



COVID-19 Procedure for Non-Clinic Employees Performing Work in Health Clinics

Introduction

The procedure outlined in this document is for non-clinic employees (e.g., facilities, Campus Police, information technology, caretaking) who perform work within the Student Health and Wellness Centres and Vaccination Clinics during the COVID-19 pandemic.

While this document does refer to some protective measures Clinics use to screen and triage in-coming patients, it is not intended to describe, in its entirety, the Clinic's infection prevention and control procedures or appropriate triaging of patients during the pandemic. The Clinic has procedures to screen for COVID-19 symptoms before every patient interaction in order to determine whether there is risk of being exposed to COVID-19.

Clinics are expected to follow Routine Practices ([droplet and contact precautions](#) if not able to maintain spatial distance of at least 2 m or separation by impermeable barrier) and patient screening guidelines from the Ontario Ministry of Health and other applicable public health agencies.

All UofT employees, patients and non-clinic employees will also be required to follow any internal U of T policies and procedures as it relates to COVID-19, outlined at this link: <https://www.utoronto.ca/utogether>.

Vaccination clinics are operated by external healthcare partners who are responsible for developing and implementing COVID-19 measures within the clinics but will follow UofT policies and procedures in common UofT spaces outside of designated clinic space.

In general, the use of N95 respirators (fit-tested, seal-checked) for a clinical setting is limited to certain situations, e.g. aerosol-generating medical procedures performed on suspect or confirmed COVID-19 patients. Clinics screen in-coming patients and direct patients who screen "yes" to any of the COVID-19 risk factors their own physician or ER for follow up. No COVID-19 treatment is provided on-site.

Procedure

Department Management is responsible for the following:

- 1) Contact the Clinic point-of-contact to determine the status at the Clinic and discuss the procedure for entering the clinic and the type of work that is required. Examples (if applicable):
 - a. What type of precautions do my staff need to follow for entering the clinic?
 - b. Will I be able to physically distance from others in the clinic? Should barrier tape, signs be used to isolate the work area in question?
 - c. Is there a sign-in book or should they check-in with a specific person at the clinic?
 - d. What type of personal protective equipment (PPE) is required?
 - e. Is there any proactive disinfection scheduled that would overlap with the work activity?
 - f. Are there areas/rooms non-Clinic employees need to stay out of? Where is the work (by non-Clinic employees) relative to prohibited areas?
 - g. Can the work be delayed to a later date during less restrictive zones per the [Ontario COVID-19 Framework](#) (e.g. yellow or green zone)? At which point, contact the Clinic point-of-contact again for a status update. Can the service request (e.g. IT) be done remotely?
 - h. Review frequency of the work (e.g. can daily work be modified to every other day)?



- i. Can work be scheduled during off-hours or less busy times of the clinic (e.g. after or before clinic opening hours)?
 - j. Can equipment be clean, disinfected before being obtained, repaired away from the Clinic and be brought back?
 - k. Can goods be delivered/picked up in a different location (e.g. different entrance away from patient rooms or outside of the Clinic)?
 - l. Check your inventory of disposable gloves, face shields, medical masks, N95 respirators and hand sanitizer in case they are needed. During a pandemic, these items may be difficult to stock. If a respirator (not mask) is required, ensure employees receive respiratory protection training and fit-testing. This is offered by Environmental Health and Safety (EHS). For respirators, including N95s, each respirator fit-test is unique to a specific brand and size of respirator. **If the employee is fit-tested on one model that is out of stock during the pandemic and the department purchases another model, the employee must be fit-tested again on the newer model.** Disposable gloves and masks can be disposed of as regular waste.
- 2) If work is required to continue, identify critical on-site staff (plus 1-2 back up) who will conduct this work
- a. Contact the Clinic point-of-contact prior to entry to assess if there has been any changes.
 - b. Educate employees on public health best practices (see Section below)
 - c. Provide employee with non-medical mask or appropriate PPE based on risk assessment.
 - d. Complete or update the department's [General Assessment Tool](#) (GAT). Always download the most recent version for any updates/changes as public health/provincial requirements are updated frequently. If you have any concerns or questions, you can also contact EHS at ehs.office@utoronto.ca or by calling: St. George: 416-978-4467; UTM: 905-301-4855; UTSc 416-208-5141.
 - e. Communicate instructions to staff as outlined in the GAT.

