safety glasses may be considered in specific situations where there is a low risk of splashing and where the use of goggles or face shields may impede the worker’s vision causing safety concerns (e.g. drivers). Where safety glasses are used, select models where gaps between the face and glasses are minimized. Where applicable, consider sourcing products that have an anti-fog coating. If you have any further questions on appropriate eye protection, please contact EHS. When selecting eye protection in the work or study environment, also take in to consideration if there are other hazards where eye protection is needed (e.g. corrosive chemicals, flying debris).
In instances where a worker is providing service or working with someone who cannot wear a mask, is within two metres of the person, and is not separated by an impermeable barrier, the worker must wear a medical mask and eye protection or face shield.

There may be supply shortages, especially for personal protective equipment (PPE) such as medical masks. Other types of PPE such as chemical resistant gloves, fit-tested N95 respirators, face shields Please ensure that you have an adequate stock of PPE before in-person operations start.

If you require assistance in determine PPE, please contact EHS (ehs.office@utoronto.ca) for assistance. Please use the PPE assessment template (Appendix D) as needed.
7 ADDRESSING EMPLOYEE CONCERNS

One of the consequences of working in a large and dynamic workplace such as the University during a time of pandemic is a heightened awareness of risk.

Work with your divisional HR office to assess and mitigate any concerns raised by employees during the process of re-opening, including:

(a) Health needs  
(b) Caregiving  
(c) Transportation

Employers have an obligation under the Occupational Health and Safety Act to take reasonable care to maintain a safe and healthy workplace, including during a pandemic.

There are multiple sources of perceived risk in the workplace during a pandemic, including:

- a confirmed or presumptive case of COVID-19 in the workplace
- a confirmed case of COVID-19 in an employee's immediate family or other close contact
- the risk of potential exposure to COVID-19 from clients, external parties, community members and other employees depending on the nature of the workplace
- concerns from at-risk employees (e.g. age related, compromised immune system, underlying medical condition, etc. subject to change as identified by provincial public health authorities) not wishing to report to work
- employee concerns about stigma, bias and discrimination in the workplace based on age, ethnicity, place of origin, race and/or disability
- employee concerns over workplace practices and control methods, including personal protective equipment, or
- employees with a generalized fear of contracting COVID-19 by travelling to or attending work

Workplaces with robust health and safety systems as well as effective communication and outreach are often able to resolve health and safety concerns related to the above factors so that they do not escalate unnecessarily. For guidance on responding to employee concerns and for wellness supports for your employees, please reference the Manager’s Guide to Returning to Operations on Campus (please refer to the HR& Equity Management Resources section at the link).

The below are some suggestions:

1. **Start each day (or week) and/or shift with a safety talk or have regular all employee check-in meetings to see how everyone is doing.** Review COVID-19 measures and/or
in institutional messaging. Ask for feedback and suggestions. Keep the safety talks positive. The University is engaged in numerous, exciting initiatives regarding COVID-19 – you could discuss the latest featured U of T research story, U of T News coverage, etc.

2. **Model the desired behaviour and encourage control measures**, such as physical distancing, proper personal hygiene, etc. so that employees understand and meet your expectations. Lead by example.

3. Reach out. **Be present and available to employees**. We have many employees working remotely at this time, so use institutionally approved tools such Teams to conduct staff meetings or to check in with each of your staff individually to see how they are adapting.

4. **Keep communication channels open and encourage your reports to bring concerns forward**. Talk it through and see if you can find a solution together.

5. **Be mindful of any stress that employees may be dealing with at work and at home**. If they express specific worries, pay attention. If there is a health and safety concern, address it immediately. Contact HR/EHS for assistance as required.

What to do if your staff have concerns:

1. **Respond calmly and with assurance**. Listen carefully before speaking. If you do not know the answer regarding a COVID-19 related question/matter, attain the appropriate information first before responding to a concern.

2. **Ask questions** such as “What more could we do? What would help ease your concerns? What would help you feel more comfortable doing this task?”. If you make changes, communicate them to anyone who may be affected, ideally in writing (e.g. confirm via e-mail to all your reports when you have implemented a safety measure). Please note: before implementing any measures, ensure you obtain approval first to ensure your proposed measure is consistent with other institutional risk mitigation measures. Contact your Divisional HR Office and EHS for assistance.

