

COVID-19 Safety Plan – Snapshot

Business name: Carleton University
Date completed: November 16, 2020

Division/group: All
Revision date: November 16, 2020

MEASURES WE'RE TAKING

How Carleton is ensuring workers know how to keep themselves safe from exposure to COVID-19

- Maintaining and updating the COVID-19 website and ensuring it aligns with current public health guidelines and recommendations
- Monitoring and responding to inquiries submitted through to general COVID-19 email account (covidinfo@carleton.ca)
- Monitoring and responding to inquiries submitted through to the Return to Campus Working Group (returntocampus@carleton.ca), as well conducting review of activities and events to ensure compliance and risk mitigation
- Communicating important updates to the Carleton University community via Carleton email, website, and social media channels
- Providing COVID-19 Infection Prevention and Control training for Carleton University community members
- Restricting building access to only authorized personnel, while implementing access controls to monitor building occupancy and ensure it complies with current guidelines and government orders
- Implementing policies and procedures for COVID-19 safety measures, where appropriate, to ensure compliance with public health guidelines and government orders
- Frequent enhanced cleaning and disinfection of high-touch surfaces and objects
- Daily review of guidance from the Government of Ontario and Public Health Authorities

How Carleton is screening for COVID-19

- By maintaining a centralized reporting and database for all Carleton University community members and visitors
- By having all Carleton University community members and visitors complete a screening questionnaire daily prior to attending campus and/or entering a campus building
- Having screening attendants placed at publicly accessible building to provide assistance and ensure compliance
- By following up with any Carleton University community members that have screened that they are not to attend campus and/or reported a positive COVID-19 test result to verify information and to advise the individual on next steps
- By requiring a booking or reservation, self-screening, and contact information to use the Carleton University Athletic facilities
- For all event rentals and bookings, a screening process and gathering of contact information is required to comply with government orders

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How Carleton is controlling the risk of transmission in our workplace

Physical Distancing and Separation	<ul style="list-style-type: none"> Implementation and use of plexiglass barriers (where appropriate) Posting of signage throughout buildings
Cleaning and Hygiene	<ul style="list-style-type: none"> Monitor and re-fill sanitizer station levels in common areas Providing Personal Care Kits (2 cloth masks and personal hand sanitizer) to Staff and Faculty
Other	<ul style="list-style-type: none"> Reinforcing current Working Hours policy, allowing for the use of flexible hours, and remote work, to the maximum extent possible Ensuring the (mandatory) completion of COVID-19 Infection Prevention and Control training prior to return to on-campus operations Assessment and adjustment of ventilation within campus buildings Conducting initial and final walkthroughs of spaces that request a return to on-campus operations

What Carleton will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Requiring employees to notify their management, supervisor, and/or Chair if they have been on campus within the 14 days prior to the onset of COVID-19 symptoms and they have gone for a COVID-19 test; have been advised to self-isolate by a Public Health Authority; OR, if they have received a positive COVID-19 test result
- Procedures are in place for any contact tracing and the liaising with Public Health Authorities in the event of potential or suspected cases of COVID-19
- Enhanced cleaning protocols

How Carleton is managing any new risks caused by the changes made to the way we operate our business

- A Return to Campus Working Group meets regularly to identify and assess any new and emerging risks, provide guidance regarding mitigation measures, and to provide recommendations for changes to operations
- Continue to keep the Carleton University community updated as soon as possible regarding changes in guidelines and/or restrictions
- Monitoring feedback, concerns, and lessons learned provided through the COVID-19 email (covidinfo@carleton.ca) to better understand any gaps or room for improvement
- Development of several programs and sessions to assist Carleton University employees with managing stress and anxiety related to the COVID-19 pandemic

How Carleton is making sure our plan is working

- The Carleton University Steering Committee meets regularly to provide guidance, approve protocols/processes, discuss potential issues, allocate resources, and listen to guidance from the University committees and working groups
- The Carleton University Operations Committee meets regularly to provide guidance, provide direction on contingency plans, implement plans (where appropriate), discuss issues, determine appropriate response/action for issues, and make recommendations to the Steering Committee
- The Carleton University Academic Continuity Committee meets regularly to provide guidance, ensure continuity and good management of academic studies/operations in the event of a disruption, and to make recommendations to the Steering Committee and advise them of any evolving issues
- The Return to Campus Working Group meets regularly to provide guidance, review risks, and to ensure the overall University response to COVID-19 aligns with current guidelines and government orders. Additionally, they will also provide general direction related to response, work on contingency plans to support University operations and recovery, review/approve Return to Campus plans, and make recommendations to the Steering Committee



