

APUO COVID-19 Workplace Safety Plan

Approved by the APUO Executive Committee - 11/29/2021

Approved by the APUO Board of Directors - 12/07/2021

Purpose

The Association of Professors of the University of Ottawa, hereinafter referred to as “the APUO”, is committed to their duty to ensure a safe and healthy work environment for all staff, officers, directors and visitors. As part of this commitment, the APUO will work to eliminate and minimize worker exposure to, and contain the spread of, COVID-19 in the workplace.

Scope

This APUO COVID-19 Workplace Safety Plan, hereinafter referred to as “the Plan”, applies to all APUO staff, APUO officers, directors, members, and visitors accessing the APUO offices. All measures implemented to prevent the transmission of COVID-19 must be taken in compliance with the *Occupational Health and Safety Act*, the *Emergency Management and Civil Protection Act*, public health directives issued under the *Health Protection and Promotion Act*, the *Reopening Ontario Act*, and applicable regulations.

Definitions

For the purpose of the Plan,

COVID-19 refers to a new strain of a novel coronavirus that had not been previously identified in humans. Persons with COVID-19 may exhibit no symptoms, or a range of symptoms, that could include serious respiratory issues requiring hospitalization.

Mask refers to a cloth (non-medical) mask, medical mask or other face covering such as a bandana or scarf, that securely covers the nose, mouth and chin, and is in contact with the surrounding face without gapping and filters respiratory droplets.

Physical distancing refers to the action of maintaining a distance of at least two (2) metres (6 ft) from other persons.

Worker refers to persons who perform work or supply services for the APUO in exchange for monetary compensation, workload release, or volunteer appointed by the Association. A person may be both a worker and a supervisor for the purposes of this document.

Supervisor refers to a person who has authority over a workplace or another person. Supervisors at the APUO include the Administrative Director, Legal Counsel and elected members of the Executive Committee.

Visitor refers to all other persons accessing the APUO offices, including but not limited to, APUO Members, University of Ottawa personnel, and other service providers.

APUO COVID-19 Workplace Safety Plan

APPLICATION

The Plan serves to outline the APUO's response to COVID-19, including the resources available to workers, supervisors and visitors, and the requirements and procedures to ensure the health and safety of all persons accessing the APUO offices.

The application of the Plan is the responsibility of the APUO's Administrative Director and the President. The Plan should not be interpreted in a way that conflicts with or replaces existing requirements or obligations under the *Occupational Health and Safety Act*, the *Emergency Management and Civil Protection Act*, public health directives issued under the *Health Protection and Promotion Act*, the *Reopening Ontario Act*, and applicable regulations.

A copy of the Plan will be provided to workers, made visible in common areas, and made available upon request. The procedures outlined in the Plan will be maintained and updated as required following the most recent public health guidance issued by Ottawa Public Health and Public Health Ontario.

SELF-ASSESSMENT/SCREENING

A. Workers and Supervisors

All workers and supervisors accessing the office must fill out the online Screening Questionnaire¹. The Screening Questionnaire poses basic questions about the individual's physical health and symptoms using the provincial list of COVID-19 symptoms. The Screening Questionnaire must be completed each day by the worker prior to attending the workplace. Workers and supervisors will be provided a link and QR code to the Screening Questionnaire.

If the Screening Questionnaire indicates the worker or supervisor is not permitted to enter the workplace, the worker or supervisor must complete the COVID-19 Screening Tool for Workplace/Post-Secondary Institutions ("COVID-19 Screening Tool")² available on the Ottawa Public Health website. The worker or supervisor must follow the recommended steps as indicated by the COVID-19 Screening Tool.

¹ <https://survey.sogosurvey.com/r/dC8Js8>

² <https://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary>

If the worker or supervisor is not permitted to enter the workplace, the worker or supervisor must follow the procedures below:

1. Contact the Administrative Director and/or the President to inform them of the results of the Self-Assessment Questionnaire.
2. Follow the directives from Ottawa Public Health.
3. Workers or supervisors will not return to work until they have been cleared to do so by the appropriate medical authority.
4. If necessary, shut down the affected workplace area and equipment until they are disinfected.
5. The Administrative Director and/or President must report any workplace-related exposures to the to the Ministry of Labour, Training and Skills Development (MOLTSD) in writing within four days and follow the process outlined in Appendix A.

