

COVID-19:



A SAFEGAITER
Guide to Returning
to Work on Campus.



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A SAFEGAITER Guide to Returning to Work on Campus.

Introduction

Welcome back to campus life at BU!! This document has been prepared in consultation with the best practices and guidelines from the Quebec Government , CNESST, Public Health Estrie and the Institut National de Santé Publique du Québec to make our campus a safe environment and limit the spread of COVID-19.

For any specific information about the risks associated with a return to work, personal medical conditions or individual work tasks, employees should consult with their manager, an HR advisor or the Health and Safety Coordinator.

General information on COVID-19 situations

Illness - When should you stay home?

Before leaving coming to work, ask yourself the following questions. If you answer “yes” to any of the three questions, please advise your supervisor and do not leave home.

- Do you have any symptoms of COVID-19 (new or worsening cough, fever (greater than 38.0 degrees Celsius), difficulty breathing, loss of sense of smell/taste)?
- Have you returned from travel abroad in the past 14 days from COVID-19?
- Have you been identified as being in close contact with someone who has tested positive for COVID-19 or has been under investigation in the past 14 days and **are not** adequately protected against COVID-19?

People who have difficulty breathing (shortness of breath, feeling of suffocation) OR who have severe breathing difficulties even at rest (e.g., shortness of breath that prevents you from speaking) should call 911.

Returning to work following a self-isolation

Following an isolation period after showing symptoms or being diagnosed with COVID-19, ask yourself the following questions. If you answer “yes” to any of the three questions, you have not met the requirements for returning to campus. Please advise your supervisor and stay home.

1. Has at least 10 days have passed since:
 - your symptoms first appeared, if you have symptoms
 - OR
 - the date of your test, if you tested positive, but have not had symptoms
2. You have been symptom-free for at least 24 hours (except cough and loss of smell, which can continue after being contagious)
3. You have not had a fever (greater than 38 degrees Celcius and without the use of medication) for at least 48 hours

NOTE: If you had symptoms or a fever on your last day of isolation, you must remain in isolation until you have been symptom-free for at least 24 hours and without fever for at least 48 hours.

Employees can also call the campus health clinic nurse for additional information, a professional opinion or a medical assessment as needed (819-822-9696).

Employees at risk of being immuno-suppressed or with chronic health conditions

Any employee who may be, or is at risk of developing complications from COVID-19 will be asked to provide medical information to healthandsafety@ubishops.ca to document their condition. Employees should call the campus health clinic nurse for a medical opinion or assessment as needed (819-822-9696). A review of the information provided to Human Resources will be performed and if required, possible accommodation measures will be determined. However, any danger must be real and objective and not be based on apprehension. A fear or worry alone is not sufficient to conclude that there is a danger but may be considered in the transition to working back on campus.

The following links below are a list of diseases that put individuals at risk of complications from COVID-19 is based on interim recommendations published by INSPQ:

- <https://www.inspq.qc.ca/publications/2914-protection-travailleurs-immunosupprimes-covid19>
- <https://www.inspq.qc.ca/publications/2967-protection-travailleurs-maladies-chroniques-covid-19>

After review, it if it is determined:

- the existing medical condition does not put the employee at risk of complications, the employee will be asked to return to regular work on campus.

- the existing medical condition puts the employee at risk of complications (ie: if they were to be diagnosed with COVID-19), the following can take place:
 - The University will have the responsibility to put in place the recommendations of the *Direction de la santé publique* (DSP) in the workplace, and the employee will have an obligation to apply these recommendations to ensure their own safety.
 - The University may decide to reallocate the employee to other tasks or work arrangements. This will be done in consultation with Human Resources and all relevant parties.
 - The employee retains the right to remain at work insofar as the employee has been adequately informed about the risks related to the work and that the University has taken all necessary measures to prevent the spread of COVID-19 in the workplace.

Mandatory employee self-assessment on arrival

Each day, you must be alert to any symptoms before arriving on campus. It is **mandatory** to complete the health self-assessment when coming to campus any campus building by using the SAFEGaiter app or the [online](#) link.