COVID-19 Safety Plan

Company Details

Business Name:	Carleton University	Revision date:	November 16, 2020
Date completed:	November 16, 2020	Developed by:	Return to Campus Working Group
Division/group:	All	Others consulted:	
Date distributed:	November 16, 2020		

The COVID-19 pandemic is an evolving situation. The plan is reviewed regularly and changes are made as required by the government and public health authorities. Further information can be found at Carleton's [COVID-19 website](https://carleton.ca/covid19/) (<https://carleton.ca/covid19/>) and the Ontario government's [COVID-19 website](#).

KEEPING OUR COMMUNITY SAFE FROM EXPOSURE TO COVID-19

Carleton University is committed to staying informed on current local/regional/global data, research and guidelines as they relate to COVID-19. The University ensures policies and procedures are up to date by a daily review of the Ministry of Health, Ottawa Public Health guidelines and all Ontario regulatory requirements. The University works with public health authorities regularly to understand current regional trends and impacts, as well as any new or changing recommendations. The University has set up a committee that reviews all requirements, ensures that the University maintains compliance and provides timely communications and training for the Carleton community. The University currently utilizes various communication tools in a timely manner to get health and safety-based information regarding COVID-19 out to all community members. This includes the use of a central COVID-19 web page, with all COVID-19-related information being posted to that site, as well as emails, social media platforms and physical signage.

Action #1

Keep Carleton's [COVID-19 website](#) current and up-to-date by conducting weekly reviews of content and making changes, as required, to align with current public health guidelines and recommendations.

RESPONSIBILITY | COVID-19 Response Coordinator

Action #2

Monitor and respond to general inquiries submitted through the general COVID-19 email (covidinfo@carleton.ca) account.

RESPONSIBILITY | COVID-19 Response Coordinator

Action #3

Monitor and respond to general inquiries submitted through the Return to Campus email (returto-campus@carleton.ca) account, review activities and events to ensure compliance and risk mitigation.

RESPONSIBILITY | Return to Campus Working Group

Action #4

Important updates will be communicated out to the community via Carleton email, website and social media channels as appropriate.

RESPONSIBILITY | COVID-19 Lead

Action #5

Provide COVID-19 Infection Prevention and Control training course for Carleton University community members including faculty, staff, and students.

RESPONSIBILITY | Environmental Health and Safety

KEEPING OUR COMMUNITY SAFE FROM EXPOSURE TO COVID-19

Action #6

Restrict building access to only authorized personnel with exception of buildings and spaces within them that are designated as publicly accessible. Ensure access controls are in place to ensure that the number of occupants in the facilities complies with public health guidelines and government orders. Additional information is available through the COVID-19 website.

RESPONSIBILITY | Campus Safety Services

Action #7

Policies and procedures are in place to require physical distancing, masking, and hand hygiene throughout the campus in compliance with public health guidelines and government orders. Personal protective equipment is used where required. Additional information is available through the COVID-19 website.

RESPONSIBILITY | Return to Campus Working Group

Action #8

Frequent enhanced cleaning and disinfection of surfaces and objects comply with public health guidelines and government orders. Additional information is available through the COVID-19 website.

RESPONSIBILITY | Facilities Management and Planning

Action #9

Daily review of guidance from the Ontario Government and Public Health Authorities

RESPONSIBILITY | General Counsel and Director of Risk Management

SCREENING FOR COVID-19

Carleton University has developed a centralized system that hosts a screening questionnaire, based on Ministry of Health guidelines. Students, staff, faculty, tenants, and visitors are required to complete a screening questionnaire daily before attending the campus. The questionnaire is updated regularly and uses the most current provincial screening guidelines for COVID-19 symptoms. In addition, access controls are in place for publicly accessible buildings, screening attendants are present during opening hours to verify and assist with the completion of screening requirements.