B. Visitors

Visitors are required to complete the online Screening Questionnaire before accessing the APUO premises. The Screening Questionnaire lists basic questions about an individual's physical health and symptoms using the provincial list of COVID-19 symptoms. Upon arrival at the APUO offices, visitors are asked to follow the guidelines posted at the entrance of the APUO office or previously provided to them by a worker. In accordance with the guidelines, visitors must complete the online Screening Questionnaire using the QR code posted on the front door. If a visitor is not able to complete the Screening Questionnaire, they must notify workers of their arrival and wait until a worker meets them at the door to complete the Screening Questionnaire.

If the Screening Questionnaire indicates the visitor is not permitted to enter the workplace, alternative means to meet with workers will be arranged. Visitors who are not permitted to enter the workplace will be informed to contact public health.

All completed Screening Questionnaires and the final determination from the COVID-19 Screening Tool are filed on the online filing system and will be kept for a period of one month. All information will be kept in compliance with APUO's Privacy Policy and destroyed as per paragraph 7 of APUO's Policy Statement on Management of Records.

HAZARD MITIGATION MEASURES

The following measures are implemented to meet public health requirements and to control the risk of transmission in the workplace.

- A. Working Remotely
 - a. All workers are encouraged to work remotely. During this time, a worker may attend the APUO office if necessary to complete tasks. Workers must notify the Administrative Director prior to attending the APUO office.

- b. APUO will keep a record of the date and time that workers are in the workplace for a period of at least one month.
- B. Hand Hygiene
- a. Hand sanitizer will be placed at the APUO entrance and on the second floor of the office.
 - b. Workers and visitors will be encouraged to frequently wash their hands or use hand sanitizer.
- C. Masks
- a. All persons entering the APUO office are required to wear a mask that securely covers the mouth, nose and chin, in accordance with the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17*.
 - b. Workers are not required to wear masks when working alone in their office with a closed door.
 - c. APUO will provide one mask for each worker and visitor upon request.
- D. Physical Distancing
- a. Workers and visitors are expected to maintain a distance of two metres (or 6ft) from each other. Where a two-metre distance cannot be maintained, workers and visitors are encouraged to wear protective eyewear, such as goggles or face shields. APUO will provide protective eyewear for workers.
 - b. In the event that a worker cannot wear a mask, supervisors will provide alternative ways to fulfil their duties, such as telework.
 - c. In the event that a visitor cannot wear a mask, workers will provide alternative ways to meet, such as virtual or outdoor meetings.
 - d. Workers are expected to only use the washrooms on the same floor of their office.
 - e. When more than one person is at the APUO offices, worker breaks will be scheduled and staggered to limit the frequency of possible contacts in the common areas.
 - f. APUO has a maximum capacity of twelve (12) people.
- E. Ventilation and Airflow
- a. Workers are encouraged to open any windows to allow for airflow, when weather permits.
 - b. The ventilation system will run 24/7.
 - c. APUO will communicate with the landlord to ensure the HVAC system (heating, ventilation and air conditioning) is functioning properly.
- F. Sanitizing Protocols
- a. The appropriate sanitizing products are provided in the common areas to assist workers in following the sanitizing protocols.

- b. Workers are expected to regularly sanitize the common areas and their touch points.
- c. Professional cleaning services are employed every weekend at the APUO offices.
- d. The APUO COVID-19 Sanitizing Procedures (Appendix B) lists the steps taken to ensure the common areas and common touch points within the office are properly and regularly sanitized.

G. Communication

Information regarding COVID-19 safety measures is communicated via multiple mediums:

- a. Plan: the Plan is posted in the common areas of the first floor.
- b. E-mail: the Plan, and any subsequent changes, are communicated to workers and scheduled visitors.
- c. Signage: Signage on requirements for physical distance, masks, sanitization protocols, screening and self-assessment, etc., is posted in the APUO's office as required (Appendix C).
- d. Training: Workers and supervisors will be trained on the Plan before returning to work at the APUO offices.

H. MONITORING

Supervisors are responsible for communicating health and safety requirements to workers. Supervisors must discuss work expectations with workers in an effort to continually assess the health and safety of workers and visitors.

Workers are responsible for communicating the health and safety requirements for the APUO to visitors. All workers are expected to ensure the APUO's compliance with the Plan and the local and provincial public health guidelines.

