

General Guidelines for Working Safely on Campus during the COVID-19 Pandemic

Carleton University is following the advice of [Ottawa Public Health](#), [Public Health Ontario](#), the [Government of Ontario](#), and the [Public Health Agency of Canada](#) for the latest information about COVID-19 and recommendations for prevention. Please keep informed and follow the recommendations of these agencies. Members of the Carleton community must follow all practices, training, guidelines, recommendations and signage in order to prevent the spread of COVID-19.

DO NOT COME TO CAMPUS IF YOU ARE SICK

- If you are sick, or someone at home is sick, DO NOT come to campus. Inform your supervisor and complete the [COVID-19 symptom reporting form](#).
- If you become sick while at work, STOP the work and self-isolate. Inform your supervisor electronically and complete the [COVID-19 symptom reporting form](#).
- Follow Ottawa Public Health Guidelines for self isolation



BUILDING ACCESS


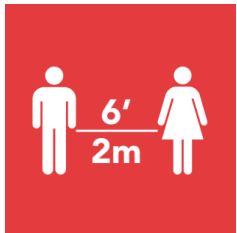


- Complete the [COVID-19 Daily Campus Access and Screening Form](#) before entering a building on Carleton campus
- Follow any additional approval processes that have been put in place within your unit, department or Faculty.
- Consult with your supervisor, manager, Dean or relevant approver for more information.



WEARING A MASK

- As outlined in the CU [Mask Policy](#), non-medical masks are required in enclosed public spaces and in non-public spaces when in the presence of others and you are not able to consistently maintain a two-meter physical distance, or where maintaining such distance could be unpredictable or impossible (such as high-traffic areas, hallways, common rooms or elevators).
- Masks prevent transmission by blocking the release of exhaled respiratory particles into the environment.
- Studies demonstrate that a well fitting, tightly woven, multiple layer face covering can reduce the wearers' exposure to infectious droplets through filtration.



<p><u>HAND HYGIENE</u></p> <ul style="list-style-type: none"> ▪ Wash your hands with soap and water for at least 20 seconds when you: <ul style="list-style-type: none"> ✓ Come into work ✓ Interact with co-workers ✓ Come into contact with shared surfaces ✓ Remove personal protective equipment (gloves, masks) ✓ Cough or sneeze ▪ Dry your hands with paper towel. ▪ Use alcohol-based hand sanitizer with at least 60% ethanol if soap and water are not available. ▪ At all times avoid touching your eyes, nose, or mouth with unwashed hands. 	
<p><u>PHYSICAL DISTANCING</u></p> <ul style="list-style-type: none"> ▪ Remote work is encouraged if appropriate (speak to manager). ▪ Limit the number of people in a space to ensure physical distancing. Consider job rotation and changes to shift schedules. ▪ Reposition workstations to increase physical distances or install barriers and partitions where recommended. ▪ Implement directional traffic flow for safe pedestrian circulation in enclosed public spaces where recommended 	
<p><u>COUGH AND RESPIRATORY ETIQUETTE</u></p> <ul style="list-style-type: none"> ▪ Cough or sneeze into a tissue or the bend of your arm. ▪ Dispose of any tissues used as soon as possible in a waste bin and wash your hands afterwards. 	
<p><u>CLEANING AND DISINFECTION</u></p> <ul style="list-style-type: none"> ▪ If possible, assign employees their own tools and equipment. ▪ Using products provided, disinfect shared tools and work surfaces immediately before and after use. ▪ Shared workstations should be disinfected at the start and at the end of the day/shift. This includes keyboard and mouse, phone handset, headsets work area on top of desk, office doorknob, light switch & any other furniture/ equipment you have touched. ▪ Follow the manufacturer's guidelines on the use of the cleaning/ disinfection products. 	

Please forward any questions you may have to EHS@carleton.ca.