Action #1

Maintain a centralized reporting database for all Carleton University community members (faculty, staff, and students) and visitors to Carleton University.

RESPONSIBILITY Information Technology Services

Action #2

All community members and visitors are required to complete the screening questionnaire daily prior to attending campus and/or entering a campus building.

RESPONSIBILITY Employees and Visitors

Action #3

Screening attendants will be stationed at all publicly accessible buildings to provide assistance and to verify the completion of screening.

RESPONSIBILITY Campus Safety Services

Action #4

All employees and students who have attended campus are required to report and complete a COVID-19 symptom reporting tool in the event they **have been on campus in the 14 days prior** to:

- the onset of symptoms potentially linked to COVID-19 and which are unrelated to pre-existing conditions;
- going for a COVID-19 test;
- being advised that they are to self-isolate by public health authorities (including under the Class Section 22 order); or
- receiving a positive COVID-19 test result.

Environmental Health and Safety / Health and Counselling Services will contact any individual that has screened that they should not attend campus, verifying their information and advising them accordingly. When an individual reports a positive COVID-19 test result, these departments will also ensure all required communications are completed.

RESPONSIBILITY Environmental Health & Safety and Health & Counselling Services

SCREENING FOR COVID-19

Action #5

Users of any athletic facilities on campus are required to reserve the use of the facility before attendance, self-screen before attendance, and provide contact information as required by government orders. This will be confirmed by staff upon entrance to the facilities.

RESPONSIBILITY Department of Athletics and Recreation

Action #6

COVID screening and contact information gathering are in place for all event rentals and bookings, as required by government orders.

RESPONSIBILITY Conference Services and CDCC

CONTROLLING THE RISK OF TRANSMISSION

Staff and faculty are instructed to “work-from-home” to the maximum extent possible. A “Return to Campus” process has been developed to handle the reopening of spaces and return of departments to on-campus operations. The risk of transmission is controlled by ensuring that all departments and services have implemented appropriate mitigation measures.

Mitigation measures that are being implemented across campus include:

- The use of barriers at service counters
- Implementing staggered scheduling of work duties to limit contact
- Physical Distancing and reconfiguring workspaces
- Mandatory use of face masks and implemented policy
- Setting up sanitizer stations around campus and ensuring that current stations are monitored/refilled as needed
- Ventilation is assessed across the various campus buildings with changes implemented
- Enhanced Cleaning protocols and procedures
- Supporting good hand and respiratory hygiene
- Mandatory COVID-19 training for all staff and faculty
- Requiring additional PPE where appropriate

Action #1

Place plexiglass barriers, where appropriate, in service counters that are open for on-campus, in-person service delivery. The installation must be complete before reopening in-person service delivery.

RESPONSIBILITY Individual Department Responsibility in Coordination w/ Procurement

Action #2

Reinforcing current Working Hours policy and the ability to make use of flex-hours for staff.

RESPONSIBILITY Human Resources

Action #3

Provide COVID-19 Infection Prevention and Control training. This training is mandatory for all community members before their return to on-campus operations.

RESPONSIBILITY Environmental Health and Safety

Action #4

Monitoring the supply of all sanitizer stations and refilling promptly once the station falls below ¼ of the original contents.

RESPONSIBILITY Facilities Management and Planning

CONTROLLING THE RISK OF TRANSMISSION

Action #5

The ventilation in buildings has been reviewed and adjusted as per recommendations to provide maximum fresh air possible.

RESPONSIBILITY **Facilities Management and Planning**

Action #6

Personal Care Kits, which include two (2) cloth masks and personal hand sanitizer, are available for each staff member.

RESPONSIBILITY **Procurement Services in collaboration with Departments**

Action #6

Conducting initial and final walkthroughs of all departmental spaces upon a request to return to on-campus operations. Prior to the final walkthrough, the department must complete their own Return to Campus plan and implement department-specific mitigative measures.

RESPONSIBILITY **Emergency Management Officer**

PROTECTING CARLETON COMMUNITY FROM POTENTIAL CASE, OR SUSPECTED EXPOSURE

All employees (including faculty, contract instructors, staff and teaching/research assistants) must notify their manager/supervisor/Chair in the event they have been on campus in the 14 days prior to:

- the onset of symptoms potentially linked to COVID-19 as defined below and which are unrelated to pre-existing conditions;
- going for a COVID-19 test;
- being advised that they are to self-isolate by public health authorities (including under the Class Section 22 order); or
- receiving a positive COVID-19 test result.

