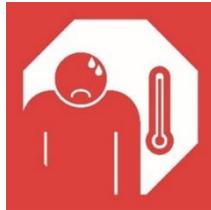
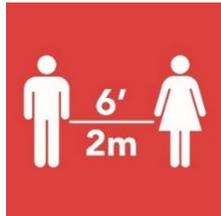


Infection Prevention Guidelines for Offices

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

GENERAL	
Communicate to CU community the steps taken to ensure a safe workplace and what individuals can do themselves.	
Educate faculty, staff and students on areas of potential transmission within the office environment, including use of shared spaces.	
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 self isolation .	
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, available through EHS.	
PHYSICAL DISTANCING	
If possible, continue to work remotely.	
Encourage use of virtual meeting tools in lieu of physical meetings, whenever possible.	
If in-person meetings are essential, consider limiting meetings and maintaining physical distancing protocol.	
Are there tasks you can minimize or eliminate? For example, can non-essential projects be eliminated or postponed?	
Practice physical distancing (staying 2 metres away from others) during work activities and during breaks.	
Do not enter work spaces where 2m physical distance cannot be maintained.	
Control and limit the number of people in a workspace at one time (e.g., staggering shifts and/or break times).	
To prevent large gatherings, close off spaces otherwise intended for that use.	
Implement job rotation and shift changes when possible to have fewer workers doing the same task in the same workspace.	
Reposition workstations to increase physical distances. Install barriers, partitions and floor markings where recommended.	
Avoid unnecessary visits to the workplace by supply chain partners, vendors, delivery people or others who do not need to be there.	
If possible, assign each person to his or her own office equipment (e.g. computer, keyboard, mouse) and workspace.	
When physical distancing cannot be maintained, a non-medical face covering should be worn.	
HAND HYGIENE	
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 (e.g., coffee makers, water coolers).	
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.	

VENTILATION (FMP Responsibility)	
Maximize the amount of fresh air into in a space and maintain 100% air to the building where possible keeping in mind temperature and relative humidity constraints. Open windows if possible.	
Ensure restrooms are under negative pressure.	
Ensure HVAC systems are properly maintained.	
CLEANING AND DISINFECTION	
FMP will continue cleaning public spaces (e.g. corridors, elevators, washrooms).	
Clean all shared spaces (e.g. conference rooms, kitchens etc.) and offices.	
Disinfect your workstation or office at the beginning of your shift, before/after lunch, before any other staff uses your workspace or equipment, and at the end of the day. 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.	
Avoid sharing office equipment (e.g. telephones, keyboards, desks or workstations) where possible.	
Implement twice a day cleaning of all commonly handled shared office equipment (e.g., telephones, keyboards, desks, mouse, photocopiers, desk drawers, and commonly shared office items). This should be completed at the start of the day, or if multiple shifts are in place, at the start of each shift.	
USE OF PERSONAL PROTECTIVE EQUIPMENT	
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.	
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.	

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