COVID-19 GENERAL WORKPLACE GUIDELINE (GWG)

This guideline applies to all work and study areas including research spaces, in-person instructional activities and events*.

*This document replaces the Guideline for Reopening Research Spaces, the In-Class (In-Person) Instructional and Teaching Lab Guideline and the Events Guideline.

Prepared by
Environmental Health & Safety
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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 and is updated on a regular basis.

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 physical distancing rules returning to campus. Step 3 sees a responsible opening of all workplaces; the University still anticipates a very gradual return to work.

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](https://www.utoronto.ca/hr&e/covid-19) 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 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.
  - 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.
  - 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)](https://www.ttc.ca). Please visit applicable transport authority website ([Go Transit](https://www.gotransit.com), [MiWay](https://www.miway.ca)) for more information.

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](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 within 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.

- 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. Policies and procedures may change due to public health directives. Please review this guideline and update your GAT regularly and 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). For meetings, an example is using the outlook invite and documenting who came to the meeting (i.e. planned vs. actual).

• 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/. 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.

Individuals who are off-campus (e.g. working at home, studying abroad, returning to Canada after international travel, close contact of a confirmed case, etc.) and were not present on UofT property within 48 hours of experiencing symptoms or testing positive (PCR and/or RAS) for COVID-19 are not required to contact the OH team but may do so if they have any questions or need guidance. Individuals should however contact the OH team if they are planning to come to campus immediately following their isolation for clearance to come to campus. Individuals are required to contact the OH team (ehs.occhealth@utoronto.ca) if they are planning to attend campus immediately following their isolation for clearance.

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.

The COVID-19 Contractor/Externals Safety Acknowledgment Form includes insurance requirements for external parties who attend university premises. In some cases, such as small vendors and individual contractors who may not have any liability insurance Units will need to determine whether to exercise discretion where appropriate to allow the external contractor to assume contractual duties without insurance. Careful consideration regarding when, how and by whom these decisions are made and whether the unit would assume responsibility for a claim arising from an uninsured contractor would need to be assessed on a case-by-case basis. Units are advised to limit these situations where it has assessed the risk. Units are instructed to advise contractors to seek out resources and platforms where certain classes of activities/workers can purchase insurance on a short-term basis at affordable rates. This is an example (not endorsement) of a company that can provide such short-term insurance: Duuo – each contractor should do their due diligence and evaluate the product that suits their work activities. UofT units can contact EHS (ehs.office@utoronto.ca) if they require assistance.

If applicable, units should consider emergency repairs and whether their contractor/vendor has fully vaccinated staff to send to UofT premises. If the contractor is not able to check off the appropriate box regarding vaccination in the COVID-19 Contractor/Externals Safety Acknowledgment Form, please contact EHS for guidance. Depending on the nature of the situation, additional public health measures may be needed for the duration of the emergency visit (e.g. ensure physical distancing, limiting use of the area to essential staff who are fully vaccinated, rapid antigen screening protocol contractor will follow prior to coming on site, etc.). If the contractor is arranged through a different UofT unit (e.g. facilities), please confirm with your property manager or local facilities group has submitted an Acknowledgement Form. However, the expectation is that the contractor would comply with the UofT vaccination requirement and exemptions are only considered on a case-by-case basis.

The COVID-19 Contractor/Externals Safety Acknowledgment Form will be integrated in to central procurement process such as the Purchase Order Terms and Conditions and the Invitation to Quote forms). For more information, please refer to the Procurement Services website.
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:

- 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.

- Meetings, including research team meetings and one-on-one meetings between supervisors and grad students/postdocs/employees in department spaces: are encouraged to be held virtually; however, small group meetings with all applicable protective measures (physical distancing, mask, sign-up calendars, access controlled, collection of contact tracing information, Ucheck, GATs etc. as applicable) may occur.

- Graduate student/postdoc recruitment activities: same requirements as above for meetings.
PLUS completion of paper based screening form for any related parties that come onsite who do not have a UTORID and cannot use Ucheck electronically.

- 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 Face 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 DISTANCING AND PHYSICAL ENVIRONMENTAL MEASURES

General guidance on physical distancing (2m):

- Provide space for physical distancing of at least two metres (2 m) between colleagues, employees, students and visitors (e.g. by moving desks). Post maximum occupancy signage. This includes common use areas such as hallways, washrooms, etc. (not applicable to instructional spaces).

- For multi-use buildings with diverse operations and activities (where physical distancing MAY or MAY NOT apply, e.g. a building that has interdepartmental workspaces and indoor event/athletic spaces), physical distancing applies to washrooms and common areas.

- 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 not 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 a 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. For more information, please also refer to Physical barriers for COVID-19 infection prevention and control in commercial settings.
• **Reminder:** consideration must be given to accessibility requirements when making changes to physical workspaces.

Three (3) metres is required for singing or wind instrument musicians (Please contact EHS if you require assistance. In general, EHS recommends these practices and rehearsals to take place virtually at this time.)

**FOOD SERVICES AND EATING AREAS**

• For dine-in food establishments, please refer to requirement for vaccine verification in the Vaccination and Rapid Screening section in this chapter. This is required at the point entrance or at the service counter.

• 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 regulation).

• Please note, for any food services area which may be permitted to open for dining-in/seating, patron information for each person must be collected at the point of purchase: E.g. QR codes laminated and affixed to the tables to record by UTORid who is sitting there, tent card on tables to instruct persons to log in via the QR code AND to use the sanitizing wipes before/after/both using the table.

• Room furniture is set out for physical distancing; no moving tables or chairs; consider removing large tables to avoid crowds from gathering around a particular table.

• Masks must be worn by anyone not eating or drinking (i.e. if they are studying)

• Disinfection to occur after each use by staff or provide disinfectant wipes and signage/tent cards instructing users to disinfect the surfaces/table.

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

• Monitoring of the area by staff, patrols, etc. to ensure that furniture has not been moved, to deter large groups and ensure compliance with other COVID-19 measures.

• **Residences:** 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’s information must be collected (e.g. QR codes as described above). Here is a log template from TPH: [https://www.toronto.ca/wp-content/uploads/2020/08/8d95-Restaurant-Customer-Log-Sheet.pdf](https://www.toronto.ca/wp-content/uploads/2020/08/8d95-Restaurant-Customer-Log-Sheet.pdf). It is recommended that residences provide a resource to monitor the dining/seating areas to ensure the log book/QR code is completed by such individuals.

• A General Assessment Tool (GAT) or Event Assessment Tool (EAT) is to be approved by the
Masks are permitted to be removed when eating/drinking but must be re-donned immediately after eating/drinking. In general, physical distancing is required in non-instructional spaces and should be emphasized (e.g. reminders, meeting invites) when masks are removed for eating. If catering food for a meeting, please complete an Event Assessment Tool (EAT) – see Ch 5. When bringing own food/lunch, an EAT is not required but COVID-19 measures should be documented in the unit General Assessment Tool (GAT). For information regarding mask exemptions during workplace meetings (non-instructional activity), please refer to Ch 6. Please note, assessments need to be conducted on a case-by-case basis and where exemptions apply, details must be included in the GAT. In instructional spaces where physical distancing and capacity limits do not apply, designated eating areas with physical distancing should be used for eating. Please contact EHS if you require assistance or assessment.

Where possible, such as in an office, lunch/food should be consumed at the individual’s workstation. Eating in instructional spaces (e.g. classrooms) should be avoided since it results in prolonged removal of masks and eating spaces should be provided to students (see below). Brief removal of the mask to sip water should be avoided if possible. Where necessary (e.g. class duration of several hours), students may briefly remove their mask to take a sip of water but must re-don their mask immediately after drinking water.

As students return to campus, units are encouraged to work with their local facilities group/property management group to identify spaces where students can eat their lunch to avoid congestion and overcrowding in common areas (e.g. using unoccupied classrooms). Where it is necessary to provide such spaces, units will document in the GAT and include similar measures as for eating areas listed above such as:

- Physical distancing (2 m).
- It is recommended to limit capacity to 5 persons; if larger capacities are required, please contact EHS (physical distancing continues to apply). Additional measures include monitoring of the space to ensure that social gatherings are NOT taking place.
- No moving tables or chairs; consider removing large tables to avoid crowds from gathering around a particular table.
- Disinfection and cleaning (e.g. provision of disinfectant and clear signage that users are responsible for disinfecting their table).
- Contact tracing (e.g. log book, sign-in sheet, QR codes as described above).
- Monitoring of the space (e.g. by staff or casuals engaged for this purpose) for compliance; signage to reinforce COVID-19 measures.

For a listing of locations to eat, study, and access computers, please refer to: Where to go between classes at U of T.

For vending machines: use signage to encourage users to use hand sanitizer and/or disinfectant wipes nearby before using the machines. Where possible, locate hand sanitizer and/or disinfectant wipes near the machine.
VENTILATION

The University of Toronto has developed a Tri-campus COVID-19 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.

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. Masks are also required in all indoor spaces, common use areas, providing an additional layer of protection per the Policy on Face Masks and the Joint Provostial and Human Resources Guideline on Face 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.

Current public health guidance does not require portable air filtration in general building areas such as administrative offices, hallways, and meeting rooms. As part of our COVID-19 HVAC strategy, where applicable, centralized heating, ventilation, and air conditioning (HVAC) system filters have been replaced with enhanced MERV 13 filters or the highest compatible with the existing HVAC infrastructure. This is the filtration level that the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends for reopening buildings. 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.

It is important to note 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 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), mandatory vaccination guideline, 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.

Ventilation shutdowns

For in-person instructional spaces (either inventoried classrooms or non-inventoried classrooms), ventilation shutdowns (for repair, maintenance, etc.) should take place when these spaces are unoccupied where feasible (to be assessed on a case-by-case basis). For other spaces (e.g. labs, offices), shutdowns may proceed if physical distancing, along with all other applicable public health
measures (e.g. Ucheck, mask wearing, etc.) continue to be followed. Local facilities groups planning for shutdowns should liaise with building occupants to discuss the impact/affected areas of ventilation shutdowns and develop a schedule to accommodate occupant usage of the affected spaces. For prolonged shutdown periods (e.g. more than 1 day’s duration), additional assessments/measures may apply, please contact EHS for assistance.

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 COVID-19 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: The risk associated with transmission with shared objects is low and focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of transmission. As an added measure, in situations where objects are difficult to disinfect, disinfect the accessible surfaces (if applicable) and quarantine/isolate for 72 hours before reuse.

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:** The 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. Practice 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 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.

For teaching labs, students are responsible for bringing their lab coats. If the department finds students are forgetting to bring or purchase lab coats, please consider the following guidance:
- Send regular reminders to students.
- Investigate the feasibility of selling lab coats on-site
- As a last resort, to keep up with demand, quarantine shared lab coats used (e.g. once for 3hrs) for 3 days (72 hours) before lending again. There should be a system to record when the lab coat can come out of quarantine and will have separate storage spaces/holding areas for each set of lab coats based on when they can come out of quarantine. Continue regular laundry of lab coats per usual processes.
- Please contact EHS for a review. Depending on lab activities, there may be additional considerations (e.g. type of chemical, biological or physical agents) on whether lab coats can be reused, for example, from a chemical contamination standpoint if there has been a spill the shared lab coat should be laundered.

**SELF-SCREENING (UCHECK)**

All members of our community who come onto U of T campuses or premises must complete a health screening and be fully vaccinated against COVID-19 and are required to upload proof of full vaccination via UCheck. ***The self-screening must be completed daily. If you have completed Ucheck the day before but within the last 24 hours, please re-log in and complete the assessment for each day you are on-campus so that your green screen shows today’s date.***
Note: The Ucheck web-portal is only accessible to users with an active UTORID and an active record in one of these university systems: HRIS, ROSI, PRS, PGME. If not, the individual will need to use the paper based self-screening form which can be downloaded on the Ucheck webpage.

Any individual that is not compliant with the vaccine guidelines will no longer get a green health screen.