3. **Be flexible** and be prepared to accommodate individual needs. One single approach will not work for all as there are differing needs of among employees.

4. **Implement changes promptly**. When a concern is brought to your attention, respond immediately. Assessing a concern may take time; however, an immediate response to a concerned employee advising them that you are reviewing their concern and will be in touch soon as possible goes a long way to de-escalating worry and anxiety. If you need assistance in managing a concern, connect with your unit lead sooner rather than later to ensure you are provided with the support you require to effectively and expediently de-escalate concerns.

5. As per the above, **effective, proactive and responsive communication** in keeping with institutional messaging guidelines is instrumental in de-escalating concerns both at the individual and unit level. Employees who have concerns should engage with their supervisor immediately.

To supplement the General Workplace Guideline, HR & Equity has been developed a guide to assist managers with respect to returning employees to work on-site at the University. The [Manager’s Guide to Returning to Operations on Campus](#) (please refer to the HR& Equity Management Resources section at the link) includes best practices for supporting staff, communication templates, responses to frequently asked questions and checklists for preparing employees for re-entry.
8 EQUITY CONSIDERATIONS

The re-opening procedures developed in accordance with this guideline may result in changing the way work is done and the physical environment in which it is done. This could be a variety of equity impacts, including impacts related to:

(a) Accessibility for Ontarians with Disabilities (AODA) and the Ontario Human Rights Code

(b) Individual accommodation plans, such as accommodations for employees with disabilities or family caregiving obligations, which may include specific measures relating to scheduling, the physical workspace, or other elements that could be impacted by COVID-19-related changes.

(c) Employee needs relating to disability or caregiving obligations that did not previously require accommodation may now require accommodation due to changes implemented as a result of this guideline.

(d) Stigma associated with COVID-19 due to an employee’s age, ethnicity, place of origin, race, and disability could lead to discrimination in the workplace. For more information regarding human rights, please refer to the Ontario Human Rights Commission website and the Communications section above.

(e) Stigma affects us all. Address stigma at every opportunity through communications, general education and as issues arise. Please work with our Equity offices for support and assistance to address issues, create messaging and receive communication tips.

(f) Operating procedures including screening and enforcement must include an equity lens, as specific community members within the U of T community may experience differential treatment or adverse impacts. Adequate processes/procedures with equity in mind is critical.

(g) Embed equity, diversity and inclusion when developing training modules for employees on the department/division’s procedures. Please refer to the Equity Offices for further resources.

(h) As measures are being put in place, please consider existing Ontario Human Rights Code and AODA legislation and the accommodation obligations based on family status and / or disability. For additional information, contact Human Resources and Equity.
9 Research Space and Activities Considerations

For the latest information about the Division of the Vice-President, Research & Innovation’s COVID-19 response, please see the Research & Innovation Coronavirus (COVID-19) Research web site. Please take the time to review the University’s UTogether 2020 page and FAQs and the Human Resources & Equity page on COVID-19. If you or members of your unit have a question that is not covered, please contact ehs.office@utoronto.ca.

COVID19 Awareness Video for Research Laboratories

This awareness video is for those who desire supplemental information on COVID-19 when working in research spaces. Due to the ongoing COVID-19 situation, our typical work situation has changed and there are some new procedures that we must follow to protect ourselves and our fellow U of T community members when we work on campus. This awareness video (~12 minutes) outlines some information and procedures for research personnel that need to be implemented when you are on campus.

Other topics and resources related to research spaces and activities are listed below:

- Please also refer to Appendix F to J for research related safety considerations and tools:
  - Appendix F: Lab Equipment Verification Checklist
  - Appendix G: Peroxide Formers
  - Appendix H: Lab Re-Entry Checklist
  - Appendix I: Lab Emergency Plan

- For research that involves face-to-face (F2F) or Off-Campus Travel components, please Complete the Face-to-Face and Off-Campus (F2FOC) Covid Review form for any research done off-campus. For more information, please refer to: https://research.utoronto.ca/review-face-face-and-campus-research

- Please also refer to the section on Travel in Ch 3.
- All lab members must wear masks in research and collaboration spaces (including cold rooms). Please refer to Ch 6 on more information on the use of non-medical masks and other PPE.