Environmental Health and Safety conducts an assessment and follows up as appropriate.

Procedures are in place in the event of a suspected or positive case of COVID-19, including contacting Ottawa Public Health. Contact information is available to assist in the event that contact tracing is required.

Employees who have COVID-19 or symptoms have access to the sick leave reporting processes.

Action #1

Employees and managers are required to report potential or suspected cases of COVID-19 in the event they have been on campus in the 14 days prior as noted above.

RESPONSIBILITY | **Employees and Managers**

Action #2

Procedures have been developed and implemented in the event that a potential or suspected case of COVID-19 presents within the University, including contract tracing and liaising with Public Health Authorities.

RESPONSIBILITY | **Environmental Health and Safety and Health and Counselling Services**

MANAGING RISKS

The Return to Campus Working Group meets regularly to identify and assess any new and emerging risks and to implement mitigation measures and/or changes to operations. In addition, weekly check-ins are conducted to update managers across the university, as well as bi-weekly meetings with the joint health and safety committee. Additional check-ins by management at the departmental level are encouraged. Several programs have been developed to assist employees to manage stress and anxiety throughout the pandemic.

Action #1

The Return to Campus Working Group meets regularly to identify and assess any new and emerging risks and assess them for mitigation measures and/or changes to operations.

RESPONSIBILITY Return to Campus Working Group

Action #2

Keep the community updated as quickly as possible with changing guidelines and restrictions. Minor changes will be updated immediately on the COVID-19 website. Significant changes will be followed up with direct communications via e-mail and Top 5 to Carleton University community members.

RESPONSIBILITY COVID-19 Response Coordinator

Action #3

The University has a reporting system through the COVID-19 email address that allows the community members to submit feedback, concerns, and lessons learned to better understand where there may be gaps or room for improvement.

RESPONSIBILITY COVID-19 Response Coordinator

Action #4

Several programs have been developed to assist employees to manage stress and anxiety throughout the pandemic

RESPONSIBILITY Office of Quality Initiatives

ENSURING SUCCESS

Action #1

The Steering Committee meets twice per week to provide guidance and to approve protocols and processes that impact the overall COVID-19 response. The Committee discusses potential issues and allocates resources to address them. Input and/or recommendations are sought from and forwarded to the Operations Committee, the Academic Continuity Committee and/or Return to Campus Working Group as required.

RESPONSIBILITY | **Steering Committee**

Action #2

The Operations Committee meets weekly to provide guidance and ensure the University community is protected and operates, as appropriate, during the pandemic. The committee provides general direction on contingency plans and ensures that appropriate plans are in place to deal with a pandemic situation as effectively as possible. Committee meetings provide a forum for the discussion of issues that arise during the pandemic and for the determination of appropriate response and/or action. Recommendations are made to the COVID-19 Steering Committee for any policy adjustments or resource requirements and they will be advised of any evolving issues.

RESPONSIBILITY | **Operations Committee**

Action #3

The Academic Continuity Committee meets weekly to provide guidance and is responsible for ensuring the continuity and good management of academic operations and academic studies in the event of possible disruption to academic operations. The Academic Continuity Committee will recommend to the Steering Committee any policy adjustments or resource requirements and advise them of any evolving issues.

RESPONSIBILITY | **Academic Continuity Committee**

Action #4

The Return to Campus Working Group meets bi-weekly to provide guidance, review risks, changing orders and to ensure the overall University response to COVID-19 is aligned with the most up-to-date guidelines and orders. The Working Group provides general direction in all aspects of the response and works on contingency plans to support the operations of the University and the recovery from the pandemic. The Return to Campus Working Group discusses issues that arise during the pandemic to determine appropriate response or action. They approve Return to Campus plans from departments and events by the Carleton Community. The Working Group recommends to the COVID-19 Steering Committee any policy adjustments or resource requirements and advises them of any evolving issues.

RESPONSIBILITY | **Return to Campus Working Group**