Ucheck reminders and compliance takes place in a number of ways:

- A dashboard is available to leadership in all areas that indicates real-time status of health screens. This is available to CAO’s for staff, and appropriate leadership for faculty (chair, vice-dean, etc.).
- The Ucheck Administrative Dashboard is available for managers to review screening completion of their employees. For more information, please refer to the “Ucheck Dashboard Compliance For University of Toronto Managers” in the HR Manager’s Toolkit. The Toolkit is accessible through the HR Service Centre (under “Categories”). It is recommended that managers review screening completion of all employees who are working on-site on a daily basis, ideally at the beginning of the work day/scheduled shift as appropriate. Where applicable, managers should contact their leadership/CAO/divisional HR Office for unit-specific procedures. If there are employees missing from your list, please contact your divisional HR office. The listing of employees is based on HRIS data. Please note that for casuals, the reporting relationship is to the CAO.
- Some Ancillary and Library facilities are asking individuals to display their green ucheck screen before entering the building (e.g. Robarts, KPE, Hart House, etc.).
- The UCheck Ambassador Program is a friendly and educative way to remind members of our community to complete their UCheck health screening each and every day they are on campus. The program uses small teams of UCheck Ambassadors to visit high-traffic locations across U of T campuses. These trained ambassadors will ask every individual approaching a building entrance or space if they have completed their health screening in UCheck. For additional information, please also refer to the UofT News article: U of T’s UCheck ambassadors remind community members to complete COVID-19 self-screening.
- EHS lab inspections will now include verification of Ucheck
- At locations where proof of full vaccination is required (e.g. dine-in food establishments) and indoor events
- Where appropriate, supervisors/managers to require Ucheck verification at the beginning of the shift, week, etc. to ensure compliance
- Verification measures are documented in the GAT (General Assessment Tool) or EAT (Event Assessment Tool) where applicable and appropriate.
- Employee memos: https://people.utoronto.ca/category/covid-19/
- Reminders and communications through various social media sources (e.g. UTogether webpage, Ucheck webpage, UofT Student Life website, twitter and newsletters.

The following prompts are also used to remind faculty, staff and students to complete Ucheck:
• Link to Ucheck located across the top of the UofT website
• A banner reminder appears in Quercus to complete Ucheck
• Instructor slide deck with reminders regarding Ucheck, vaccination, masks, etc. – please refer to the COVID-19 In-Class Instruction Guidelines for Course Instructors and First Class or Tutorial Slide Deck.
• Instructors/TAs may ask to see students’ Ucheck status before entering a classroom, but they are not required to.
• Reminders on the Office of the Vice-Provost Students webpage.

The university has also conducted an assessment and has identified high volume buildings/areas that are used by multiple community groups e.g. students, staff, visitors etc. Ucheck validations are required at these locations - point of entry or point of purchase. Please note the listing below may change periodically as the pandemic evolves:

UTSG (St. George):

• Athletic Centre
• Varsity
• Goldring
• Robarts Library
• Gerstein Library
• OISE (252 Bloor) and OISE Library
• John M. Kelly Library (St. Michael’s College)
• Hart House
• Faculty of Law
• Rotman School of Management
• New College Dining Hall
• Howard Ferguson Dining Hall in Morrison Hall
• Café Reznikoff in Morrison Hall
• Food vendor with nearby seating
  o Sid Smith Café
  o MSB Café
  o MSB Starbucks
  o Sandford Fleming Veda

UTM
• Health and Counselling Centre (HCC)
• Recreation, Athletics and Wellness (RAWC)
• Library

UTSC
• ARC and SW Check-in points
• Health and Wellness Centre (HWC)
• Library
• La Prep (when indoor dining is permitted)

All campuses
• Indoor events as applicable per the regulation

When verifying Ucheck, units need to consider the following principles in determining whether this is applicable:

• Importance of in-person activity and the health and safety of our community.
• Equity in approach across campuses and divisions. While checks may vary on location or timing, where they are in place, everyone should be checked.
• Focus on higher risk activities/environments (e.g. activities covered under provincial passport regime such as indoor dining, gyms, and high numbers of transient populations present where contact tracing information is difficult to attain and where live screening would be beneficial such as libraries, student orientation events, front-facing receptions etc.).
• Dedicated consistent resources to apply live screening (e.g. staff for controlled entry point e.g. athletics card swipe entry points).
• Friendly and educative approach to on-site checking by ambassadors/staff.
• Culture of support for those staying home with mild symptoms.

If the decision is made to proceed with live Ucheck confirmations, units should incorporate verification of the Ucheck green status into the procedures for the EAT or GAT, including considerations for queueing during the checking process. Physical distancing and masks must be worn when queueing in common areas of the building.

Units that do not verify the Ucheck status of each person should have a process to regularly communicate/remind faculty/staff/students and visitors to use Ucheck (or complete the paper-based screening form) before attending campus. Examples are:

• Posting Ucheck signage in conspicuous locations, as documented in the unit’s GAT or EAT.
• Periodically at the start of class – please refer to the COVID-19 In-Class Instruction Guidelines for Course Instructors and First Class or Tutorial Slide Deck
• Reminders – emails, memos, meetings (minuted), tag line in email signatures
• During booking or appointment-making process
• Incorporating reminders in front facing positions: “Hi, just a reminder that you must complete your Ucheck health screening before entering…”

Note: the above may also be applied to units who do choose to implement live Ucheck screening.

External persons who are visiting campus, e.g. those purchasing from food vendors, delivery companies are required to complete the paper visitor form if they stay on UofT premises for more than 15 minutes.
External third parties or contractors who have completed the UofT COVID-19 Contractor/External Acknowledgement Form are not required to complete the paper visitor form as they will follow their own internal organization’s health screening processes before coming to campus.

VACCINATION AND RAPID SCREENING

All members of the University community—including students, staff, faculty, and librarians—will be required to provide proof of full vaccination. Those who have received a University-approved exemption or when recommended by EHS must participate in the University’s rapid screening program, where results will need to be uploaded regularly. For more information, on vaccinations, please refer to the UToliday COVID-19 Vaccination webpage (https://www.utoronto.ca/utoliday/vaccines), UToliday FAQs. (https://www.utoronto.ca/utoliday/faqs#vaccines) and the Joint Provostial and Human Resources Guideline on Vaccination. If you require further information on how vaccinations can be obtained, please refer to COVID-19: How to Get Vaccinated from the City of Toronto or COVID-19 Vaccine from the Peel Region of Health.

At-home rapid antigen screening kits are being prioritized for residences at this time: https://www.utoronto.ca/utoliday/rapid-screening. Please check this webpage regularly for updates. Rapid antigen screening is not required for staff who were ill with COVID-19 (suspected or confirmed) and have been cleared to return to work by the EHS Occupational Health Team. Due to limited supplies, departments should not purchase these kits unless they have been directed centrally (e.g. by EHS) based on risk assessment. If an individual has screened positive, they should isolate at home or in residence and not attend in-person work/activities on campus but should immediately contact the EHS Occupational Health Team (ehs.occhealth@utoronto.ca) who will advise on next steps.

Student or employee personal information will not be disclosed or shared for any reason, except for Occupational Health & Safety (OHS) purposes in the event of a presumed positive case. A designated occupational health staff member will work with the applicable units to confirm that those with exemptions are enrolled in rapid screening program and uploading results regularly as required. Medical and religious exemptions are submitted through U of T’s Enterprise Service Centre (ServiceNow).

People who have had COVID-19 in the past should still get vaccinated. Natural immunity from having COVID-19 may not last long and may not protect against COVID-19 variants. Get vaccinated to stay protected. Anyone with COVID-19 symptoms, including fever, should not go to a vaccine clinic. Please wait until you are no longer in self-isolation or your symptoms have gone away. For more information, please refer to: COVID-19: About the Vaccines – City of Toronto and About the COVID-19 vaccines - COVID-19 vaccine - Region of Peel (peelregion.ca).

The University has implemented a multi-layered approach which includes vaccination, 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 where applicable. For more information on who UofT is preparing for in-person
Student Placements
A number of programs (e.g., health sciences, education) place students in sites where vaccination is required by law/regulation. In many cases, the onus is on the placement site to verify vaccination status. In others, existing agreements require verification done by the U of T division. In those cases where divisions are already verifying vaccination status, divisions should be expanding the secure systems that they are already using to verify similar types of confidential student information that is required by law/regulation (e.g. police checks, other types of required vaccinations, TB screening, etc.).

As a reminder, guidance around vaccination verification for graduate students and post-docs in research settings in hospitals or third-party sites is available online. See: https://www.sgs.utoronto.ca/lookingahead/frequently-asked-questions/#section_3. As indicated in that guidance, there will likely be scenarios where students will be required to demonstrate proof of vaccination more than once. Where possible, the University of Toronto and its partners aim to incorporate the tracking of COVID-19 vaccination status into existing processes that monitor similar information. Where partnership agreements exist, processes must be compliant with those agreements.

For divisions that already have vaccination validation processes in place (e.g. varicella, TB, rubella, Covid-19 etc.) please continue to ensure that adequate notice of data collection information is provided to placement students in advance of vaccine validation. In situations where divisions do not have pre-existing vaccination validation processes in place, you may adopt your own verification process by checking the authenticated Enhanced certificate with QR code from the Government of Ontario (plus ID). For the purposes of confidentiality, please designate one divisional contact person to act as a designate on placement vaccine validation matters. If you require additional support and/or need assistance in conducting the verifications, please connect directly with the Occupational Health (ehs.occhealth@utoronto.ca) who will provide you with guidance and support.

Proof of identification and of being fully vaccinated against COVID-19 at the point of entry

Proof of identification and of being fully vaccinated against COVID-19 at the point of entry are required for all patrons under the following circumstances (for more information, please refer to Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act):

- The indoor areas of facilities used for sports and recreational fitness activities.

  As of Nov. 1, 2021, TPH requires all persons age 12 and older who attends an indoor facility for the purpose of actively participating in organized sports and or coaching, caregiving, volunteering at or officiating organized sports to provide proof of vaccination at the point of entry.

  Exemption:
• Does not apply to day camps, childcare or provision of mental health support where <10 people occupy the space.

• The following outdoor areas where the usual capacity is > 20,000 persons:
  • Outdoor meeting and event spaces
  • Outdoor facilities used for sports and recreational fitness activities, including waterparks and facilities where personal physical fitness trainers provide instruction, including, for greater certainty, the outdoor areas of facilities where spectators watch events but not including facilities that are open solely for providing childcare.
  • Outdoor areas of concert venues, theatres and cinemas.

In addition to the specific exemptions above, this requirement does not apply to patrons who enter an indoor area:
  • To use a washroom;
  • To access an outdoor area that can only be accessed through an indoor route;
  • To make a retail purchase;
  • While placing or picking up an order;
  • While paying for an order;
  • To purchase admission; or
  • As may be necessary for the purposes of health and safety;
  • A patrons who is under 12 years of age;
  • A patron who provides a written document, completed and supplied by a physician or registered nurse in the extended class, stating the individual is exempt for a medical reason and the effective time-period of the medical reasons; and
  • Workers, contractors, repair workers, delivery workers, students, volunteers, inspectors or others who are entering the business or organization for work purposes and not as patrons.

It is recommended that the following be communicated to those who have booked events:

a. The University is required to abide by all laws and regulations, including requiring proof of vaccinations: https://www.ontario.ca/laws/regulation/200263.

b. The University’s own vaccine guideline still requires the host to ensure all their vendors are fully vaccinated (ie; set up, music etc.). Vendors are not considered patrons under the provincial amendment.
c. Hosts should notify their guests ASAP of any proof of vaccination/ID and self-screening requirements where applicable. Guests who are exempted from vaccination must produce a documented medical reason for not being fully vaccinated against COVID-19 and the effective time-period for the medical reasons.

d. Host should review the regulations carefully and share this information with their guests to avoid being prohibited from entering University premises: https://www.ontario.ca/laws/regulation/200263.

Verifying proof of identity and of being fully vaccinated

As of January 4, 2022, the Enhanced certificate with QR code from the Government of Ontario in lieu of a vaccination receipt will be required for settings that require proof of vaccination in the regulations (see above, for example, food establishments, indoor events, indoor areas of facilities used for sports and recreational fitness activities). To scan this QR code, the unit must download the Verify Ontario app. For assistance on the verification process, please refer to the COVID-19: Vaccination Verification Decision Guide.

All individuals are encouraged to download their Enhanced certificate with QR code as soon as possible. Updates will be made to this section accordingly as new information is provided by local public health authorities.

Individuals who received their vaccination outside of Ontario should contact their local public health unit in Ontario to verify and document their vaccination. This would allow them to receive an Ontario vaccination certificate and/or use the Enhanced Certificate with QR code.

Validation of identification must also be undertaken to ensure that vaccination receipt offered by the patron belongs to them. Validation of vaccination will be based on two key identifiers:

- Name of the identification holder; and
- Date of birth.

A photo identification is not required.

A person is fully vaccinated against COVID-19 if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada.

They must have received their final dose of the COVID-19 vaccine at least 14 days prior to being fully vaccinated.

