
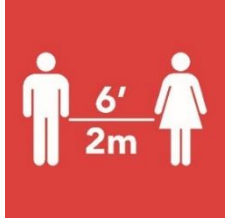






Infection Prevention Guidelines for Retail and Frontline Operations

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	
Highlight potential transmission points within your work environment, 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 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.	
PHYSICAL DISTANCING	
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 including customers in a workspace at one time.	
Implement job rotation when possible to have fewer workers doing the same task in the same workspace.	
Reposition workstations to ensure physical distancing. Install barriers or partitions where necessary.	
Offer online ordering, delivery or pickup to reduce the need for customers to enter.	
Minimize or eliminate handling of cash. Offer contactless payment options such as tap, credit, debit, e-transfer and campus card.	
Provide separate entrance and exits where possible.	
If possible, assign each employee their own tools, devices, and equipment.	
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.	
Provide hand sanitizers for visitors to use upon entry.	
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 laboratory 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.	
VENTILATION (FMP Responsibility)	
Maximize the amount of fresh air into a building and maintain 100% air where possible keeping in mind temperature and relative humidity constraints. Open doors and windows if possible.	

<p>Ensure restrooms are under negative pressure</p> <p>Maintain HVAC filtration to MERV-13 or the highest level achievable.</p>		
<p>CLEANING AND DISINFECTION</p>		
<p>FMP will continue cleaning public spaces (e.g., corridors, washrooms, etc)</p>		
<p>Implement daily cleaning of all commonly handled shared items/equipment (e.g. inner door handles, laboratory 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 shared tools, devices, and equipment before and immediately after use with provided disinfectant.</p>		
<p>USE OF PERSONAL PROTECTIVE EQUIPMENT</p>		
<p>PERSONAL CARE KIT</p>		
<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 (see above).</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT</p>		
<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.</p>		
<p>Ensure the laboratory has the PPE required to work safely in the lab.</p>		
<p>Remove PPE in a manner that minimizes potential transmission from contaminated gloves.</p>		

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