You should not be on campus if you are experiencing symptoms of COVID-19 (as described below) or meet one of the following situations:

- Fever greater than 38 degrees Celcius, a new, worsening or persistent dry cough, difficulty breathing, extreme fatigue, sudden loss of sense of smell without nasal congestion with or without loss of taste,

OR

- If you have been identified as being in close contact with someone who recently tested positive or has been under investigation in the past 14 days and **you are not** adequately protected against COVID-19.

OR

- Have travelled abroad in the past 14 days and **you are not** adequately protected against COVID-19 or required to isolate.

Prioritization of COVID-19 testing

- People who have been asked by public health authorities to get tested;
- people who, as a result of a call to the COVID-19 line or use of the [COVID-19 Symptom Self-Assessment Tool](#) have received a recommendation to get tested;
- people with COVID-19 symptoms.

If you do not have symptoms, if you have not been in close contact with someone who has COVID-19, or if Public Health has not called you, it is not recommended that you get tested.

It is important to go to the walk-in COVID-19 testing centres nearest to you and to check the wait times on the regional public health websites.

Where to get tested in Sherbrooke

Visit the testing location closest to your home, as the testing capacity is adapted to the local population. For example, you may be denied access to a testing location outside of your local health service network.

*** Please bring your valid health insurance card and / or hospital card.

Centres désignée de dépistage (CDD) - Walk-in (no appointment)

75, J.-A. Bombardier Street, Sherbrooke, QC

Opening hours: Every day from 7:00 a.m. to 7:00 p.m. (no appointment)

If you are unsure if you are experiencing symptoms of COVID-19, please complete the [COVID-19 Symptom Self-Assessment Tool](#) or call the QC COVID-19 hotline:

Toll Free: 1-877-644-4545

Locally in Estrie: 819-644-4545

General Guidelines for an in-person Campus (Fall 2021)

Procedure Masks

In following Government directives for post-secondary institutions and [CNESST directives for workplace safety](#) students and employees are required to wear procedure masks at all times while circulating in all campus buildings and common areas with circulation. Exceptions to this directive include:

- When seated to eat and two metres apart or in designated areas (ex: Lunch Rooms, Student Center Food court, LLC Café and Tim Hortons). Note the vaccine passport may change the distance between those eating.
- When seated in a closed room, alone or two metres apart (ex: offices, study rooms, meeting rooms, seminar rooms).
- Wearing other personal protective equipment (PPE) that is required for work or study.
- Engaged in physical activity and maintain two-metre distancing.
- Unable to wear a procedure mask for validated health reasons.
- Outdoors and one metre apart.

Approved procedure masks include certified medical quality masks (“blue masks”) complying to ASTM F2100 or EN 14683 Type IIR standards. Please contact healthandsafety@ubishops.ca if you require additional protective equipment.

Classrooms:

- Procedure **masks are required** at all times by students in a classroom while seated or circulating.
- Procedure masks can be removed by faculty or student presenters, provided they remain in the designated area in each classroom and two metres away from others.
- Procedure masks can be removed by students during academic activities where wearing a mask is not practical such as acting, singing, playing a wind/brass instrument during a lesson, practical examination or in performance.

Physical Distancing:

- Two metres: Two metre (2m) physical distance is required in all situations where masks or physical barriers are not being used or available, such as when eating or drinking, in fitness rooms, or when acting, singing, or playing instruments.

Campus Directions for safety and good hygiene while working

- Managers must plan to maintain physical distancing for the arrival of employees at work (e.g., shift rotations, line-ups, equipment collection).
- Wash your hands often with soap under warm running water for at least 20 seconds, especially when entering and leaving various rooms, after touching frequently touched surfaces, after coughing or sneezing, before and after breaks and meals, before taking medication, after going to the bathroom, and before smoking.
- Use an alcohol-based (at least 60%) hand rub if soap and water are not available.
- Practice proper cough and sneeze etiquette: cover your mouth and nose with your arm to reduce the spread of droplets.
- Avoid touching the mouth, face or nose at all times.
- If you use a tissue, dispose of it as soon as possible and wash your hands afterwards.
- Avoid direct contact when you greet or meet someone, such as handshakes or hugs.
- Maintain physical distancing of at least two metres (six feet) away from colleagues whenever possible.
- Encourage online meetings and indirect communication methods where possible.
- Avoid non-essential face-to-face meetings whenever possible.