During this verification process, per regulatory requirements, the University will not maintain any hardcopy or digital copies of this information.
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. Where applicable, please refer to the COVID-19 Construction Guidelines.

- Update procedures for scheduling appointments.

- Post signage at an accessible height to remind workers and inform students and visitors. UofT signage is available on the EHS website.

- 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, or 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

The Government of Canada has advised that non-essential travel outside of Canada be avoided. As of December 15, 2021, all university sanctioned activities outside of Canada are cancelled for U of T students, until further notice. If you are a PhD student looking to conduct thesis related research outside of Canada, please defer your travel. Otherwise, please contact safety.abroad@utoronto.ca to discuss options.

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 requirements, e.g. testing, quarantine, vaccination, etc.) are followed and if COVID-19 related symptoms develop upon return. It is not necessary to contact occupational health (ehs.occhealth@utoronto.ca) 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/
- Off campus safety
- International travel for non-research purposes (conferences, workshops, etc.). Anyone travelling internationally for purposes of University business is encouraged to review the Guidance on Research and Travel during the COVID pandemic.

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 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.).

For more information on off-campus research and non-research field trips and excursions, please refer to Chapter 5.

WORKSTATION ERGONOMICS AND REMOTE WORKSPACE SAFETY

Employees may have questions about workstation ergonomics or other health and safety concerns 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.

Employees and faculty who have been approved to work from home (e.g. accommodation, approved alternate work arrangement) should review, the Working Remotely site, the Working at Home Checklist and Appendix B: Remote Workspace Safety Checklist in the Alternative Work Arrangement Guideline.
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.

Individuals who are off-campus (e.g. working at home, studying abroad, returning to Canada after international travel, close contact of a confirmed case, etc.) and were not present on UofT property within 48 hours of experiencing symptoms or testing positive (PCR and/or RAS) for COVID-19 are not required to contact the OH team but may do so if they have any questions or need guidance. Individuals are required to contact the OH team (ehs.occhealth@utoronto.ca) if they are planning to attend campus immediately following their isolation for clearance.

For more information on the case management, please refer to the UofT COVID-19 Case Management Process (Symptomatic & Confirmed cases). Submission on an online accident/incident report for COVID-19 symptoms is not required unless requested by OH/EHS.

Please also refer to the UofT COVID-19 Update webpage for the number of confirmed COVID-19 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.
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.

Please also refer to Ch 9 for more information regarding research lab activities, face-to-face (F2F) and Off-Campus (OC Research).

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. For guidance on capacity limits, please refer to Table 2.

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 submit the GAT to EHS for review at least 7 business days in advance.
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. Please note the Employee Tracker Form is no longer required.

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)

This section 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.

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.

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
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 Chapter 11 COVID-19 Events Guidelines and complete Appendix D. Student Society Event Organizer Acknowledgement.

INSTRUCTIONS FOR NON-RESEARCH FIELD TRIPS AND EXCursions

For off-campus non-research activities (e.g. academic field trip, conference, workshop, etc.), please review the Guidance on Research and Travel During the COVID-19 Pandemic and complete the Off-Campus Safety Planning Record (Risk Assessment). This Safety Planning Record 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. For more information, please refer to the EHS Off-Campus Safety webpage. During the pandemic, non-essential travel should be avoided where possible.

INSTRUCTIONS FOR EVENTS

Please refer to Ch 11 Events.
6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Departments/units are to follow the institutional Policy and Guideline when developing their own unit-level plans. This information will change accordingly with government and public health directives.

Medical masks are recommended for all employees, students, visitors and contractors in indoor University spaces (including University-owned and leased spaces). Wearing a mask in addition to physical distancing and other public health measures can reduce transmission risk. Please refer to UTogether mask webpage for general information and where to access medical masks. Individuals may wear respirators in lieu of a medical mask as required by the tasks they are performing – please see the Table 6-1 below in this section for guidance regarding which type of masks/respirators are suitable for specific tasks.

Note: The recommendation regarding medical masks has not changed existing health and safety requirements regarding when masks are to be worn at the University. The recommendation also does not affect mask exemptions under the institutional Policy and Guideline. For information regarding mask exemptions, please refer to the information below.

Please plan according to your unit’s needs and timelines and review information on the UTogether page to assist employees and staff in attaining medical masks in advance of coming to campus. Follow your usual procurement processes for the purchase of PPE such as medical masks, chemical resistant gloves, fit-tested N95 respirators, and eye protection (e.g. for laser, chemical,
other biological hazards). For information on where to purchase medical masks, please see Table 6-2 below.

Table 6-1: Type of Masks/Respirators and Their Usage

<table>
<thead>
<tr>
<th>Type of mask or respirator</th>
<th>Standard</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well-fitted medical or surgical/procedure mask (RECOMMENDED).</td>
<td>ASTM (American Society for Testing and Materials) Level 2-3.</td>
<td>General occupants, employees, students, visitors, instructional activities/areas (classroom, research labs, practicums, study spaces etc.)</td>
</tr>
<tr>
<td>The medical mask poster will be updated shortly.</td>
<td></td>
<td>For purchase and distribution points for medical masks – please refer to the Utogether website.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individuals may also opt to wear personally owned medical masks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units are encouraged to purchase medical masks which can be accessible to be provided for those who may forget, lose, soil or need to replace their medical masks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For instructional spaces where physical distancing does not apply, eye protection is not required except for activities aerosol generating activities and certain close contact activities (e.g. student pairs practicing clinical skills on each other) or unless advised by EHS. Please contact EHS if you require assistance.</td>
</tr>
<tr>
<td>Well-fitted medical or surgical/procedure masks + eye protection (REQUIRED)</td>
<td>ASTM Level 2-3</td>
<td>Activities/tasks where physical distancing cannot be consistently followed. E.g., certain clinical, operational contexts, e.g. close proximity work in utility closets, driving, maintenance work, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please speak to your supervisor regarding provision of medical masks and eye protection for these scenarios.</td>
</tr>
<tr>
<td>Non-fitted, disposable N95 respirators (OPTIONAL)</td>
<td>N95s are NIOSH* approved. KN95s are not NIOSH approved. *(National Institute for Occupational Safety and Health, USA). NIOSH approved respirators have an approval number with the following format: TC-84A-XXXX (e.g. TC-84A-0006) KN95 meet Chinese standard GB 2626-2006.</td>
<td>Instructors and certain employee groups may consider wearing non-fitted N95s in lieu of medical masks for certain activities as per above, e.g. involving aerosol generating tasks where physical distancing cannot be consistently followed. e.g. working with children, singing and wind/brass instrument use related to performances, certain operational contexts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per the provincial government, non-fitted N95 respirators are not required but may be used by staff in schools (i.e., elementary or secondary schools) and licensed childcare settings as an</td>
</tr>
</tbody>
</table>
## Type of mask or respirator

<table>
<thead>
<tr>
<th>Type of mask or respirator</th>
<th>Standard</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>regarding KN95 usage is ongoing and may change over time.</td>
<td>They may be considered as alternatives to a well-fitted surgical/procedure mask or a non-fitted N95 respirator. KN95s with head straps provide higher protection over KN95s with ear loops. Note: KN95 are not to be used as an alternative or replacement in activities that require a fitted disposable N95.</td>
<td>optional alternative to medical masks. For licensed childcare facilities, units may request supplies through the province/local public health. Instead of non-fitted N95s or KN95s, a well-fitted medical mask may also be worn for the above scenarios. For information regarding where to purchase N95s, please see Table 6-2. If you require assistance with attaining an optional non-fitted N95 please contact your supervisor and the particulars of your request will be assessed on a case-by-case basis.</td>
</tr>
</tbody>
</table>

### Fitted N95 disposable respirators + eye protection (REQUIRED)

If you are having supply chain issues, please contact EHS to discuss strategies.

| Fitted N95 disposable respirators + eye protection (REQUIRED) | NIOSH approved, fit-tested, seal checked | Activities where physical distancing cannot be consistently followed and are higher risk in nature such as providing healthcare to suspect/probable/confirmed COVID-19 cases, providing patient care to vulnerable groups in clinical settings, working with biological agents, aerosol generating medical procedures, providing first aid (e.g. CPR) in high-risk settings (residences), certain procedures with animals in research (e.g., vivariums) as determined by local risk assessment / biological safety containment, etc. Please speak to your supervisor regarding provision of mask and fit-testing registration. For additional information: [https://ehs.utoronto.ca/training/respiratory-protection-training-fit-testing/](https://ehs.utoronto.ca/training/respiratory-protection-training-fit-testing/) |

*Other types of respirators such as the KF94 (tested against Korean standard KMOEL–2017-64) or FFF2 (tested against European Union standard EN149-2001) may also be commercially available. The University continues to monitor public health recommendations for these other types of respirators and will update the guidance in this chapter when available.

Note: Discard all disposable masks properly in a general waste container unless existing procedures state otherwise.

If you require assistance in determining which mask to use or if you have any other PPE related queries, please contact EHS ([ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca)) for assistance. Please use the PPE assessment template (Appendix D) as needed.

### Table 6-2: Where to Purchase Masks, Respirators and other PPE

| UTSG (St. George) | UTSc (Scarborough) | UTM (Mississauga) |
Medical Mask Types as per the American Society for Testing and Materials (ASTM)

Medical masks are disposable masks found in three levels (1, 2, and 3). For more information about when to use different levels of ASTM medical masks, please review the table above.

- ASTM level 1 masks are three-ply. They are the general standard and are best suited for low-risk, low-fluid environments.
- ASTM level 2 masks are also three-ply. They are best suited for moderate levels of fluid exposure.
- ASTM level 3 masks are four-ply and offer maximum barrier protection and are best suited for environments with high levels of fluid exposure such as dental clinics.

Check the packaging of your product for information on the rating of ASTM level. ASTM F2100 Standards should be included on the label, and should specify a level 1, 2, or 3.

The University is recommending the use of ASTM level 2 and 3 medical masks on campus.

Eye protection

In some situations, eye protection should be worn in addition to a medical mask or respirator as per the table above.

Eye protection must provide a barrier to splash or spray from both the front and the sides and if applicable, from the top (e.g., health care workers). For this reason, goggles and face shields are the primary forms of protection when there is a risk of splashing (e.g. health care workers providing care to sick patients).

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, working in pairs). Where safety glasses are used, it is recommended to use models where gaps between the face and glasses are minimized.

Consider sourcing products that have an anti-fog coating. When selecting eye protection, also take into consideration if there are other hazards where eye protection is needed (e.g. corrosive chemicals, flying debris).
General Guidance on the Use of Masks

Masks should be well-fitted. Per Toronto Public Health, the mask should:

- Fit your face, covering your nose, mouth and chin without gaping.
- Be comfortable, easy to breathe through and not limit your vision.
- Mask and ties/ear loops should fit securely to avoid frequent adjusting during use.

For more information, please refer to How to make your mask fit properly on the Government of Canada website. For information on the knot and tuck technique to improve your mask for a better fit, refer to CDC (Centre for Disease Control) video: How to Knot and Tuck Your Mask to Improve Fit - YouTube.

Masks should be worn when lining up outdoors for services even if physical distancing is maintained.

The following types of face coverings are not recommended for general use on UofT premises:

Table 6-3: Face Coverings/Masks that are Not Recommended

<table>
<thead>
<tr>
<th>Type of Face Covering or Mask</th>
<th>Information/Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-medical / cloth mask (unless layered with a medical mask)</td>
<td>Medical masks are recommended for all employees, students, visitors and contractors indoor University spaces (including University-owned and leased spaces). This guidance will be reviewed regularly until the end of the winter 2022 term and in line with public health advice.</td>
</tr>
<tr>
<td>Face shields</td>
<td>Face shields are not a replacement for a mask. Face shields are another option for eye protection when employees are working &lt;2m apart, in addition to wearing a mask. They can be an option for those who require an accommodation. Accommodations are made on a 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 and the Office of the Provost – Students. For more information on face shields, please also refer to the CCOHS COVID-19: Using Face Shields posters.</td>
</tr>
<tr>
<td>Masks/respirators with an exhalation valve</td>
<td>They are not recommended because they may allow unfiltered air containing virus particles or respiratory droplets escape the mask. This means droplets from a person can be spread in a room, reducing the benefit of the mask. If you must use a respirator with an exhaust valve, use them when you are working alone or wear a mask over the respirator.</td>
</tr>
<tr>
<td>Clear plastic face masks with openings or gaping areas that extend below the chin and wrap around the sides of the face</td>
<td>They 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 hearing-impaired and in circumstances where visualization of facial expression is of pedagogical importance such as studio/performance activities. Consider using written communication,</td>
</tr>
</tbody>
</table>

University of Toronto – Environmental Health and Safety
COVID-19 General Workplace Guideline
January 28, 2022

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. Please ensure that any reference made to information contained within the GWG references the document and relevant page/version.
Information on Non-medical Masks (if layered over Medical Mask)

Per Toronto Public Health, qualities of a good non-medical mask include masks that are made of at least 3 layers of tightly woven fabric or 2 layers with a filter. A three-layer mask may provide added protection. Layering a cloth mask over a medical mask may improve fit and add protection.