Entering research spaces for the first time - survey for unsafe conditions

When re-entering your research space after an extended closure, enter rooms with caution. Look through entry-door windows to see if any materials may have been damaged or if water or liquids...
are present on the floor or surfaces. Listen for any local alarms indicating a safety or instrument issue. No work is to begin in the space until this inspection is completed¹.

1) Walk through all of your areas and complete a visual inspection looking for any evidence of problems: note any unusual odours (that are not directly associated with the space having no occupancy for a long period of time), look up at the ceiling and around the walls for signs of water leakage or other damage, look for broken chemical containers, old waste, leaks, failed equipment, spills, etc.

2) Mitigate any leaks, spills, or releases if you are capable of handling them safely. If not, contact Environmental Protection Services.

3) Review all safety equipment and PPE.

4) Check equipment that may have been affected by a power disruption as soon as possible. Keep refrigerator and freezer doors closed until temperature levels return to normal. Check for leaks that may have occurred if the temperature was compromised.

5) If any damage has occurred as a result of the closure, report the damage through your department.

Redesign research team members’ schedules for appropriate at least 2-metre physical distancing based on the available space, engineering controls, PPE availability and other required conditions so that all activities in the research space are performed safely. If 2-metre physical distancing cannot be achieved for some of the tasks, you may contact EHS for a risk assessment.

Personal protective equipment (PPE)

This information will change based on government and public health directives. Please regularly refer to the university’s FAQs for updated information. For more information on the use of face masks for protection against COVID-19, please consult the UofT Policy on Non-Medical Masks, Joint Provostial and Human Resources Guideline on Non-Medical Masks – Division of the Vice-President & Provost and Ch 6 of the General Workplace Guidelines (GWG) for more information.

Note: When required to wear a mask while working with hazardous material (e.g. biological agents, flammable chemicals, radioactive agents), please speak to your supervisor/Principle Investigator on the safe use of masks.

Safety training

¹ Use the Laboratory Inspection Checklist to document your visual inspection.
Ensure safety training is up-to-date. Please see the EHS training matrix.

All personnel working with SARS-CoV-2, including its RNA and DNA, must review the SARS-CoV-2 Biosafety Guideline available here and take the online EHS 620 – SARS-CoV-2 Biosafety Training course. You can find this new course on “My EHS Training.”

EHS-Approved COVID-19 Safe Research Space

The following are components of a COVID-19 Safe Research Space which EHS will monitor and confirm both through COVID-19 inspections and hazard specific lab space inspections:

- COVID-19 related measures taken and reviewed as per these COVID-19 Guideline (Mask Policy, Physical Distancing & Occupancy Numbers)
- Staff and students using UCheck before attending campus

Some Research spaces will also require the following to be EHS compliant:

- Appropriate permits in place and valid
- Staff and students completed appropriate training and up to date
- Safety equipment and personal protection equipment (PPE) available and trained on
- Proper Hazardous Waste disposal procedures in place and understood

Permits

Ensure your permits are up-to-date and accurate, including amendments for the use of new biological agents, and the list of authorized users. When transferring biological agents to external parties, ensure you have appropriate documentation i.e. Biological Transfer Notification and Material Transfer Agreement

Housekeeping

Cleanup: Clean up and put away chemicals, supplies, equipment, glassware, and other items left out during the shutdown.

Cleaning maintenance: Determine an appropriate lab cleaning protocol to disinfect high-touch shared equipment surfaces, e.g. using 70% ethanol. Ensure the proper workplace WHMIS label when preparing the disinfectant dispensers.

Hazardous waste: Secure, correctly label, and/or prepare for hazardous/chemical/biological waste disposal as appropriate.
Plumbing Traps: Run all taps over sinks and pour water in floor drains (if present) to prevent foul odours from entering the lab.

