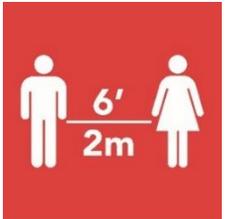


## Infection Prevention Guidelines for Maintenance

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

<b>GENERAL</b>	
Communicate to CU community the steps taken to ensure a safe workplace and what individuals can do themselves.	
Highlight potential transmission points within the workspace, including specific activities.	
Install wall and floor signage to indicate hand hygiene and physical distancing requirements.	
All faculty, staff and students are required to self-screen regularly for health issues. If you become sick while at work, STOP the work, self-isolate and inform your supervisor electronically. Follow Ottawa Public Health Guidelines for <a href="#">self isolation</a> .	
Educate employees and students that everyone is responsible to evaluate their health consistently. If they are sick, develop flu-like symptoms or someone at home is sick then you must remain home.	
Faculty, staff and students must complete COVID 19-Infection Prevention Training.	
<b>PHYSICAL DISTANCING</b>	
Are there tasks you can minimize or eliminate? For example, can non-essential projects be eliminated or postponed?	
If possible, continue to work remotely.	
Practice physical distancing (staying 2 metres away from others) during work activities and during breaks.	
Control and limit the number of people in a workspace (vehicle/worksites) at one time if 2 metre distancing is not possible.	
Implement job rotation and shift changes when possible to have fewer individuals doing the same task in the same workspace.	
Install barriers or partitions between yourself and other coworkers within vehicles when possible.	
Use your vehicle's climate control system and/or open windows to improve fresh air intake/air circulation. Increased airflow can reduce contaminant build up.	
Avoid unnecessary visits to the workplace by supply chain partners, vendors, delivery people or others who do not need to be there. Seek technology solutions for these interactions.	
If possible, assign each employee to their own tools, and equipment.	
When physical distancing cannot be maintained, a non-medical face covering should be worn.	
<b>HANDWASHING</b>	
Disinfect your hands as soon as you come into work through the use of good handwashing techniques or use alcohol-based hand sanitizer.	
Disinfect your hands after interacting with co-workers and/or completing tasks where you come into contact with shared surfaces or equipment or after removing your work gloves.	
If you cough or sneeze, cover your nose and mouth with a tissue or your arm. Immediately dispose of your tissue and wash your hands.	

<b>VENTILATION (FMP Responsibility in most areas)</b>		
<p>Maximize the amount of fresh air into a space and maintain 100% air to the building where possible keeping in mind temperature and relative humidity constraints. Open windows if possible.</p> <p>Ensure restrooms are under negative pressure.</p> <p>Ensure HVAC systems are properly maintained.</p>		
<b>CLEANING AND DISINFECTION</b>		
<p>FMP will continue cleaning public spaces (e.g corridors, washrooms).</p> <p>Implement twice a day cleaning for all commonly handled shared items/equipment (i.e. inner door handles and desk, equipment). This should be completed at the start of the day, or if multiple shifts are in place, at the start of each shift.</p> <p>Maintain your normal disinfection protocols and consider expanding them to frequently touched surfaces in your workspace.</p> <p>Clean all <b>shared</b> equipment and tools before and immediately after use.</p>		
<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>		
<b>PERSONAL CARE KIT</b>		
<p>Non-medical masks and face coverings to be used where physical distancing is not possible.</p> <p>They can be worn to prevent spread, and/or stopping the wearer from touching their nose and mouth.</p> <p>They do not provide respiratory protection for the wearer.</p> <p>Must continue to practice hand hygiene.</p>		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
<p>PPE is reserved for areas or functions where mandated by regulations. Continue using the typical approved PPE required for working safely in your area.</p> <p>Do not share PPE between workers, when possible.</p> <p>Remove PPE in a manner that minimizes potential transmission (i.e., from contaminated gloves).</p>		

If you have any questions, please speak with your supervisor.