Enforcement of Policy and Education/Awareness Regarding Medical Masks

Enforcement on the wearing of masks per the Policy 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 the University’s mask 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.

Facilitating compliance with the medical mask recommendation will be predicated on an education and awareness approach.

Mask Exemptions

For exemptions regarding the wearing masks, refer to the Joint Provostial and Human Resources Guideline on Face 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.

Please note: For all the below scenarios, the unit/division must determine whether an exemption is essential at this time. Please contact OHS for any questions regarding your determination. We recommend that a medical mask be worn at all times and that units/divisions refrain from providing exemptions unless absolutely necessary.

Masks are not required under the following conditions/situations:

- Children under the age of 2.
• 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); and 4) where contact tracing information can be collected (e.g. scheduling log, booking system, sign-in book). 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.

• Lunchroom - once seated and while eating/drinking. Physical distancing of 2 metres must be maintained between each person.

• For regularly scheduled meetings- It is highly encouraged that masks be worn unless physical distancing can be maintained at **ALL** times. For example, if meeting attendees are walking within 2m of others to get to their seats, go to the washroom etc. masks should be worn. If masks will be removed during meetings:
  - Inform participants ahead of time, advise on the precautions that will be taken and provide participants with an opportunity to discuss concerns if any.
  - Masks are removed only when seated in the designated seat, distanced from others and mask will be re-donned when getting up from their seat regardless of the length of time. This includes getting up and using the washroom, walking towards their seats, etc.
  - A spare mask be available in case it is misplaced, dropped or soiled.
  - Hand hygiene will be performed prior to removing or re-donning the mask. Hand sanitizer and disinfectant wipes are available inside the meeting room.

Please note, in most meeting contexts, we expect that maintaining 2m distancing would be very challenging and we ask that divisions approach meeting planning regarding mask compliance with prudence.

• When performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance that has been authorized by the University. In general, this does not broadly apply to extra-curricular activities and academic teaching. For in-person academic instructions, requests for a mask exemption for pedagogical reasons are reviewed and approved on a case-by-case basis.

• Facilities in residences shared by an assigned group of roommates (e.g. kitchen in communal 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,
  o To receive services that require the removal of mask
  o 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/Principle Investigator on the safe use of masks appropriate for the task. For research related information, please refer to Ch 9 or contact EHS (ehs.office@utoronto.ca) for assistance

Mask Exemption - Learning and Teaching Environments

Medical masks are recommended 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. Instructors who wish to seek an exemption to mask use for pedagogical reasons should complete the Instructor Mask Removal Request for Indoor Instructional Spaces Questionnaire and send it to EHS (ehs.office@utoronto.ca) and their unit lead for review.

Accommodations

Accommodations for individuals who cannot wear a mask or respirator are made on a case-by-case basis. Employees requiring accommodation should directly advise their supervisor and contact their divisional HR Office. Students requiring accommodation should directly contact their academic lead, the Office of the Provost – Students and Student Accessibility Services before coming to campus. If there are concerns regarding an external (non-employee/non-student) having or requiring a mask 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, please refer to: Student Mask Accommodation Workflow Process - TriCampus.

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:

University of Toronto – Environmental Health and Safety
COVID-19 General Workplace Guideline
January 28, 2022
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. Please ensure that any reference made to information contained within the GWG references the document and relevant page/version.
(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 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 as 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 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 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:

- For information regarding vaccination and research (including human participant research), please refer to: Vaccination Guidance for Human Participant Face-to-Face Research and the VPRI webpage. Researchers may use any Health Canada-approved rapid antigen screening kits. Kits that are part of the UofT At-Home Rapid Screening program should not be used for this purpose as participants must report their results via Ucheck.
- 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
- Face-to-Face (F2F) research: For more information, please refer to: Review Of Face-To-Face Human Participant and Off-Campus Research and Coronavirus (COVID-19) Research FAQ.
- Off-campus (OC) research: Please review the Guidance on Research and Travel During the COVID-19 Pandemic. The Off-Campus Safety Planning Record (Risk Assessment) is a planning resource that researchers may also use to planning their off-campus research. For more information, please refer to the EHS Off-Campus Safety webpage. During the pandemic, non-essential travel should be avoided where possible.
- All lab members must wear masks in research and collaboration spaces (including cold rooms). Please refer to Ch 6 for more information on the use of 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 completed.

1 Use the Laboratory Inspection Checklist to document your visual inspection.
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 Face Masks, Joint Provostial and Human Resources Guideline on Face 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/ respirator 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

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.
10 In-Person Instruction (including Teaching Labs)

***This chapter replaces the In-Class (In-Person) Instructional and Teaching Lab Guideline.***

In addition to general strategies detailed in this guideline (e.g. Ch 3), this chapter outlines strategies and best practices for making instructional spaces ready for increased occupancy, and for addressing the needs of employees and others who will be returning to the workplace. Teaching labs are considered distinctive spaces and should not be used to perform research.

For instructional activity to occur on campus a GAT must be completed for the division that covers the spaces and people involved in the planned instructional activity. The GAT should be aligned with the requirements described within this document, and it must be approved by the unit lead before instructional activities can begin. **An overview of process responsibilities and scope is below and visualized in Diagram A:**

a) Each **space owner** [academic division, institutional office [e.g., Learning Space Management (LSM)], and other instructional space providers (e.g., Federated or Constituent College, Koffler Scientific Reserve, etc.) will create a document specifying the strategies in place to apply COVID-19 exposure-reducing controls, strategies and precautions in the operations of the space within their control. The document is basically a GAT with only the parts completed that describe **space preparation** and management of this space (For St. George campus, please refer to COVID-19 ACE/LSM Classroom General Assessment Tool in the HR COVID-19 leadership tool).

Ownership of spaces and roles and responsibilities for allocation of space vary across organizations within U of T. 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 that 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.

b) Each academic division (i.e. **space user**) will produce a GAT that describe how they will handle in-person activity associated with:

   (i) **all undergraduate** courses for which the Faculty/Division is the **primary** org in ROSI

   (ii) **all graduate** courses for which the Faculty/Division is the **co-secondary** org in ROSI

      *(SGS is the primary org for all graduate courses but is not involved in the delivery of those courses)*

      Units can **copy wording** in the space owner’s GAT (see above in a)) regarding space
preparation when completing their teaching GAT. If applicable, units could produce omnibus GATs for teaching activities that apply across different courses (e.g. an omnibus GAT for all courses where lecture-style teaching is the only activity and teaching spaces have all been prepared the same way). If the same GAT is used for multiple courses, the courses should be clearly identified within the GAT.

It is possible that within larger divisions/units there may be a need for two or more of these documents – e.g., each department within a departmentalized Faculty may need to have such a document to the extent that they have authority and responsibility for specialized space; for LSM, they may have slightly (or very) different protocols in place for specific spaces based on the space purpose, location, etc.

**Plans are reviewed/approved by the Divisional Dean’s Office and Chief Administrative Officer** to ensure health and safety guidelines are met and human resources plans are approved.

c) If a division is going to make use of space it does not own in a way other than what is outlined in the space owner’s document, this needs to be described in the division’s GAT with the explicit knowledge and agreement of the space owner.

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. If you do not have access to the Toolkit, please consult with your divisional CAO.

**SCOPE**

This chapter applies to all instructors (TAs, etc.) and all in-person instruction, academic teaching lab activities (wet and dry labs, including computer labs), simulation labs, and assessments in buildings/areas occupied or operated by the University of Toronto and the Federated Universities at all campuses and other off-campus locations (e.g. Koffler Scientific Reserve).

**GENERAL MEASURES FOR ALL IN-PERSON INSTRUCTION**

All members of the UofT community are to follow general COVID-19 prevention measures (e.g., hand hygiene and respiratory and cough etiquette) and self-screen using Ucheck (or paper equivalent of Ucheck if they do not have electronic access to the app) prior to entering UofT buildings. All UofT community members (faculty, librarians, staff and students) are required to complete the UCheck Self-Assessment before coming on campus each time. More information on the introduction of UCheck is available in **HR Memo #60** or [https://www.utoronto.ca/utogether/ucheck](https://www.utoronto.ca/utogether/ucheck).

Upon completion of the UCheck self-assessment, if the individual receives 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, where applicable. They must...
Each divisions’ CAO and Academic Lead are to complete the GAT, with the assistance of local property/facilities groups, caretaking, classroom owners, etc., outlining the measures that will be taken as applicable and appropriate for in-person instruction. The GAT can serve as a detailed checklist for units.

In the case of in-person instruction including teaching labs (wet and dry labs, including computer labs), the Vice or Associate Deans are the critical leads. They should familiarize themselves with institutional guidance in order to implement a communication plan for their faculty, librarians, staff, teaching assistants, and students on:

- Steps to follow if a student does not comply with COVID-19 procedures, which may follow similar existing processes for non-compliant behaviour in a classroom or teaching lab [e.g. student not wearing proper personal protective equipment (PPE) to protect from chemical hazards].
  - Student non-compliance should be dealt with in a stepped approach, whereby the instructor first speaks with the student. If the behaviour continues, the instructor may elevate the matter to the division head, who could also engage with the student. If necessary, the division head may wish to consider the Code of Student Conduct, specifically offence 1 (c) No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons, at which point OVPS should be contacted for advice.

- Where appropriate, implement cleaning procedures to supplement the Tri-Campus Caretaking Strategy for Return to the University. Departments should coordinate with the classroom operator/owners and caretaking to ensure clear messaging and instructions are developed for room users. In some cases, this may mean ensuring dedicated/individualized equipment is provided (e.g. markers, microphones, headsets).

- Steps to follow when a student, staff, Faculty feels ill during instruction and requires assistance (note: Campus Safety have developed COVID-19 procedures when responding to incident and emergency calls). Follow the usual protocols:
  - Call emergency services at (9) 9-1-1
  - Notify Campus Safety - Emergency:
    - 416-978-2222 (St. George Campus)
    - 905-569-4333 (Mississauga Campus),
    - 416-978-2222 (Scarborough Campus)
  - Verbally assess the patient from a distance of 2 metres away.
  - Establish, at the scene, a safe, designated isolation area for the individual to wait at least 2 metres away from you and other passers-by until Campus Safety (CP) and EMS arrive. Remember to avoid face to face conversations within 2 metres, stand to the side of the individual and if required, when assisting with assuring individual is comfortable while waiting for EMS.

- For procedures in the event of illness with COVID-19 related symptoms please also visit Procedures in the Event of a UCheck Red Screen, Confirmed Case, and/or COVID-19 Symptoms.
The above information should be part of the training available to instructors, teaching assistants, and lab staff, and, where relevant, part of the guidance available to students. Resources are to be developed by the Office of the Vice-Provost, Academic Programs, in consultation with Tri-Campus Teaching Centres, and will be made available to all CAOs and Academic Leads in order to assist with this training and guidance. For additional resources, please refer to the HR COVID-19 leadership tool.

UNIVERSITY OF TORONTO POLICY ON FACE MASKS

Masks are to be worn indoors, including classrooms and common areas in residences on University property. In instructional spaces, physical distancing and capacity limits do not apply and masks must be worn. Please ensure you have a mask ready when on-campus to meet this policy. Units are being encouraged to provide masks where and if applicable/appropriate, e.g. for those who forget them, teaching labs, student/client/reception facing areas, etc. For additional information, please refer to Ch 6.

There may be unique close contact learning situations where personal protection equipment (PPE) may be required.

Students who require an accommodation from mask use (e.g. medical accommodation or other accommodation recognized under the Ontario Human Rights Code) are expected to contact Accessibility Services before arriving to campus. For more information, please also refer to the Tri-Campus Student Mask Accommodation Workflow Process.

Instructors who wish to seek an exemption to mask use for pedagogical reasons should complete the Instructor Mask Removal Request for Indoor Instructional Spaces Questionnaire and send it to the unit lead EHS (ehs.office@utoronto.ca) for review.

