





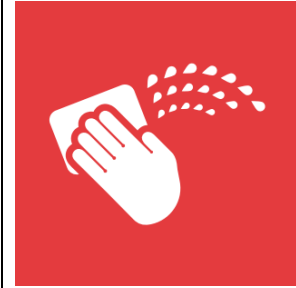
General Guidelines for Working Safely on Campus during COVID-19 Pandemic

Members of the Carleton community must follow all practices, training, guidelines, recommendations and signage in order to prevent the spread of COVID-19.

<p><u>DO NOT COME TO WORK IF YOU ARE SICK</u></p> <ul style="list-style-type: none"> ▪ If you are sick, or someone at home is sick, DO NOT come to work and inform your supervisor. ▪ If you become sick while at work, STOP the work, self-isolate and inform your supervisor electronically. ▪ Follow Ottawa Public Health Guidelines for self isolation https://www.ottawapublichealth.ca/en/index.aspx 	
<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 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. 	
<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. 	

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.
- Disinfect your personal workstation or office twice a day. If anyone else will be using your workspace, it should also be disinfected at the end of the day/shift. This includes keyboard and mouse, phone handset, headsets (including mouthpiece/ microphone), 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.



PERSONAL CARE KIT

- Non-medical masks and face coverings to be used where physical distancing is not possible.
- They can be worn to prevent spread, and/or stopping the wearer from touching their nose and mouth.
- They do not provide respiratory protection for the wearer.
- Must continue to practice hand hygiene (see above).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE is reserved for areas or functions where mandated by regulations.
- Continue using the typical approved PPE required for working safely in your area.
- Remove PPE in a manner that minimizes potential transmission.
- Do not share PPE between workers.



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