Here are some resources that may be useful when completing the GAT/developing procedures:

- [Ucheck](#)
- [COVID-19 General Workplace Guideline \(GWG\)](#)
- [Policy](#) and [Guidelines](#) on face covering and non-medical masks. For additional clarification, please review Chapter 6 of the General Workplace Guidelines (GWG))
- [MEDICAL Mask Poster](#)
- [NON-MEDICAL Cloth Mask Poster](#)
- [Procedures in the Event of a UCheck red screen, Confirmed Case and/or COVID-19 Symptoms](#)

This is not an exhaustive list. For more COVID-19 resources at UofT, please visit:
<https://ehs.utoronto.ca/covid-19-information/>.

General Precautions Best Practices

All employees and members of the UofT community are recommended to follow best practices to COVID-19 transmission:

- 1) Self-screening ([Ucheck](#) or paper equivalent) and do not come to work if you are ill or indicated “yes” to any of the screening question. Follow instructions in the app.
- 2) Where applicable, identify yourself to Centre/Clinic staff and the purpose of your visit. Follow sign-in procedures where applicable.



- 3) Wear a non-medical mask and/or other PPE as required.
- 4) Maintain physical distancing (2 metres). If physical distancing cannot be consistently maintained, wear a surgical or medical mask + eye protection (e.g. face shield or goggles).
- 5) Avoid touching your nose, mouth and eyes during the work. Wash your hands with soap and water prior to doing so.
- 6) Upon completion of work, wash your hand thoroughly with soap and water. Use alcohol-based hand sanitizer if handwashing is not possible
- 7) When disinfecting the work area, use disinfectants that have a [DIN \(Drug Identification Number in Canada\) from Health Canada](#) and/or listed on Health Canada's [list](#) of disinfectants with evidence for use against COVID-19. Use products per manufacturer's instruction and that are compatible with equipment/material being cleaned/disinfected.

For more information: <https://www.ontario.ca/page/covid-19-stop-spread>

Respirators

At the Clinic, healthcare professionals may wear personal protective equipment (PPE) such as face shields, gowns, gloves and medical masks. In some cases (e.g. aerosol generating medical procedures), a N95 or other type of respirator may be worn. Healthcare professions have close contact with patients and therefore, wear PPE that is different from what non-clinic staff may need. For non-clinic staff, during most interactions with others, the use of non-medical mask is sufficient. If physical distancing cannot be consistently maintained, wear a surgical or medical-grade mask and eye protection (e.g. face shield, goggles). If you have any concerns, please speak to your supervisor. EHS can also be contacted to assess on a case-by-case basis.

For members of the University community have been provided with and fit-tested with respirators (e.g. N95s), during a pandemic, it may be difficult to stock N95 respirators. Some University employees may already be fit-tested for other types of respiratory protection for other work activities that are also protective from the flus and viruses (e.g. respirators used for asbestos or mould). Specifically, if the department is not able to acquire N95s, air-purifying respirators with P100 cartridges may be used *in the event respiratory protection is required*. These respirators can be cleaned using a bleach solution ([bleach water ratio of 1:50 for intermediate disinfection](#) when there is no outbreak). This can be either commercial or hospital grade bleach. Ensure the respirator is properly rinsed (several times) and dried between uses. As a reminder, always, check manufacturer's instruction for cleaning. Dispose of P100 cartridges as regular waste after use as they cannot be cleaned.

Please note that respirators with exhalation valves may not filter virus particles or respiratory droplets that the wearer exhales. They should not be used in close contact with others who are not wearing a respirator unless the valve is covered with an appropriate mask (medical or non-medical). For more information: <https://ehs.utoronto.ca/wp-content/uploads/2021/03/Respirators-with-Exhalation-Valve-Final.pdf>