IN-PERSON TEACHING ROOM CAPACITY AND PHYSICAL DISTANCING

For general information regarding physical distancing and capacity limits, please refer to Ch 3.

In-person instruction (including academic related study spaces):
Until further notice, departments/units are responsible for determining what instructional activities must take place at this time, based on pedagogical reasons. Physical distancing and capacity limit requirements are NOT required for essential INDOOR instructional spaces/activities including any academic related study space. Please contact EHS for review of required in-person instructional activities.

Definition of In-person instruction: Academic related activity taking place in classrooms, teaching laboratories, instructor offices, areas where TAs/grads/undergrads have been assigned desk, academic related study spaces, computer labs, libraries and in-person for-credit experiential learning. In-person instruction also includes assessment activities such as exams, midterms etc.

The definition of in-person instruction also applies to activities taking place in academic research laboratories that involve a learner or group of learners (graduate students, undergraduate students, postdocs and other research staff etc.) conducting research under the guidance and instruction of a
faculty supervisor, where the learners are being trained on scientific/research methods, receiving technical training, and/or performing experiments and the like in any space that the faculty member uses for their research group, has trainee workspaces that the supervisor oversees and in which they interact with trainees. Divisions would be permitted but not required to apply this definition within their specific laboratory contexts.

The University has announced that in general, in-person instruction activities will be phased in gradually per Step 1 and 2 below. Please refer to the most recent all-community COVID-19 planning memo update.

**STEP 1:** Instructors and Chairs/Directors work with Dean’s Office to identify courses that should be considered as requiring ‘essential in person’ activity. In such courses:

- the learning outcomes for the course or program cannot be supported unless the activity takes place in person
- activity that **must** take place in person to support the learning outcomes in many cases will be **less** in person activity than would normally be engaged in within the course or program

When assessing whether an activity is ‘essential in person,’ divisions should ask: Can students progress in the course or program if they cannot engage in person? Or: At the end of term, can students reasonably be assigned credit for the course without that in person activity?

Divisions should avoid simply planning to load all essential in person activity into the second half of the semester since that creates additional academic continuity risks.

**STEP 2:** For courses that have been identified as ‘essential in person’, divisions would then contact EHS (through their established channels) for assessment and assistance on a plan. EHS would look at further considerations based on the particulars of the case. If there are no material changes to already existing instructional GATs, please advise EHS of the in-person instructional activity for tracking purpose only and that the existing GAT will be applied.

Please note that any approval will be subject to change based on Public Health guidance in effect at the start of the term.

For courses where ‘essential in person’ activities are likely to be identified, students should be notified as soon as possible because some are already changing travel plans to return by January 31st.

Note: Where possible, units are encouraged to film lab activities or demonstrations to support remote learning. Please follow physical distancing, masking, Ucheck and other applicable public health requirements during filming.

*Required Protective Measures:*

The lifting of physical distancing and capacity limits in spaces used for **limited, essential** in person instructional/academic related activities is contingent upon the following measures being implemented:

- Non-medical masks must be worn at all times;
• No public access e.g. point of building entry/instructional/study area Ucheck verification, monitoring, building signage etc;
• **Paused until further notice** - If masks need to be removed during an instructional activity, a "mask exemption for pedagogical reasons" ([Instructor Mask Removal Request for indoor Instructional Spaces Questionnaire](#)) must be applied for by the instructor and approved by EHS and the unit lead.
• If masks need to be removed in a study space (e.g. for eating), students should relocate to spaces with physical distancing (e.g. lunchrooms). See below guidance for designating Eating Areas;
• Contact information should be collected e.g. QR code reader, online booking, log-in book, enrollment/attendance lists for classes etc.
• Self-screening and proof of vaccination (Ucheck) is required, as it is for all activities on campus: Ucheck ambassadors, point of building/room/area entry checks, monitoring etc.
• Where feasible, use a booking system to manage occupancy in study spaces;
• Post signage to clearly denote study space areas. Include: Ucheck requirement, non-public use, monitoring provisions (as applicable), mask use, etc. (see template, [COVID-19 Academic Study Space Signage Template](#))
• If units plan to allow more than 25 persons in a study area please contact EHS to discuss additional protective measures which may apply e.g. congestion mitigation measures in common hallways, elevators, washroom etc.
• Examinations and instructional activities: Where feasible, implement assigned seating if physical distancing is not in place. This will assist in identifying high risk contacts during contact tracing.

To assist departments in implementing the guidance above, a [COVID-19 Academic Study Space Signage Template](#) has been created.

Note: Common room areas for recreational uses (e.g. spaces that have pool tables, foosball tables, areas for social gathering, kitchenettes etc.) would NOT qualify as in-person instructional or academic related study space and physical distancing would apply.

Academic related study spaces may reside in highly variable, multi-use areas across the campuses. Ventilation assessments are not required in these areas. In addition to the above measures, open windows and doors where possible. Please see Ventilation section to determine when assessments are required. It is recommended that physical distancing be maintained where feasible.

We also encourage divisions to assess their non-instructional spaces to best support student needs during the colder months even though physical distancing, capacity limits and other applicable public health measures would still apply (in these non-instructional areas). Please contact EHS for support and guidance.

Other general measures:

• Physical distancing is not required but recommended where feasible.
• Clearly demarcate the flow of traffic into and out of the room and provide instructions on the order the seats that will be filled to reduce positional overlap in the paths of travel.
• A barrier may be installed if warranted by risk assessment and public health requirements/guidance (e.g. singing, playing wind instruments). Additional physical distancing (3m) may be required in some circumstances. Please contact EHS for assistance. Please also refer to the Ch3, under Dramatic Performances and Music Club Rehearsals.

• Provide instruction to students to contact instructor by virtual means for assistance instead of approaching the instructor (close-contact) at the podium / lectern / presenter area.

• To avoid gathering in hallways/corridors/outside of the buildings, allocate time for staggered arrival and departure when accommodating a large class; consider cohorting within a large class.

• Some instructors teaching online courses temporarily in the early part of the semester and are now teaching in-person courses may be approached by students asking to continue taking these courses online. Their reasons could include having applied for and been denied an exemption from the university's vaccination policy; other health-related reasons that are not formally documented; or because of ongoing travel-related barriers to them being on campus. While they may ask their instructors to consider requests for continuing to take in-person courses online, the instructor is not obliged to provide such an accommodation. Individual instructors decide whether to grant such requests, specific to the circumstances of their courses. Programs and instructors should inform students who cannot be accommodated to contact their college Registrar's office to look into their options, which could include switching into any available online options, removing all Fall term courses, and/or taking a leave of absence.

For the Faculty of Arts and Sciences specifically, please refer to: COVID-19 – Undergraduate Student FAQs | Faculty of Arts & Science (utoronto.ca). Other instructors are advised to contact their registrar's office for guidance

ACCESSIBILITY
• ‘Access’ and the principles of universal design should be considered and incorporated throughout the planning process. Please contact the AODA office for assistance.

• Accessible seating may need targeted messaging for access.

ENTRY AND EXITING SEQUENCE, CIRCULATION PATHWAYS

• Clearly demarcate the flow of traffic into and out of the room and queuing outside of the room. This may be exterior of the room or outside of the building depending on the location of the classroom and number of students. When queuing outside of an instructional space, physical distancing must be followed and a mask must be worn.

• Post signage and visual cues (e.g. signage, arrows, and floor decals) to direct all to move only in a clockwise direction.

• Where possible, entry and exit paths should be through separate marked doors, otherwise, keep to the right.

• Stagger scheduling of in-person instruction with sufficient transition time in between change of classes to allow for de-densifying main corridors and for cleaning and disinfecting of high touch surfaces.

• Consider providing COVID-19 related training on procedures, UofT policies, expectations, behaviour to all students during the orientation week, the first lecture or during first in-person session.
VENTILATION: IN-PERSON INSTRUCTION

The following applies to instructional spaces such as auditoriums, classrooms, teaching spaces and dry labs (e.g. without chemical fume hoods) where large numbers of transient students may be present. This does not apply to offices, restricted or limited access research labs or other support spaces which are instructional in nature (e.g. graduate student offices, offices in open spaces) and where there is a limited, consistent cohort of <15 persons present at a time; in these spaces, open windows/doors where feasible, masks must be worn at all times and no eating/drinking, etc. or other activities that require masks to be removed. Ventilation assessments in these spaces are also not required if physical distancing is applied. Please contact EHS if you require assistance or an assessment.

1. All instructional classes must occur in one of the 800+ designated 6ACH inventory classrooms, as per the webpage.

2. If, due to specialized equipment needs, room logistics etc., the activity cannot occur in an inventory class space, the unit will review to determine whether the activity can be modified to take place in an inventory classroom.

   *OHS/unit to assess and only in the RARE cases where the activity cannot be moved to an inventory classroom after exhausting all tenable options would we proceed to 3-4 below.

   **The expectation is that academic units will modify pedagogical approaches to allow course content delivery for classes to occur within an inventory classroom ONLY.

3. If the OHS/unit assessment determines that it is essential to proceed with in-person instruction in a non-inventory classroom, the unit may proceed if utilities determines that air filtration units can be installed within the space or use of alternate appropriate air filtration units can be employed to accommodate the activity as intermittently required.

   *Only appropriately selected air filtration units as per Utilities are to be used for this purpose and will be provided by Utilities ONLY. Utilities/OHS will assess how the air filtration units for the instructional activity.

4. In any circumstance where 2) applies and 3) CANNOT be applied, these cases will be assessed case by case to determine how/if the instructional activity may proceed.

CLEANING, DISINFECTION AND HAND HYGIENE

- Establish a clear cleaning and disinfection plan which, in most cases, will be a combination of central caretaking (refer to the Tri-Campus Caretaking Strategy for Return to the University) and provision of cleaning supplies to room users. Communicate plan to applicable room users.
- Where possible, provide hand sanitizer and disinfectant wipes. Consider options for co-location in areas with multiple classrooms.
• Additional waste receptacles may be required if increased consumables such as wipes are present; placement of which will need to be considered in conjunction with traffic flow.
• Replenishment may need to be planned in areas of higher traffic. Monitor and in coordination with caretaking groups, a feasible schedule for replenishment.
• Consider breaks during in-person teaching to provide bathroom/water breaks to different cohorts of students throughout the teaching session instead of waiting until the end of the session.

LOGISTICS & SCHEDULING IMPACTS
Campus wide consistent approach will allow a smooth efficient flow while supporting the physical distancing considerations especially with shared facilities and in common areas such as cafeterias.

SIGNAGE/SCRIPTS
• Centrally approved signs are available from EHS website: (https://ehs.utoronto.ca/covid-19-information/) for units to download/print. Instructions on how to order through the Brand Hub in also available on this website. Classroom-specific instructions/signage may be required in addition to centrally approved signage.
• Extensive system of wayfinding and informational signage is recommended to support in-person instruction, in order to communicate the following considerations:
  o Physical distancing, maximum room capacity, restricting seating in non-instructional spaces, such as seating in hallways.
  o Path of travel, both inside and outside of the classroom.
• Behavioural expectations/rules of engagement: Instructors, teaching assistants, support staff should reiterate the mask policy, self-screening (UCheck) and physical distancing outside of instructional space message using institutionally provided teaching resources (slides, scripts, etc.) and in various ways:
  ▪ ‘Hi there, welcome, just a reminder that everyone is being asked to stay two metres apart when outside of the classroom (e.g. lobbies, washrooms).’
  ▪ “Hi there, welcome, just a reminder that everyone is being asked to wear a mask in order to decrease COVID-19 transmission risk and to keep you and everyone safe”
  ▪ “For everyone’s safety, we expect any individual who attends on-campus activity has completed a symptom self-assessment prior to arriving. Using UCheck is an easy way to do that. Anyone with symptoms should not come to campus. Please go to the UCheck web portal and complete a self-assessment before coming on campus.”
• Recommended health and safety measures should be reiterated:
  ▪ Follow proper hand hygiene, as this is the first line of defense against infection.
  ▪ Encourage the following prevention strategies:
    ▪ Avoid touching your face, nose or mouth with unwashed hands
    ▪ Practice proper etiquette, such as sneezing and coughing into a tissue or bent arm (dispose of tissue immediately)
    ▪ Maintain physical distancing of two metres or more in non-instructional spaces outside of the classroom
    ▪ Stay home if you are sick
  o Ready to Teach Resources have been centrally developed – course instructors, TAs and other course staff who do not have access to the COVID-19 Leadership Toolkit can contact their program administrator, Chair or Dean’s Office for these Ready to Teach...
Resources:
- COVID-19 In-Class Instruction Guidelines for Course Instructors
- COVID-19 In-Class Instructional Guidelines for Course Instructors – First Class or Tutorial Slide Deck

To facilitate compliance, instructors should update their course webpages with the most updated information from the above resources.