Emergency Plan

Given the current uncertainty in the trajectory of the COVID-19 situation, it is prudent for researchers to develop and update an emergency plan to prepare for the possibility of an orderly winding down of research activities. Prepare your laboratory including ensuring continuity and minimizing hazards, and ensuring lab users are aware of these activities by implementing a communication system:

1. Develop and maintain an up-to-date emergency contact list for personnel in laboratories and those responsible for specific equipment/facilities
2. Identify equipment/facilities that would require special attention (e.g. maintenance or shutdown, certification or calibration requirements) during a closure or reduced personnel situation, prepare Standard Maintenance Procedures, and have these available.
3. Identify and train personnel in the operation of essential and critical equipment or for general research project backup/maintenance to ensure these are performed safely
4. Plan for adjustments to research methodology where collaboration or research participation may be compromised due to illness or closure
5. Have written documentation in place detailing ongoing experiments and associated SOPs, critical steps, and how to interrupt/stop as appropriate
6. Ensure that necessary supplies are accessible and on hand e.g. liquid nitrogen, compressed gas. Have a plan in place of when supplies will be delivered, including contact numbers for suppliers
7. Plan for scaled down operations
8. Plan for start-up if necessary, after a shutdown

APPENDIX A: RESOURCES FOR COVID-19
For the latest information about U of T’s COVID-19 response, please see the University’s
UTogether2020 page and University’s Coronavirus page. Please take the time to review our
Frequently Asked Questions (FAQs) and the Human Resources & Equity page on COVID-19
(e.g. Return to Work Processes during COVID-19 Response document). If you or members of
your unit have a question that is not covered, please consider using the Contact Us
button located at the top of the FAQ section to submit your question.

HR-RELATED COVID-19 RESOURCES

For a list of COVID-19 resources available to all employees, please visit:
http://www.hrandequity.utoronto.ca/covid-19/#resources.

For COVID-19 manager resources, please visit the COVID-19 Leadership Toolkit at
https://uoft.me/leadership-toolkit, (please refer to the HR& Equity Management Resources
section at the link).

RESEARCH AND TEACHING

- Principles for Research Recovery and Adaptation
- University of Toronto Research COVID-19 webpage
- In-class (in-person) instruction and teaching guidelines
- EHS Field (Off-Campus) Research Safety (detailed information on planning)
- Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form

SPECIFIC WORKPLACES RESOURCES

- EHS Safety Plans, Guidelines (Events, Constructions), Procedures and Assessment Tools
  (GAT, SAT, SEAT)
- Tri-Campus Caretaking Strategy for Return to the University
- Tri-Campus HVAC Strategy for Return to the University
- COVID-19 Procedure for Non-Clinic Employees Working in Clinics
- U of T COVID-19 Contractor/External Acknowledgement Form
- COVID-19 Wastewater Monitoring at Large U of T Residences
- Rapid Screening Pilot Project for Public-Facing Roles with High Interaction
- Resources for congregate settings (note these are resources only and not all
  recommendations are applicable in the University environment):
  - Toronto Public Health: Guidance for Post-Secondary Institutions
  - Toronto Public Health: Homelessness Services & Congregate Living Settings
  - Public Health Ontario: Cohorting in Outbreaks in Congregate Living Setting
    and Prevention for Overnight Camps

UNIVERSITY OF TORONTO POSTERS AND INFORMATION ON COVID-19

Please refer to the EHS COVID-19 webpage: https://ehs.utoronto.ca/covid-19-information/
POSTERS AND INFORMATION FROM PUBLIC HEALTH ORGANIZATIONS

- Toronto PH Strategies to Increase Physical Distancing and Spread Reduction for Community Partners
- Toronto Public Health poster on proper handwashing and TPH COVID-19 poster
- Toronto Public Health poster on using sanitizers
- Toronto Public Health Cough Etiquette and TPH COVID-19 poster
- TPH COVID-19 How to wash your hands and How to sanitize your hands
- TPH Physical Distancing Poster
- TPH How to protect yourself COVID-19 poster
- Ministry of Health's How to protect yourself
- Public Health Ontario's Cleaning and Disinfection of Public Settings
- US Water Quality and Health Council posters on cleaning and sanitizing
- Centre for Disease Control's List of disinfectants for use against COVID-19
- TPH Strategies to Increase Physical Distancing and Spread Reduction for Community Partners
- Ontario Ministry of Health Screening for symptoms of COVID-19 poster
- Health and Safety Association Guidance Documents for Workplaces During the COVID-19 Outbreak
- Ontario Resources to Prevent COVID-19 in the Workplace

