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

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the community. Our best protection against serious illness and hospitalization from COVID-19 remains vaccination. Carleton University strongly recommends that all members of the community get a full course of vaccination and stay up to date with their vaccinations.

**DO NOT COME TO CAMPUS IF YOU ARE SICK**

- If you are experiencing symptoms and or have tested positive for COVID-19, DO NOT come to campus. Inform your supervisor and submit a [COVID-19 Symptom Reporting Form through cuScreen](#).
- If you become ill while at work, STOP working, go home and inform your supervisor electronically.
- Environmental Health and Safety or Health and Wellness Services will be in touch following the report to assess your circumstances and advise you on appropriate isolation timelines.

**WEARING A MASK**

- In line with current public health guidance, masking is strongly recommended as a way to protect yourself from COVID-19 – particularly in indoor settings where physical distancing cannot be maintained.
- Face coverings 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.

**HAND HYGIENE**

- Wash your hands with soap and water for at least 20 seconds when you:
  - 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.

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**PHYSICAL DISTANCING**
- Maintain physical distancing where possible.
- Avoiding crowded indoor spaces, where possible.

**COUGH AND RESPIRATORY ETIQUETTE**
- 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.

**CLEANING AND DISINFECTION**
- 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](mailto:EHS@carleton.ca).