FURNITURE/SHARED ROOM ELEMENTS
- Reduce/eliminate shared collaboration tools such as chalk/whiteboard markers and advise users to bring personal supplies.
- Reduce/eliminate the use of wireless microphones and rely on podium/lectern/fixed microphones or bring personal microphones. Departments or divisions could create internal safety operating procedures such as Shared Equipment Loan programs.
- High touch surfaces such as cameras, laptops, microphones and touch panels will require cleaning and disinfection protocols when using approved disinfectants, e.g. ready to use wipes. Ensure disinfectants are available and accessible.

CRUSH SPACE
Use signage in crush spaces to support appropriate use, e.g. adjoining lobby/alcove/hallway areas, spaces where people may gather before/between/after classes.
- These areas may also have supportive elements (e.g. access to WiFi seating, etc.) and public health requirements apply (e.g. physical distancing, circulation pathways).

COMPLIANCE
- Provide education and instruction to students on COVID-19 requirements (e.g. Ucheck, mask use, etc.); if required, lab technicians/TAs can escalate non-compliance to the appropriate supervisor; endeavor to work with students to understand whether an accommodation applies; if accommodation is required, this may be discussed with the lab technician/TA, their supervisor and/or Student Accessibility Services;
- When observing COVID-19 non-compliance and if/when it is not safe to approach person(s) with a reminder, please contact Campus Safety by calling the non-emergency phone number 416-978-2323 (St. George); 905-569-4333 (Mississauga Campus), 416-978-2222 (Scarborough Campus) or use the CP app to report the location and type of non-compliance. Please note that only Campus Safety has the authority to check ID and escort a person out if the person is not a member of the UofT community.
- Faculty members and Instructors will not be asked to enforce the Policy on Masks. In circumstances where a student is attending an in-person class and is not wearing a mask the following non-compliance measure may be applied:
  - Faculty members and instructors may ask the student to confirm that they are not wearing a mask because they have already arranged an accommodation. If one applies, do not ask for a specific diagnosis. The particular limitations or barriers a student is facing in wearing a mask will be communicated on a need-to-know basis in the student’s Letter of Accommodation in order to better understand alternatives or options that may be available in that setting so that a student may be able to participate where possible.
  - In instances of non-compliance with the Policy where a student does not have an accommodation but needs one (e.g. they state they have or could get a medical note),
faculty members and instructors may advise the student that they are expected to seek accommodation through Accessibility Services in order to provide the student with adequate resources and to mitigate any difficulties for the student as they navigate on campus. If the non-compliance occurs during a class and if feasible the student may be accommodated by providing them an area to sit that is physically distanced from others so that they may complete the class. Where a physically distanced alternative seat is not possible the student may be taken aside and provided information on alternate course delivery methods for that session and advised that an accommodation will need to be in place in advance of the next class.

- In instances of non-compliance with the Policy for reasons that do not relate to an accommodation need, faculty members and instructors should make best efforts to diffuse the situation as a course management issue. Education and compassionate engagement should be our first approach. In circumstances where non-compliance creates a material risk of harm to the health and safety of others or includes other forms of conduct that involve other University policies or, regulations and practices, faculty/staff who are unable to diffuse the situation on their own may request immediate assistance from their supervisor for additional guidance and may engage other units such as Human Resources or Labour Relations.

- Any concerns regarding compliance with COVID-19 measures which may compromise the ability of the class to proceed should be reported immediately through the applicable channels within the division and to EHS so that support can be provided. It is recommended that each department designate a point of contact for these types of concerns.

TEACHING LABS (WET, DRY, AND COMPUTER)
CAOs/Academic leads are responsible for assigning resources for implementing the measures outlined in the GAT (e.g. lab manager, instructor, teaching assistant). Due to the nature of teaching labs, and the activities that take place in these spaces, some additional considerations may need to be taken into account:

Physical Setup

1. Teaching lab protocols
   - Instructor to review course learning outcomes and determine what teaching/instruction should be remote and what portions should be in-person experiences. For in-person offerings, consider what protocols will be put in place to mitigate crowding. For example, keeping a clear path to shared equipment or facilities (e.g. a fume hood).
   - For faculty, librarians and staff who are legally permitted to come to campus to complete course delivery preparation (i.e. are operating under an approved GAT) and require access to classrooms/labs, ensure that they have been granted permission to access the necessary space. Booking procedures should be followed to ensure physical distancing.
   - In-person activities such as filming a lecture or lab procedure may require instructors to be physically on-campus. In-person filming or other activities of this type must be centrally approved through a GAT. If filming in a lab, please refer to the Guidelines for Images in Research and Teaching Laboratories.
   - Review scheduling and stagger start/end times where possible.
   - Plan should include managing queuing outside of the labs (e.g. visual cues such as tape or decals on the floor, posting instructions, communications to students ahead of time).

2. Space use
• Determine a method for conducting regular counts of occupants per lab (quadrant, bench etc.) and informing students about the procedures. Examples are:
  o Instruct students in advance of performing procedures.
  o Consider having the lab technician or a TA demonstrate procedures virtually before the class.
  o Divide students in small groups (stations) within a lab, instruct them in advance about procedures (e.g. online, or in a separate space from the lab) and provide all needed equipment at the station to minimize traffic inside the lab.
  o Designate a teaching assistant or technician to operate shared equipment, (e.g. multiple students running samples through one machine).
  o Instruct students on orderly entry and exiting.
  o Review of procedures with students at the beginning of class using institutionally developed slides, scripts and other resources.
  o Where support staff are not present (e.g. computer labs), signage and communication to be provided outside each classroom

3. Circulation spaces
• Where applicable, designate and post the direction of foot-traffic in main circulation paths: entries to teaching lab (e.g. if there are two doors assign an entrance only and exit only). See Figure 4 for examples.
• Consider one-way circulation routes (e.g. clockwise) through the teaching lab, e.g. only move in a clockwise direction when approaching bench / leaving bench.
• Optional: Mark increments on floors where queues could form, e.g. where equipment for each lab experiment is picked up.
• Consider situations where students may want to approach a TA for assistance (e.g. raise hand) or how a TA may circulate through the room to assist students.

4. Shared equipment
• Review any shared equipment (e.g. scales, fume hoods, biological safety cabinets (BSCs), and so on) and determine ways to de-densify these areas to reduce the occurrence of students congregating in those areas (e.g. queuing instructions or markings on the floor).
• Review the use of shared lab experiment equipment. Ideally, every piece of equipment should be used by only one person, or as few people as possible. Where equipment must be shared, disinfected between users and wash hands frequently.

5. Meeting and shared spaces associated with labs
• Decommission and re-purpose large gathering spaces.
• Communicate maximum occupancy based on physical distancing via signage and room reservation tools.

HIGH-TOUCH SURFACES / SHARED EQUIPMENT

• Establish appropriate lab cleaning protocol to disinfect surfaces throughout the day and before and after each group of students come to the lab. Please also review the sections pertaining to research labs in the COVID-19 General Workplace Guideline for additional guidance.
• Consider having cleaning supplies available for students to assist in disinfecting lab areas (e.g. work bench). Provide appropriate instructions, supervision and supplies for cleaning.
• Scheduling of labs should allow time to properly disinfect areas in between sessions.
• Consider relocating or grouping some equipment in one area of a large space creating “learning zone” to minimize traffic within the room.
• Consider assigning TAs to demonstrate some procedures with the equipment (run sample, calibrate, set up, etc.) if there is only one or only a few machines for a large class.

1. **Light/power switches**
   • Affix signage to remind occupants to keep switches ‘on’ all day.
   • Provide wall-mounted disinfectant dispensers.

2. **Doors and drawers**
   • Remove non-essential doors (where feasible, e.g. not a requirement of Fire Regulations).
   • Remove door handles if viable.
   • Affix doors in an open position, where feasible, in common areas e.g. not permitted in a laboratory.

3. **Collaboration Tools**
   • Meeting rooms: Remove/discourage use of shared phones and encourage the use of personal mobile phones or laptops.
   • Provide whiteboard cleaning solution and disposable wipes in the lab and others help/advise/participate virtually.

4. **Shared equipment**
   • Reduce the quantity of printers and copiers to dissuade printing.
   • Do not allow use of personal USB-drives or other devices for data transfer, encourage use of online platforms associated with secure data channels such as Quercus.

5. **Supplies storage**
   • Secure supplies in storage areas and designate specific personnel (lab technicians, TAs) to manage stock and distribute items.

**CONTAMINANT CONTROL**

To manage contaminants that may enter the workplace / teaching lab, consider the following precautions:

1. **Storage**
   • Add places for individuals to store and secure their own items separately from others (i.e., individual coat hooks rather than coat closets used by the group, individual lockers).
   • Consider providing cleaning supplies to allow students to clean lockers before use if they wish or advise students to bring plastic bags to bag/store their personal items before placing in shared lockers.

2. **Waste receptacles**
   • Provide separate waste bins for PPE. Provide garage bins for disposable masks.
   • Allocate an area to place and disinfect any reusable PPE (goggles, face shields, glasses, etc.); allocate appropriate time for the task.
   • If PPE is reusable, there should be a bin for contaminated items (used items, for example glasses, goggles, shields) and a separate bin for clean items; consider placing a bin with clean and used items in different parts of the laboratory.

3. **Deliveries to teaching lab**
   • Designate one location for any deliveries to the space and disinfect items centrally.
• Assign delivery management and disinfection as a task to specific employees (e.g. lab technicians) only.
• Try to coordinate delivery of all needed supplies for one day of the week, reducing the frequency during the week.

4. Human subjects in teaching lab
• Change/modify the type of practical teaching that would eliminate the need for in-person human subjects or close person-to-person contact.
• If required, please modify the protocol by incorporating COVID-19 measure and contact EHS for assessment.

TEACHING LAB AND INSTRUCTIONAL SPACES: PERSONAL PROTECTIVE EQUIPMENT (PPE)

In instructional spaces, physical distancing and capacity limits do not apply and masks must be worn. There may be unique prolonged close contact learning situations such as clinical learning environments where students are practicing exercises/procedures with each other and medical masks and eye protection (goggles or face shield) may be required. Instructional staff in teaching labs who are required to be in prolonged close distances to students during practical aspects of the instruction (e.g. in-depth demonstrations or examination of work that cannot be done from a distance) should wear a medical mask and eye protection. In all other non-instructional areas of the University, all workplace/public health requirements for medical masks/eye protection apply. If you have any questions regarding which type mask (and eye protection if applicable) to use for your designated tasks, please contact ehs.office@utoronto.ca.

If wearing a mask, the presence of hazardous materials (e.g. biological agents, flammables and ignition sources) should be considered accordingly.

Lab coats should be worn to protect street clothes from possible contamination. Lab coats must be removed prior to leaving the lab. There should be separate coat racks/hooks for lab coats and street clothes, and they should be as far apart from each other as possible.

General information about donning and doffing PPE is below. Teaching labs should assess the level of PPE required for the experiments. Contact EHS if you have any concerns about the order of donning/doffing for additional PPE.

Wash/sanitize hands after removal. If your hands become contaminated during PPE removal, wash/sanitize before removing the rest of your PPE.

1. Donning PPE Sequence
   a. Perform hand hygiene
   b. Put on face mask (where applicable, based on type of work or facility engineering control)
   c. Put on eye/face protection (where applicable)
   d. Put on lab coat (where applicable)
   e. Put on gloves (where applicable)

2. Doffing PPE Sequence
   a. Remove gloves (to avoid contamination, follow Public Health Ontario’s Steps to take off gloves)
   b. Perform hand hygiene
   c. Remove eye/face protection and wipe with disinfecting cloth
   d. Remove face mask by grasping bands that go around head or ears – do not touch the
front of the mask. Dispose of face mask in garbage
e. Remove lab coat and place on assigned hook, and/or if done for the day into plastic bag for laundering.
f. Perform hand hygiene

TRAINING

- Safety orientation for each practical session should include review of COVID-19 precautions and infection prevention, control procedures and reporting of non-compliance.
- Avoid touching your face, nose or mouth with unwashed hands.
- Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
- Practice proper respiratory etiquette, such as sneezing and coughing into a tissue or your elbow. Dispose of tissue immediately in a waste receptacle.
- Do not shake hands.
- Maintain physical distancing of two metres or more in non-instructional spaces outside of the classrooms.
- Stay home if you are sick.
- In order to support the above strategies, conspicuously post the University COVID-19 posters that are linked in the Resources section below.
- Reminders provided at the beginning of each laboratory session that some procedures might have changed.
- Signage posted throughout lab/work benches regarding proper practices.