I. REPORTING

The APUO has a duty to ensure the health and safety of workers and the worker's right to refuse unsafe work, in accordance with the *Occupational Health and Safety Act*. Should a worker or visitor feel unsafe, or perceive an actual or potential violation of the Plan, they may report it directly to the Administrative Director, who will investigate the complaint and execute corrective action, if necessary. If the worker still has reasonable grounds to believe that the work endangers health or safety, they may report it directly to the President, who will investigate the complaint and execute corrective action, if necessary. If the worker still has reasonable grounds to believe that the work endangers health or safety, the employer, the worker, or a person on behalf of the employer or worker will notify the Ministry of Labour.

J. PLAN REVIEW

The Plan will be reviewed and updated as necessary by the APUO when new information or directives from the Government of Ontario and/or Ottawa Public Health are made available. This Plan may also be reviewed following any changes made to the APUO's working conditions.

References

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9

Health Protection and Promotion Act, R.S.O. 1990, c. H.7

Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17

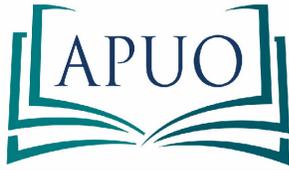
Enquiries

Michel Desjardins
Administrative Director
(613) 230-3659

Administrative History

Approval Authority	Executive Committee
Original Approval Date	11/29/2021
Review Date	MM/DD/YYYY
Supersedes	N/A

Approved by the Executive Committee on MM/DD/YYYY



Appendix A - COVID-19 Positive Notification Procedures & Suspected Cases

Should a worker test positive:

The Administrative Director must notify the Ministry of Labour, Training and Skills Development in writing within four (4) days if a worker has tested positive for COVID-19 due to exposure at the workplace.

The Administrative Director will also notify Ottawa Public Health by using the COVID-19 Workplace Reporting Tool (<https://secureforms.ottawapublichealth.ca/IPAC/Workplace-COVID-19-Case-Reporting-Tool>).

Note: the Administrative Director does not need to determine where a case was acquired. If it is reported as an occupational illness, it must be reported.

Notification should include:

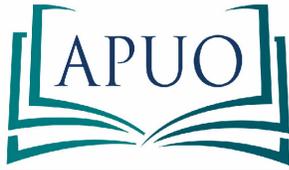
- Name, address and type of business of the Employer
- A description of the occupational illness and what may have caused it
- The period when the worker was affected
- The name and address of the worker affected
- The name and address of the physician or other medical practitioner (if the worker is being treated)
- The steps taken to prevent further illness

The Administrative Director will assess the infected workers past actions and potential contacts. As well as close their workstation or bathroom used, and have the areas thoroughly disinfected by professional cleaning services.

The Administrative Director must inform all workers that an exposure has taken place, including the date and time of exposure, as well as where it took place. The name of the worker who tested positive will not be provided. The Administrative Director will advise workers who may have been exposed to, or who are exhibiting symptoms of, COVID-19 to not return to work until they have been cleared to do so by the appropriate medical authority.

The Administrative Director will also identify visitors who may have come into contact with the infected worker and inform these visitors. The name of the worker who tested positive will not be provided.

Should a visitor test positive:



If public health or a previous visitor contacts APUO to notify that they or someone who was at the APUO office has tested positive for COVID-19, the call will be directed to the Administrative Director.

The worker and visitor log will be provided to public health if needed for contact tracing.

The Administrative Director must inform all workers that an exposure has taken place, including the date and time of exposure. The name of the infected person will not be provided. The Administrative Director will advise workers who may have been exposed to, or who are exhibiting symptoms of, COVID-19 to not return to work until they have been cleared to do so by the appropriate medical authority.

The workplace will be thoroughly disinfected by professional cleaning services.

Procedure if a worker or visitor becomes ill in the workplace

Workers must notify their supervisor if they start to feel COVID-19 symptoms or if they notice someone else showing symptoms while in the workplace.

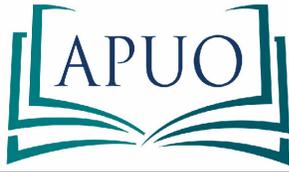
Call 911 if the worker or a visitor is experiencing severe and potentially life-threatening symptoms, such as difficulty breathing.

If a visitor becomes ill, they should leave the APUO office as soon as possible. Workers must maintain physical distance, and any worker who must go closer than 2 metre (6 ft) (e.g. for first aid), must be wearing PPE. If the visitor needs to wait for a ride they will be encouraged to wait outside, weather permitting.