GOVERNMENT AND PUBLIC HEALTH ORGANIZATION

- Guidance PHAC (individual/personal settings) for individuals who are partially or fully vaccinated
- Toronto Public Health
- Peel Region Public Health
- Ontario Ministry of Health
- Public Health Ontario
- A Framework for Opening our Province
- Public Health Agency of Canada
- World Health Organization

SCHEMATIC OF COVID-19 GUIDANCE DOCUMENTS:

If your workplace has special considerations, please contact gina.trubiani@utoronto.ca.
* If your workplace has special considerations, please contact gina.trubiani@utoronto.ca.

** For the student placement and practicum site readiness guides, please contact Bridgid McNulty (non-health science) or Heather Skelton (Health Science). For Divisions or programs partnering with TAHSN having a separate process not outlined on the VPS placement webpage page, contact Sarah G
APPENDIX B: COVID-19 RE-ENTRY CONTROL PLANNING

This is an optional template. If you complete the General Assessment Tool, you do not need to complete this. An EXCEL template is available at on the EHS Website: [http://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-Control-Template-excel.xls](http://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-Control-Template-excel.xls). Units can adapt the template to their operations.

![COVID-19 Re-entry Control Planning](image-url)
APPENDIX C: COVID-19 STANDARD OPERATION PROCEDURES (SOP)

This an optional template for units to use if they wish to develop a task-specific procedure. You do not have to complete this if you have completed the General Assessment Tool.

This WORD template is available from the EHS website: http://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-SOPTemplate.docx.

This template is available to units who wish to develop a standard operating procedure based on the assessment tools in the prior appendices.

Screenshots of the pages:
APPENDIX D: PPE ASSESSMENT TOOL


We would request that your assessment be based on Step 1 and 2 staffing, with a view to a future updating of the assessment using your gradual re-entry plans, as confirmed with HRE. With this information, we will be able to plan for the phased procurement and distribution of PPE across the tri-campus. Please consider the above definitions carefully when assessing need.

*Research PPE Assessments: Please refer to Ch 9.*

### PPE Assessment Tool

*Instructions: Complete this PPE Needs Assessment AFTER completing the COVID-19 General Assessment Tool and implemented other controls (e.g. physical distancing, workflow modification). PPE requests will be assessed by EHS to ensure that all mitigation measures have been considered in advance of relying on PPE.*

<table>
<thead>
<tr>
<th>Faculty/Division</th>
<th>Faculty of X</th>
<th>Campus</th>
<th>St. George Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed By</td>
<td>Jane Smith</td>
<td>Job Title</td>
<td>CAO, Faculty X</td>
</tr>
<tr>
<td>Contact Information</td>
<td><a href="mailto:jsg@utoronto.ca">jsg@utoronto.ca</a></td>
<td>Date</td>
<td>10-Jun-20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Room/Building</th>
<th>Delivery location</th>
<th>Location Type (select from dropdown)</th>
<th>Surgical Masks</th>
<th>Gloves (# of pairs)</th>
<th>N95s</th>
<th>Goggles</th>
<th>Gowns</th>
<th>Face Shields</th>
<th>Hand Sanitizer (bottles)</th>
<th>Disinfecting Wipes</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Unit 1</td>
<td>Room 702-710, 215 Huron</td>
<td>Rm 700 215 Huron reception desk</td>
<td>Administrative/ general areas/operations (e.g. offices, common spaces)</td>
<td>20</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e.g. Unit 2</td>
<td>Room 107-255, 256 McCaul</td>
<td>Rm 107, 256 McCaul</td>
<td>Administrative/ general areas/operations (e.g. offices, common spaces)</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

| Total | 50 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 |
APPENDIX E: UNIVERSITY OF TORONTO SAFETY PLANS

University of Toronto Safety Plans are located on the EHS webpage:

COVID-19 Safety Plan for General University Operations

COVID-19 Safety Plan for In-Class/Person Instruction and Teaching

COVID-19 Safety Plan for Athletic Centres

COVID-19 Safety Plan for Meeting Event Spaces Conference Centres and Performance

COVID-19 Safety Plan for Restaurants and Bars
APPENDIX F: LAB EQUIPMENT VERIFICATION CHECKLIST

SAFETY EQUIPMENT AND PPE

Biosafety Cabinet: Review the certification date to ensure it is within one year and confirm that it is operating normally. Contact your certification provider if needed.