For guidance on restarting a lab after a closure, please refer to Ch 9 for additional guidance.

ROLES AND RESPONSIBILITIES

SPACE OWNERS AND OPERATORS

(Including central groups such as Learning Space Management and individual faculties/departments that own and operate classrooms):
- Develop and implement procedures for classroom/teaching lab use to support the measures in this guideline. Including:
  - Space out bookings to allow time between classes/bookings for cleaning (where applicable). Additionally, this will allow users to safely physically distance when entering or exiting the classroom or lab. The same principle applies when booking the classroom or lab for other purposes.
  - Coordinate with local property/facilities management groups on the posting of signage, instructions, floor decals, removing seating (where possible) or restricting seating with visual cues and/or barriers, etc. in support of physical distancing measures outside the space as it pertains to queuing. In order to make this assessment, please complete the GAT, linked in Section 1, and if you require assistance after completing the assessment, contact EHS. Please also refer the Resources section for links to University relevant COVID-19 posters.

For guidance on restarting a lab after a closure, please refer to Ch 9 for additional guidance.
Coordinate with caretaking on the provision of hand sanitizer and cleaning supplies for room users.

Provide clear messaging to departments/individuals booking the room on the existing cleaning strategy for the space, refer to the Tri-Campus Caretaking Strategy for Return to the University. This will provide clarity to departments and room users on what cleaning procedures they can implement in addition to existing caretaking services.

Coordinate building access with appropriate facilities group.

**ACADEMIC DIVISION LEADS**

Vice or Associate Deans in academic division are the critical leads for ensuring that processes and guidelines outlined in Section 2 are in place for safe return to in-class instruction. They will work with Chairs, Directors, CAOs and their local Property Management unit, etc. to ensure the following considerations are implemented. This work will be undertaken with assistance from, and in coordination with, all faculty and staff responsible for the delivery of programs and courses.

- Ensure a communication plan has been developed and deployed to all relevant faculty and staff outlining what activities can or cannot occur in-person and ensure activity delivery methods are in compliance with governmental directives. Resources developed through the Office of the Vice-Provost, Academic Programs and tri-campus teaching centres will be available to assist with this communication.
- Where in-class instruction occurs, work with CAOs and Property Management to complete a GAT, and apply principles and requirements therein.
- Ensure that appropriate guidance material is readily available and communicated to applicable faculty, librarians, staff and students.
- Advise academic administrators and course instructors on how to handle situations of non-compliance with public health measures (e.g. mask usage).
- Be familiar with Procedures in the Event of a UCheck red screen, Confirmed Case and/or COVID-19 Symptoms and assist the UofT Occupational Health Nurse with contact tracing as needed.

**INSTRUCTORS, TEACHING ASSISTANTS, AND TEACHING SUPPORT STAFF**

- Review general health and safety practices (e.g. “stay home if you are sick”) and classroom procedures and expectations with students at the beginning of class using scripts, slides, and other resources supplied by the institution. Refer to the Signage/Scripts section above. Please refer to Chapter 3 for discussion on class sizes.
- Implement the re-entry plan as described in the GWG for their academic division/unit.
- Communicate training information provided by the University per the GWG to students.
- Report hazards and concerns to their supervisor, Chair or Director.
- Orderly entry and exiting.
- Be familiar with Procedures in the Event of a UCheck red screen, Confirmed Case and/or COVID-19 Symptoms and assist the UofT Occupational Health Nurse with contact tracing as needed.

**CARETAKING GROUPS**

- Implement the Tri-Campus COVID-19 Caretaking Strategy for Return to the University.
- If required, work with classroom owners/operators to coordinate cleaning/disinfection schedule and replenishment of hand sanitizer and disinfectant wipes for room users.
RESOURCES FOR IN-PERSON INSTRUCTION

University of Toronto Safety Plans are posted on the EHS website, including the Safety Plan for In-Class/Person Instruction and Teaching.

UofT COVID-19 posters are available from the Environmental Health & Safety website.

Learning Space Management (LSM) classrooms on ST. George Campus:
- LSM website
- LSM Fall 2020 – Classroom Technology COVID-19 Response document.
1. **Space owners** create "GAT Plug Ins" (parts of the GAT filled in by the space owner/manager unit related to space preparation and management - please refer to explanation in Ch 1 re: space owners). This space may be owned by a division itself or another unit (e.g. LSM, Federated Universities, another division). The parts related to how the people (instructors and students) will operate in the space and be trained or prepared for safely being in the space would be left blank for Divisions have to complete.

2. Each Academic Division (space user) creates one or a few GATs including the GAT plug-ins for all spaces they propose to use.

3. Divisional (space user) GATs are approved by the unit lead or per local processes. Through this process U of T has consistent provisions in place for all users in all spaces for instructional activities.
11 Events

***This chapter replaces the Event Guideline.***

Departments are encouraged to review their activities and to gradually phase in in-person events where feasible. As more researchers, students and staff return to campus, departments are expected to plan events with local facilities management or property management groups to mitigate potential issues with congestion, physical distancing, etc. in common spaces. For more information on returning to campus, please refer to the most recent all-community COVID-19 planning memo update.

As we plan for increased in-person activity our first priority is to provide space for teaching and learning. For that reason, the centrally shared classroom, auditorium and indoor common spaces on the St. George Campus have not been available for student groups. Space is available to student groups at Hart House, New College, the UTSU Student Commons as well as federated colleges. At UTM, Ulife-recognized student organizations should contact the Centre for Student Engagement. At UTSC, students can contact Campus Groups through the Office of Student Experience and Wellbeing, and can connect with SCSU https://www.scsu.ca/booking. Until further notice, events are not allowed in lobbies, foyers or similar open spaces unless to fulfill course requirements.

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.

In addition to general strategies detailed in this guideline (e.g. Ch 3), this chapter outlines strategies and best practices for planning and executing events.

For the definition of events and when an EAT (vs. GAT) should be completed, please refer to Table 1. The provision of food will modify an activity covered under a GAT to an event (EAT). For instructional guidance for GAT/SAT or EAT/SEAT forms and maximum attendees and gathering limits, please refer to this Instructions and Limits document.

Event planners should submit the appropriate form(s) (as outlined below) to their University Event Contact Person (UECP) and then EHS at least 7 business days in advance of planned event to ensure adequate time for feedback, clarifications and implementing recommendations. It is the responsibility of each unit to ensure that EHS has reviewed and provided feedback, and that all EHS recommendations are incorporated and implemented in their event re-entry plan. Deans, Division Heads, or designates will be responsible for final review and approval of all documents and Re-Entry Plans for their units.

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)).
Please ensure that any reference made to information contained within the GWG references the document and relevant page/version.

The above forms can be found on the EHS website: [Event Guidelines Appendices – Appendix B Event Assessment Tool (EAT), Appendix C External Event Organizer Acknowledgement Form and Appendix D, Student Society Event Organizer Acknowledgement (SEAT)].

Parties involved in an event should note that if a University community member has any health and safety concerns about work conducted by event organizers, they must immediately report such concerns to the University Event Contact Person (UECP) and/or to Campus Safety as applicable and appropriate. The UECP may consult their local Environmental Health and Safety (EHS) office or reach out to EHS at ehs.office@utoronto.ca for advice on resolving event-related health and safety issues.

SCOPE

This guidance applies to events organized by both external event organizers and internal event organizers of events that use [or “being held on”] premises owned, occupied, or operated by the University. This guidance is applicable to spaces being set-up for events/gatherings (e.g. holding a gathering in an atrium space, weddings and filming on campus spaces). Please follow the current legislated gathering limit and any applicable University limit for events.

External event organizers are persons in charge of the event and planning and include external companies using University premises for their events.

Internal event organizers are persons in charge of the event and planning and include University departments, and recognized student groups and student activities.

Student Society organizers are as per the policy for Compulsory Non-Academic Incidental Fees.

For the purposes of this Guideline, University premises are premises owned, occupied or operated by the University including all campuses and off-campus locations, for example buildings, open spaces, access routes, and loading docks. Where only portions of an event are held on University premises, this guideline applies to each portion of such an event.

ROLES AND RESPONSIBILITIES

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, as further detailed in this document. All parties in an event must abide at all times by the legislated gathering limits and all denoted protective measures. The University reserves the right to stop or cancel the event due to non-compliance.

All measures put in place by event organizers to prevent the spread of COVID-19 must 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 by the Chief Medical Officer of Health. All measures also need to consider the broader context, including physical locations, in which the event activities operate.

Event organizers using University premises must coordinate all activities that will occur on University premises with the UECP.

Should there be a possibility that a protest may occur at the event, the event organizer should immediately contact the UECP.

The responsibilities of event organizers, the University Event Contact Person, and the University’s Environmental Health & Safety Office are set out below:

**INTERNAL EVENT ORGANIZERS**

- Event organizers must ensure measures and procedures to ensure risks are assessed and mitigated to protect the health and safety of participants and must complete the COVID-19 University Event Organizer Acknowledgment Form (EAT) (Appendix B) to the UECP prior to the event. In addition, any event impacts to the University community must be assessed with the UECP to protect the health and safety of the University community.

- Are responsible for putting in place measures to protect the health and safety of any and all event organizer’s personnel, as well as event participants.

- Must be familiar with and run the event in compliance with, and ensure event organizer’s personnel comply with, all applicable laws, bylaws, regulations, and codes applicable to the event, and in particular the health and safety of the event, including but not limited to the following:
  - the Ontario Occupational Health and Safety Act and its Regulations
  - the Emergency Management and Civil Protection Act and its Regulations
  - the Workplace Safety & Insurance Act
  - the Environmental Protection Act
  - the Ontario Fire Code

- Must be familiar with and run the event in compliance with, and ensure event organizer’s personnel comply with, all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial and municipal guidelines and publications of provincial health and safety associations, including, but not limited to:
• The Government of Canada’s Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic

• the relevant links provided in the Ontario Resources to Prevent COVID-19 in the Workplace webpage, City of Toronto COVID-19 Guidance: Indoor and Outdoor Events; and the City of Toronto COVID-19 Community & Workplace Settings webpage

• Must advise the UECP immediately of any health and safety hazards that may impact the University community arising from or that may arise from the event, and work with appropriate University offices to implement control measures.

• Must notify the UECP immediately upon becoming aware that an individual associated with the event who is or has been on UofT premises has been diagnosed with COVID-19. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, must follow the reporting procedure in the General Workplace Guideline in the COVID-19 Leadership Toolkit and contact ehs.occhealth@utoronto.ca. Measures and procedures may include, for example isolating/securing and adequately cleaning/disinfecting all contaminated areas related to their event activities. Site-specific cleaning/disinfecting expectations should be confirmed through the UECP. There may be additional costs to the external event organizer for appropriate cleaning/disinfecting following a positive diagnosis.

• Must ensure that all vendors contracted by them to provide goods/services to the event who must access the site prior to turnover are fully aware of, and abide by, applicable site health and safety procedures. Must ensure vendors, rentals, service providers and contractors complete the COVID-19 Contractor/External Acknowledgement Form.

• If engaging an external company to provide goods or services at the event, must ensure the company meets contractual and contractor safety requirements to manage risks and have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.

• Please note that for recognized student groups, only those designated by their organization may book space and are responsible for completing the necessary documentation.

EXTERNAL EVENT ORGANIZERS

• Event organizers must ensure measures and procedures to ensure risks are assessed and mitigated to protect the health and safety of participants and must complete the Event Assessment Tool (Appendix B) and the COVID-19 External Event Organizer Acknowledgment Form (Appendix C) in conjunction with the UECP. In addition, any event impacts to the University community must be assessed with the UECP to protect the health and safety of the University community.

• Must follow/comply with all responsibilities above under the “Internal Event Organizer” section.
• Must have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.

STUDENT SOCIETY EVENT ORGANIZERS

• Event organizers must ensure measures and procedures to ensure risks are assessed and mitigated to protect the health and safety of participants and must complete the COVID-19 Student Society Event Organizer Acknowledgment Form (SEAT) (Appendix D) to the UECP prior to the event. In addition, any event impacts to the University community must be assessed with the UECP to protect the health and safety of the University community.

• Must have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.

• Must follow/comply with all responsibilities above under the “Internal Event Organizer” section.

