
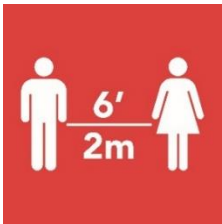
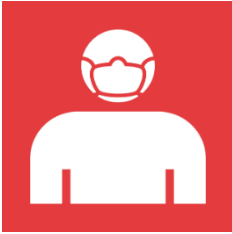


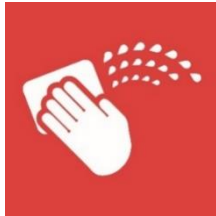


## Infection Prevention Guidelines for Offices

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 the coronavirus (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.

<b>GENERAL</b>	
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 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 complete the <a href="#">COVID-19 Daily Campus Access and Screening Form</a> before entering a building on Carleton campus and follow any additional approval processes that have been put in place within your unit, department or Faculty.	
If you are sick, or someone at home is sick, DO NOT come to campus. Inform your supervisor and complete the <a href="#">COVID-19 symptom reporting form</a> .	
If you become sick while at work, STOP the work, self-isolate and inform your supervisor electronically and complete the <a href="#">COVID-19 symptom reporting form</a> . 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.	
<b>PHYSICAL DISTANCING</b>	
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.	
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.	
Implement directional traffic flow for safe pedestrian circulation in enclosed public spaces 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.	

<b>USE OF MASKS</b>	
As outlined in the CU <a href="#">Mask Policy</a> , 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. And studies demonstrate that a well fitting, tightly woven, multiple layer face covering can reduce the wearers' exposure to infectious droplets through filtration.	
Continue using the typical approved PPE required for working safely in your area.	
Do not share PPE between workers.	
Remove PPE in a manner that minimizes potential transmission.	
<b>HAND HYGIENE</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 <b>shared</b> 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.	
<b>VENTILATION (FMP Responsibility)</b>	
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.	
<b>CLEANING AND DISINFECTION</b>	
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.	

Please forward any questions you may have to [EHS@carleton.ca](mailto:EHS@carleton.ca).