If a worker becomes ill, they must inform their supervisor immediately. The worker must continue to wear a mask. They should go directly home, contact their doctor or public health, and follow their instructions.

A private office may be used as an isolation room if a worker or visitor cannot leave the premises immediately and cannot wait outside.

The workplace will immediately be closed and thoroughly disinfected by professional cleaning services.



Appendix B - COVID-19 Sanitizing Procedures

Definitions

For the purpose of this appendix,

Touch points refer to surfaces that multiple people make contact with many times a day. These include but are not limited to, tables, seating, counters, handrails, doorknobs or handles on doors, sinks, printers/photocopiers, kitchen appliances, light switches, etc.

Responsibilities

Professional cleaning services are employed every weekend at the APUO offices.

Workers are expected to regularly sanitize their touch points and common areas after each use.

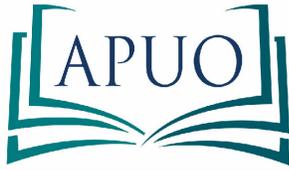
Any worker who is alone in the APUO office for the entire day may decide to sanitize their touch points and common areas at the end of the day prior to leaving the premises. That worker must confirm with the APUO workforce that no one else is expected to be on the premises that day. If the event that the worker is notified that another person will be entering the APUO office, they must immediately sanitize their touch points and common areas.

Materials

The appropriate sanitizing products (disinfecting wipes) and disposable gloves are provided in the common areas to assist workers in following the sanitizing protocols. Products are provided on the main floor (reception area) and the second floor (kitchen area). Workers must immediately notify the Administrative Director if sanitizing products are running low or empty.

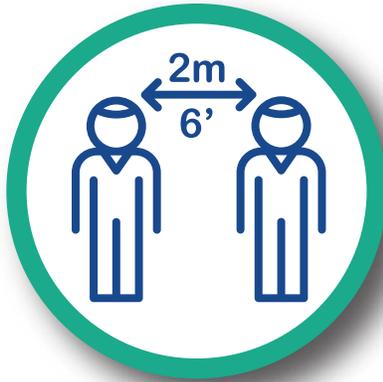
Protocol

1. Identify common touch points and common areas used in the work area.
2. Ensure that touch points and common areas are disinfected after each use if working in the APUO office with others, or if working alone for the entire day, disinfect prior to leaving the premises.
3. Ensure the surface is visibly clean prior to disinfecting. Note: cleaning and disinfecting are two separate tasks. Cleaning is the process for removing dirt and impurities from surfaces. Disinfecting does not clean dirty surfaces but does kill viruses, including COVID-19, on surfaces. Surfaces can be cleaned using a cloth, soap and water.



4. Follow the manufacturer's directions for using the disinfecting product (i.e disinfecting wipes). Note: wipes that have dried out are not effective and should be discarded.
5. Allow the surface to air dry.
6. Repeat the process as often as necessary.
7. Used wipes should be placed in a lined garbage bin and disposed of with regular waste.
8. Wash your hands (or use hand sanitizer) after completing the disinfection protocols.
9. Prior to leaving the APUO office, workers must confirm on the Cleaning Log the date and time touch points were disinfected.

Coronavirus COVID-19



Remember!
Practice physical distancing

Ensure that you keep a 2 metre (six feet) distance from others.

N'oubliez pas!
Pratiquez la distanciation physique

S'assurez de maintenir une distance de 2 mètres (six pieds) entre les personnes.



Remember!
Wear a mask*
indoors or when maintaining physical distance is difficult.

* A mask can be cloth (non-medical), disposable or medical.

N'oubliez pas!
Portez un masque*
à l'intérieur ou lorsqu'il est difficile de maintenir une distance physique.

*Le masque peut-être en tissu (non médical), jetable ou médical.

