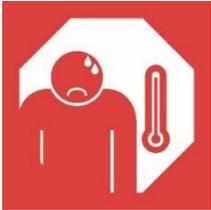
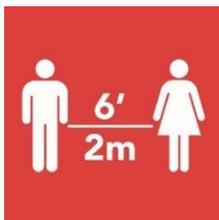


Infection Prevention Guidelines for Shipping and Receiving

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	
Are there tasks you can minimize or eliminate? For example, can non-essential projects be eliminated or postponed?	
Implement procedures for contactless delivery with suppliers.	
Practice physical distancing (staying 2 metres away from others) during job activities and during breaks. For example, maintain distance while loading and unloading equipment from truck or trailer.	
Ask drivers to remain in the truck cab while the trailer is being loaded or unloaded, or request that drivers wait in a designated area to limit contact.	
Request the driver place the package down rather than handing the item directly to you.	
Control and limit the number of people in a workspace (vehicle/worksite) at one time	
Implement job rotation when possible and appropriate to have fewer workers doing the same task in the same workspace	
Reposition workstations to ensure physical distancing. Install barriers or partitions where necessary as recommended.	
Reschedule unnecessary visits to the workplace by supply chain partners, vendors, delivery people or others who do not need to be there now.	
If possible, assign employees to their own tools, and equipment.	
Always use your own pen if you must sign paperwork. If you must use a stylus, wipe down the screen and use your finger then wash your hands.	
When physical distancing cannot be maintained, a non-medical face covering should be worn.	
HANDWASHING	
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., books, boxes).	
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, washrooms)	
Implement cleaning twice a day of all commonly handled shared items/equipment (i.e., door handles, commonly touched surfaces like cell phones, tools, equipment like lift trucks and pallet pumps). This should be completed at the beginning of the day, or if multiple shifts are in place, at the beginning of each shift.	
Upon opening the delivery immediate dispose of the packaging	
After handling packages, disinfect affected workspace and tools after receiving and processing shipped items. Then remove and/or dispose of gloves and wash your hands	
Disinfect all shared tools and equipment before and immediately after use with provided disinfectant.	
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.	
While handling and opening packages wear gloves	
Do not share PPE between workers.	
Ensure the laboratory has the PPE required to work safely in the lab.	
Remove PPE in a manner that minimizes potential transmission from contaminated gloves.	

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

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Disinfect workspace and tools after receiving and processing shipped items. Remove and/or dispose of gloves and wash your hands	
Disinfect all shared tools and equipment before and immediately after use with provided disinfectant.	
USE OF PERSONAL PROTECTIVE EQUIPMENT	
Do not share PPE (gloves, safety glasses...) between workers.	
Remove PPE in a manner that minimizes potential transmission from contamination.	
Safety glasses can be reused regularly if kept clean. Ensure the type of safety glasses or face shield used does not result in workers touching their faces more often because of heat or discomfort.	