

Guidelines for Working on Campus during COVID-19

Hazards Identified	Exposure to infectious disease
Hazard-Specific Personal Protective Equipment	Gloves, if required by specific SWPs. Cloth masks, if required, due to physical distancing requirements
Hazard-Specific Training	SWP # - Use of Face Mask,

Safe Work Practice

During COVID-19, all University employees will follow guidelines set out by the NS Department of Health and Wellness.

Employees must not report to work if they are exhibiting symptoms, as follows:

In the past 48 hours, you have had or you are currently experiencing:

- fever (i.e. chills, sweats)
- new cough or worsening of a previous cough

OR: Two of more of the following symptoms (new or worsening)

- sore throat
- headache
- shortness of breath
- nasal congestion/runny nose

Visit <https://811.novascotia.ca> to determine if you need to be tested for COVID 19. If you have returned to work, and become ill, and experience symptoms, as noted above, you must complete the online assessment and follow their directions before coming back to work.

Good hygiene is the best defence. All employees will wash and/or sanitize hands frequently, particularly before and after touching frequently touched surfaces in public areas, e.g. door handles, and handrails. An electronic copy of the “Handwashing Poster” will be shared with all employees returning to work. Hand washing posters have been placed in all washrooms. Washing with soap and water is preferred – rubbing hands together removes visible dirt and germs. Use disposable paper towels for drying hands. If soap and water are not available (and hands are not visibly dirty), use an alcohol-based hand sanitizer with at least 60% alcohol. Use enough to cover the fronts and backs of both hands, between all fingers and rub hands together until they feel dry.

Unless required by a specific safe work practice, employees are not required to wear gloves. Hand washing is the preferred method. If an employee chooses to wear gloves, gloves shall be changed immediately if there is a hole or tear in the glove. Hands must be washed whenever gloves are changed.

To remove disposable gloves:

- Take the cuff of one glove, peeling the glove towards your finger to take it off, so that the glove ends up inside out;
- Repeat for the other hand.

All employees shall maintain a distance of two metres (six feet) between other employees and other persons on Campus. If physical distancing cannot be maintained, a non-medical mask must be worn. Everyone must wear a mask whenever outside of their office or laboratory space, and in a common area (hallways, washrooms, stairwells, etc.) Employees should be familiar with the University Safe Work Practice for the Use of Masks.

Use cough/sneeze etiquette. Cover coughs and sneezes with a tissue. Dispose used tissues in the garbage and wash your hands or use an alcohol-based hand rub immediately after OR Cough/sneeze into your elbow, not your hand. Avoid touching your eyes, nose and mouth with unwashed hands

Custodial staff will clean common touch points, such as door handles and handrails, in occupied areas twice a day.

During COVID 19:

- Any required meetings and all work must be organized so that physical distancing can be maintained at all times. If you determine that a task must be completed by two employees and physical distancing cannot be maintained, consult your manager or chair before proceeding;
- All safety plans and hazard assessments must include assessment for potential exposure to COVID 19;
- Personal protective equipment (PPE), if required, is not to be shared;
- Any equipment that is shared must be sanitized in between usages;
- Reusable PPE, supplies and equipment to be sanitized prior to each use, as per manufacturer's recommendations;
- Used disposable PPE will be disposed of properly;
- If an employee is using a vehicle for work related purposes, the steering wheel and all touch surfaces must be sanitized before and in-between usages. Only one person can be in a vehicle at one time, unless the vehicle is big enough to allow for proper distancing.

If a COVID 19 case is found on Campus, the University will follow guidelines from the NS Department of Health and Wellness. This safe work practice will be revised, if required.

**Regulations, Standards
and References**

NS Department of Health and Wellness -
<https://novascotia.ca/coronavirus/>