Eyewash station: Flush eyewash stations for 3-5 minutes to remove sediment and stagnant water noting clarity of water and appropriate tepid temperature, and document this on the weekly inspection sheet. Check that flow is still at 1.5 l/min and ensure that the flow pattern is adequate to rinse both eyes. Report problems to your building manager.

Fire extinguishers: Ensure they have been checked and the arrow indicates ready for use – ensure clear access.

First aid kits: review the first aid kit and ensure its completeness.

Fume hood: Review the certification date to ensure it was within one year; if it has been longer than one year, please contact ehs.office@utoronto.ca. Confirm that the hood is operating normally (with appropriate draw) and check the proper function of the fume hood alarm using the test function.

Gas cabinets: Confirm that the cabinet is operating normally and check proper functionality per specifications of manufacturer.

Gloves: Ensure adequate stocks of gloves are available to conduct your research (of appropriate materials and sizes). You may try using reusable gloves where appropriate considering the limited supply and critical needs of health care workers.

Glove box: Check for leaks and integrity of gloves.

Respiratory protection: Consider the use of engineering controls first (e.g. fume hood) or reusable respiratory protection when required for your research or when physical distancing is not achievable at any given time. Limit the use of N95 masks to preserve supplies for healthcare workers as much as possible. Refer to Section A. of this document.

Safety devices: Check all safety devices; for example, test interlocks and emergency stop buttons for functionality.

Soap dispensers: Ensure they have adequate content and are working properly.

Spill Kit: Review your spill kit and ensure completeness of all supplies.
LAB EQUIPMENT AND INSTRUMENTS

Walk through your lab area and check any electrical equipment that remained plugged in (freezers, fridge etc.) for appropriate temperatures.

Computers and controllers: Check for software security updates, licence renewals.

Equipment and instruments: Review equipment manuals for safe start up instructions; review all SOPs and safety procedures.

Ionizing and Non-Ionizing Radiation Equipment

- Read the equipment’s operating manual and the standard operating procedures (SOPs) of your experiment to regain familiarity.
- If planning to work in shifts, develop a procedure for shift changes and keep a logbook indicating the status of the equipment at the time of the shift change.

Lasers:

- Before starting the laser read the manual for "Cold-start" situation.
- Check the alignment. Take all precautions: reduce power if possible, use low power visible light to align high power IR systems, use safety googles with appropriate OD, beam stoppers, etc.
- Water cooling system must be checked before starting the laser. It is a good moment to have the water changed.
- Mirrors and other optical elements may have dust on their surfaces. Dust particles can produce dangerous diffuse reflections in class 4 laser systems and damage the optics. Check all your optics before unblocking the beam.
- For high power enclosed lasers used for cutting plastics or other materials, check the exhaust system.
- Contact the Laser Safety Officer if you have further questions.

Open source radionuclides:

- Review the SOPs, the safety precautions specific to the radioisotope, the shielding, and the PPE.
- Run the experiment without the radioisotope to regain expertise.
- Check the proper functioning of the monitoring equipment (the GM detector or the Liquid Scintillation Counter).
- Contact the Radiation Safety Officer if you have more questions.

Other equipment: Review start up procedures, ensure all safety devices work properly.

Sealed sources and Irradiators: Review the operating procedures and for “Cold-start” situation.

X-Ray devices: Review start up procedures and test for leaks as appropriate.
SUPPLIES

Availability of material: Prepare for supply chain disruptions and limited availability of materials:

- Recognize that order placement may be slower as the volume of requests increases
- Plan for limited sales of high demand items

Hazardous material inventory: Conduct a hazardous material inventory to ensure that there was no loss of materials such as chemicals, radioactive materials, toxins, controlled substances, etc. Report missing highly hazardous chemicals or regulated materials such as radioactive materials and biological agents to the appropriate EHS safety officer.