• Only those designated by their organization may book space and are responsible for completing the necessary documentation

UNIVERSITY EVENT CONTACT PERSON (UECP)

The UECP, (e.g. University Events, Venue and Room Booking Departments such as Campus Events, Room Booking Officer, business officer/Unit lead for departmental classrooms as applicable):

• Functions as the primary contact for the event organizer for all health and safety issues or concerns, including ones related to COVID-19, that may arise during any aspect of the event on University premises, including its set up and set down.

• Must advise event organizers of any specific, known hazards at the University that may apply to their events (e.g. asbestos)

• Work with the event organizer to develop health and safety measures and procedures for the event (e.g. common spaces, traffic flow, loading dock, waste, elevator) and share them with internal and external providers.

• Review this guidance with appropriate stakeholders related to facilities management and campus safety.

• Ensure appropriate documentation is provided by event organizers (e.g. applicable approval, Event Assessment Tool (EAT), Acknowledgement, etc.) and ensure organizers are aware of any measures and procedures for health and safety applicable to the areas they will access for their events.

• Work with University facilities and infrastructure departments and University event contacts to
ensure proper physical separation between events, construction/maintenance activities and other aspects of University operations, in order to minimize risk to the University community (e.g. circulation pathways to maintain physical distancing).

- Work with University facilities management departments to implement applicable controls in common/shared areas in buildings (e.g. stairwells, elevators and lobbies).

- In the event of a probable or confirmed case of COVID-19, notify the UECP will inform the University Occupational Health Nurse ehs.occhealth@utoronto.ca as soon as possible. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, the event organizer must follow the reporting procedure in the Procedures in the Event of a UCheck Red Screen, Confirmed Case, and/or COVID-19 Symptoms

- In the event that an event organizer requests University-related COVID-19 information, refer the request to the local EHS office or contact ehs.office@utoronto.ca.

- If engaging with an external company to organize or provide services at the event, must ensure the company meets contractual and contractor safety requirements to manage risks and have sufficient coverage on liability insurance appropriate to the event with forms, terms and with insurers satisfactory to the University.

- Work with University departments to ensure event contracts reflect current legislative and public health requirements for COVID-19 and other health and safety topics.

- Must appropriately monitor the event based on the nature of the event (e.g. being present, being on campus, conducting spot checks, etc.).

- Ensure student organizers are advised of their responsibilities including measures to be enacted for non-compliances (E.g. stoppage/cancellation of event, further action by academic administrator as applicable)

**SPACE OWNER**

In some cases, the UECP may also be the space owner or in some situations, these may be two separate units. The UofT space owner is the party that owns or controls allocation or assignment of a space in accordance with local space management allocation procedures.

In the context of COVID-19, the space owner is responsible for implementation of COVID-19 measures in the general event space and common spaces (e.g. signage on capacity limits, physical distancing, masks use in common areas of the building, availability of hand sanitizer in general areas, washrooms are prepared for occupancy/with COVID-19 signage, Tricampus HVAC Strategy). Additional measures may be required for the event (e.g. additional disinfectant wipes to disinfect event-specific items, signage with event specific instructions).
The space owner is also responsible for ensuring a GAT is in place for their staff who may be on-site to support event activities (e.g. in-person tasks associated with the rental, food preparation by their kitchen staff, etc.).

PHASE APPROACH TO RESUMING EVENTS

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.

The risk of transmission will vary depending on activities that take place. Some activities may confer a higher risk. The following table details event activities that are not recommended at this time due to high contact or higher risk of aerosol transmission and recommended alternatives.

Student societies/club/group events are to abide the following until further notice:

- No food with the exception prepared, individualized boxed foods for orientation activities.
- No activities involving yelling, chanting or singing.

<table>
<thead>
<tr>
<th>Events activities not recommended at this time</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor in-person events</td>
<td>• Virtual events (best option for reducing transmission)</td>
</tr>
<tr>
<td>Activities resulting in close contact with others (&lt;2m) such as:</td>
<td>• Outdoor in-person events</td>
</tr>
<tr>
<td>• Dancing, hugging</td>
<td>• Consider hybrid events with a small in-person component</td>
</tr>
<tr>
<td>• High contact sports or group sports (e.g. wrestling, basketball)</td>
<td></td>
</tr>
<tr>
<td>• Activities that foster boisterous or competitive play that may lead to non-compliance with physical distancing measures (e.g. high contact games, Frisbee, scavenger hunt, hide and go seek)</td>
<td></td>
</tr>
<tr>
<td>Activities increasing transmission risk such as:</td>
<td>• Virtual events</td>
</tr>
<tr>
<td>• Singing (e.g. Karaoke), chanting, shouting, cheering (e.g. pep rallies)</td>
<td>• Activities modified to maintain physical distance (2m)</td>
</tr>
<tr>
<td>• Exposure to bodily fluids/aerosol</td>
<td>• Activities that do not foster boisterous or competitive play and can be performed while complying with physical distancing (e.g. yoga within an individual circle, modifying competitive sports to drills)</td>
</tr>
<tr>
<td>• High contact equipment (e.g. slides, inflatables)</td>
<td></td>
</tr>
<tr>
<td>• Sharing personal items/equipment</td>
<td>• Virtual events</td>
</tr>
<tr>
<td></td>
<td>• Activities modified to eliminate transmission risk</td>
</tr>
<tr>
<td></td>
<td>• Individualized equipment</td>
</tr>
<tr>
<td></td>
<td>• Equipment that is disinfected between each user</td>
</tr>
<tr>
<td>Events activities not recommended at this time</td>
<td>Alternatives</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| Food/beverage provision or consumption that increases transmission risk: | • Virtual cooking events  
• Bring own food/beverage and do not share with others  
• Boxed/individually packaged food/beverage with appropriate physical distancing and hand washing/sanitization available.  
• Organized pre-order, pick-up, seating and/or service to prevent crowding |
| □ On-site cooking sharing kitchen equipment  
□ Buffet with shared utensils/dispensers  
□ Sharing food/beverage with others  
□ Food service that can cause crowding (e.g. during service, line ups, etc.) | • Virtual cooking events  
• Bring own food/beverage and do not share with others  
• Boxed/individually packaged food/beverage with appropriate physical distancing and hand washing/sanitization available.  
• Organized pre-order, pick-up, seating and/or service to prevent crowding |

**Potlucks and homemade foods** are permitted and should be individually packaged or boxed. No utensils should be shared. Food preparers must follow good hygiene practices when preparing the food. As with any food distributed at an event, food should be distributed using a contactless method. Where there are line ups/queuing, physical distancing and mask use should be in place. Potlucks must be private events and not be opened to the general University community or student populations. For additional guidance regarding potlucks: [https://food-beverage.utoronto.ca/policies/potlucks](https://food-beverage.utoronto.ca/policies/potlucks).

**Social Gathering, Events, Filming and Weddings**

For additional guidance on social gathering, events and weddings, please contact EHS.

**Podium Speaking Events**

Speakers who are at a planned event can remove their mask when they are at a designated spot for speaking by turning the podium or stage into a controlled, non-public space.

- The podium or stage where the speaker is at needs to be at least 2 metres away from the audience and all other people in the room. If there are several speakers on a stage in designated seats, they need to be – and stay – at least 2 metres apart.

- The space around the podium or stage needs to be controlled so that other people are not moving in and out of the space.

- The podium or stage and microphone(s) need to be sanitized before the first speaker comes to the podium or stage.

- Speakers are to wash/sanitize their hands in advance of going to their designated seat/ podium/microphone onstage

- When the speaker is done and ready to leave the podium/stage they need to sanitize their hands again, and put their mask back on.

- The podium or stage and microphone(s) need to be sanitized between speakers and after the last speaker exits the podium or stage.
CONTROL TO REDUCE THE RISK OF TRANSMISSION

Event organizers should advocate the following infection prevention and control strategies which are based on government and public health directives. These strategies are outlined in Ch 3 above.

In addition to general strategies outlined in Ch 3, an event assessment tool (EAT, SEAT) but also be completed as outlined above. External event organizers must also complete

Regarding personal protective equipment (PPE) requirements at the event, external event organizers should refer to and follow public health/governmental directives and guidelines as applicable and appropriate. For University employees and events, PPE requirements are discussed in the Ch 6.

COMMUNICATIONS/INSTRUCTIONS

For events that may impact members of the University Community, it is important to develop a health and safety plan applicable to the operations of the event and communicate this plan to the applicable members of the University community through the UECP. The communication strategy will vary depending on the business unit but here are some suggestions/recommendations:

- Communications may take the form of memos, emails and meetings (applying physical distancing).
- In addition to workers in the unit, consider communications with event organizers, organizations and other departments that you work with routinely.
- Update your website, email signature with instructions on new procedures.
- Update procedures for scheduling appointments. Signage to remind workers and to inform the University community.
- For high traffic flow areas, consider providing a resource in the area to explain procedures for that area and direct visitors.
- Communications may need to occur more than once. The procedures may need to be adjusted over time, for example as restrictions continue to lift, and re-communicated to relevant parties.
- It is important to get feedback from workers who may have additional suggestions to improve the event procedures.

RESOURCES FOR EVENTS

- Government of Canada’s Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic
- City of Toronto COVID-19 Guidance: Indoor and Outdoor Events
- City of Toronto COVID-19 Community & Workplace Settings
- Freedom of Speech at the University of Toronto
APPENDIX A: RESOURCES FOR COVID-19

For the latest information about U of T’s COVID-19 response, please see the University’s UTTogether2020 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

- Working Remotely, Alternative Work Arrangement Guideline and the EHS Working at Home Checklist
- Divisional COVID-19 Materials
- For COVID-19 management resources, please visit the COVID-19 Leadership Toolkit at https://uoft.me/leadership-toolkit (site is UTORid password protected).

RESEARCH AND TEACHING

- Principles for Research Recovery and Adaptation
- University of Toronto Research COVID-19 webpage
- In-class (in-person) instruction and teaching guidelines (this has been replaced by Ch 10)
- EHS Off-Campus Safety

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
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
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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Building, Room no., Level (location)</th>
<th>Description of area, e.g. reception, public facing</th>
<th>Exposure reducing strategies (e.g. social, physical distancing)</th>
<th>Total staff</th>
<th>No. of visitors</th>
<th>Shifts</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>


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:jxj@utoronto.ca">jxj@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 702 215 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>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>
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

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. Please ensure that any reference made to information contained within the GWG references the document and relevant page/version.
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.
**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.

### Group 1 – Test Every 3 Months

<table>
<thead>
<tr>
<th>Compound</th>
<th>Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divinyl acetylene</td>
<td>Sodium amide</td>
</tr>
<tr>
<td>Isopropyl ether</td>
<td>Vinyldiene chloride</td>
</tr>
<tr>
<td>Potassium</td>
<td></td>
</tr>
</tbody>
</table>

### Group 2 – Test Every 6 Months

<table>
<thead>
<tr>
<th>Compound</th>
<th>Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetal</td>
<td>Ethylene glycol dimethyl ether (glyme)</td>
</tr>
<tr>
<td>Cumene</td>
<td>Methyl acetylene</td>
</tr>
<tr>
<td>Cyclohexene</td>
<td>Methyl isobutyl ketone</td>
</tr>
<tr>
<td>Diacetylene</td>
<td>Methyl cyclopentane</td>
</tr>
<tr>
<td>Dicyclopentadiene</td>
<td>Tetrahydrofuran</td>
</tr>
<tr>
<td>Diethyl ether</td>
<td>Tetrahydronaphthalene (tetralin)</td>
</tr>
<tr>
<td>Dimethyl ether</td>
<td>Vinyl ethers</td>
</tr>
<tr>
<td>1,4-Dioxane</td>
<td></td>
</tr>
</tbody>
</table>

### Group 3 – Test Every 12 Months

<table>
<thead>
<tr>
<th>Compound</th>
<th>Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylic acid</td>
<td>Tetrafluoroethylene</td>
</tr>
<tr>
<td>Acrylonitrile</td>
<td>Vinyl acetate</td>
</tr>
<tr>
<td>Butadiene</td>
<td>Vinyl acetylene</td>
</tr>
<tr>
<td>Chloroprene</td>
<td>Vinyl chloride</td>
</tr>
<tr>
<td>Chlorotrifluoroethene</td>
<td>Vinyl pyridine</td>
</tr>
<tr>
<td>Methyl methacrylate</td>
<td></td>
</tr>
<tr>
<td>Styrene</td>
<td></td>
</tr>
</tbody>
</table>

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. Please ensure that any reference made to information contained within the GWG references the document and relevant page/version.
## 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>N/A</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>
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</table>

C. Complete List of Lab Users

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