Directions for lunches and breaks

- Dewhurst Dining Hall and the Adams Dining Room will be used exclusively for student residents and not available to employees; nor will it be bookable for events and functions.
- Common lunchrooms and common areas may be used, but cleaning of all shared touch surfaces should be done following use (tables, microwaves, fridges, etc.). Using one's personal cutlery or dishware is recommended. Two-metre distancing should be respected between colleagues.
- Wash your hands both before and after meals.
- Eating areas should also be cleaned before and after meals.
- Consideration for simple lunches is encouraged.
- Employees should maintain physical distancing at all times.

Procedure masks and respirators

As per the current Quebec government directives for postsecondary institutions, Health Canada-approved procedure masks are mandatory when working, circulating, or studying inside all public buildings on campus. This applies to all students, faculty, managers, staff and visitors in all public buildings, hallways, corridors, and other indoor public areas of the University. Employees can get procedure masks from their Manager, their Dean, SAFEGAITERS, the Health and Safety Office (J105), or they may use their own. Students are responsible for bringing their own when returning to campus, but courtesy masks are

available.

Personal protective equipment that may replace procedure masks

In the workplace, if there is an unknown or higher risk of transmission and where no other means is available to prevent close separation (i.e., physical barriers), the use of a properly rated and fit-tested respirator may be used (disposable N95, P100 half-masks) for high-risk situations or interventions (e.g., security)

In situations (both work and study) where movement from one location to the next is frequent and a two-metre physical distance cannot be maintained, procedure masks, are required in addition to any other required personal protective equipment. For example, lab coats, safety glasses, etc. required in teaching settings with hands-on practical work (labs, studios, music, etc.).

In all other situations, procedure masks are currently required while working, circulating or studying in campus buildings, except under the specific circumstances outlined above. It is possible for employees to remove procedure masks when seated at their workstation, provided that physical distancing can be maintained.

Procedure Mask

- Commonly used in healthcare and laboratory settings.
- Reduces exposure to large respiratory droplets.
- Does not completely protect against viral infection. Loose fit can cause leakage.

Note: Surgical masks are only intended for single use for up to four hours. Reusing them or improper handling can increase risk of infection.

Respirator Mask

- Protects healthcare workers in high-risk environments.
- Protects against smaller respiratory droplets, such as those containing viruses or aerosols with high efficiency (N95, P100).
- Not recommended for the general public or for daily use, but rather for high-risk and specific task protection.

Note: Dust masks look like respirators but should not be used for bodily airborne irritants. Respirators will have a certification mark (N95).

General instructions for working safely to prevent the transmission of COVID-19

- Clean common or personal workstations and tools regularly (e.g., machine controls, common desks and equipment). Additional cleaning supplies can be requested by contacting Buildings & Grounds via e-mail (B&G@ubishops.ca).
- Leave the wipes or disinfecting products in their designated locations. You can inform Buildings and Grounds via e-mail (B&G@ubishops.ca) if a product needs to be refilled or replaced.
- When circulating in buildings, please follow any signage, spacing requirements and occupancy limits as well as the physical distancing and sanitary measures that are in place.
- When in classrooms or common spaces, please use designated seating areas where identified.
- Be courteous and refrain from entering the offices of colleagues.
- Employees can carpool provided procedure masks are worn. Clean the steering wheel wipe, door handle and accessories at the start and end of each use.
- Wash hands regularly and avoid touching your face.
- Courtesy will help us get through this together.

References:

- <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/trousse.aspx>
- <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/people-high-risk-for-severe-illness-covid-19.html>
- <https://www.santeestrie.qc.ca/en/care-services/health-advice/infectious-and-communicable-diseases/coronavirus-covid-19/covid-19-population/#c9690>