Chemicals: Assess chemicals that may have become unstable during the closure and manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately. Also look for chemical containers that are bulging or have imploded. Submit a chemical waste pickup request for chemicals in these categories.

Reagents: Review all reagents in stock and ensure you have enough to conduct your experiments, and reorder as required. Consider micro-scaling as much as possible to minimize the use of reagents and solvents and avoid potential substantial delivery delays and limited availability.

Disinfectant: Make sure you have disinfectant available to wipe frequently touched surfaces in your lab.
APPENDIX G: PEROXIDE FORMERS

The below is quoted from The CRC Handbook of Chemistry and Physics, Internet Version 2019 100th Print Edition, 2019, [http://hbcponline.com](http://hbcponline.com) (accessed April 2020). Note that the easiest way to test for peroxides is with commercially available peroxide test strips/sticks. Because some compounds form peroxides more easily or faster than others, prudent practices require testing the supply on hand in the laboratory on a periodic basis. The following list provides guidelines on test scheduling. The peroxide hazard of the compounds listed in Group 1 is on the basis of time in storage. The compounds in Group 2 present a peroxide hazard primarily due to concentration, mainly by evaporation of the liquid. The compounds listed in Group 3 are hazardous because of the potential of peroxide-initiated polymerization. When stored as liquids, the peroxide formation may increase, and therefore these compounds should be treated as Group 1 peroxidizable compounds.

<table>
<thead>
<tr>
<th>Group 1 – Test Every 3 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divinyl acetylene</td>
</tr>
<tr>
<td>Isopropyl ether</td>
</tr>
<tr>
<td>Potassium</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2 – Test Every 6 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetal</td>
</tr>
<tr>
<td>Cumene</td>
</tr>
<tr>
<td>Cyclohexene</td>
</tr>
<tr>
<td>Diacetylene</td>
</tr>
<tr>
<td>Dicyclopentadiene</td>
</tr>
<tr>
<td>Diethyl ether</td>
</tr>
<tr>
<td>Dimethyl ether</td>
</tr>
<tr>
<td>1,4-Dioxane</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 3 – Test Every 12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylic acid</td>
</tr>
<tr>
<td>Acrylonitrile</td>
</tr>
<tr>
<td>Butadiene</td>
</tr>
<tr>
<td>Chloroprene</td>
</tr>
<tr>
<td>Chlorotrifluoroethene</td>
</tr>
<tr>
<td>Methyl methacrylate</td>
</tr>
<tr>
<td>Styrene</td>
</tr>
</tbody>
</table>
## APPENDIX H: RE-ENTRY CHECKLIST

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a plan in place for physical distancing? e.g. staggering work hours, working in separate areas</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Have all options for telework been explored?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Have lab staff and students been instructed on infection control/prevention?</td>
<td>Yes</td>
<td>See COVID-19 General Workplace Guidelines for details on reporting, infection control and prevention</td>
</tr>
<tr>
<td>Have public health posters from Appendix A been posted?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Is all safety training up to date?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Are safety permits up to date?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Has a visual lab inspection been conducted?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Has equipment been checked for issues due to power failures or other issues?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Has the Lab PPE assessment Tool been used to look at PPE requirements for the next few months?</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check eyewash</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check fume hood</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check biosafety cabinets</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check glove boxes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check/refill spill kit and first aid kit</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check fire extinguishers’ stickers</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Check all lab equipment and review applicable SOPs</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Assess chemicals for stability, especially peroxide formers</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Ensure supplies of surface disinfectant</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Run taps to fill plumbing traps to prevent odours</td>
<td>Yes</td>
<td>N/A</td>
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APPENDIX I: LABORATORY EMERGENCY PREPAREDNESS

Date: __________

EMERGENCY CONTACT LIST

A. Principal Investigator Information

<table>
<thead>
<tr>
<th>Principal Investigator Name</th>
<th>Department</th>
<th>Room Number(s)</th>
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B. Lab Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone (cell)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Contact (PI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Contact</td>
<td></td>
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</table>

C. Complete List of Lab Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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