OttawaPublicHealth.ca/COVIDWise
SantePubliqueOttawa.ca/COVIDavise

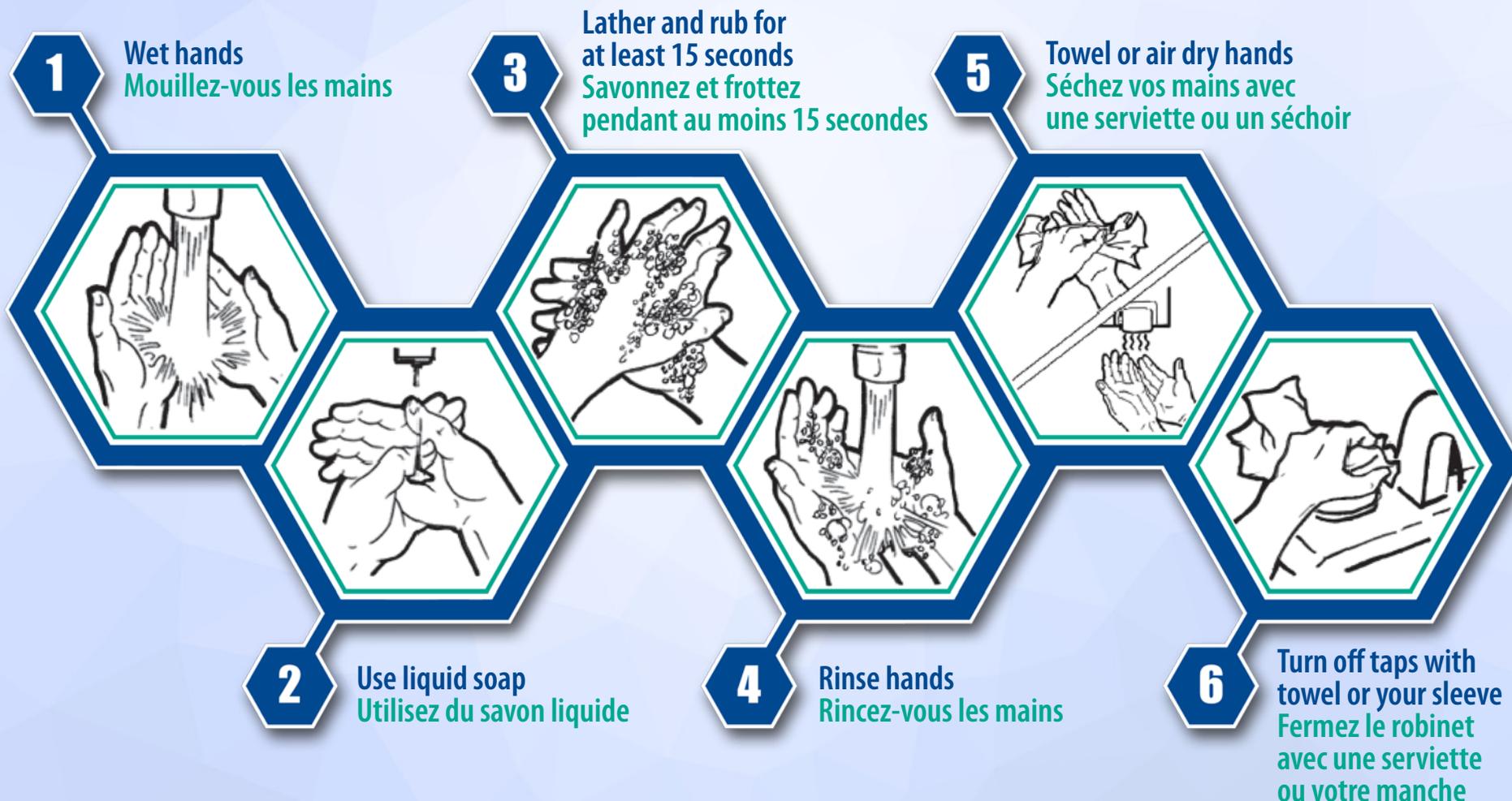
31/08/2020

Ottawa's health is in **your hands**

Proper **hand washing** helps prevent the spread of germs!

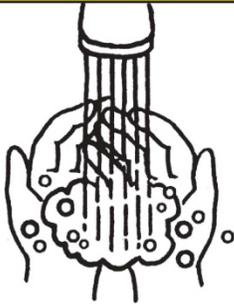
La santé d'Ottawa est entre **VOS mains**

Bien **se laver les mains** aide à prévenir la propagation des germes!





Hand Washing



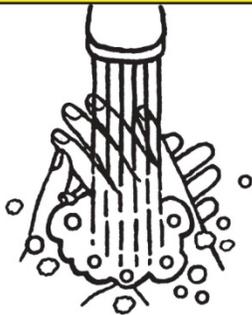
1. Wet hands.



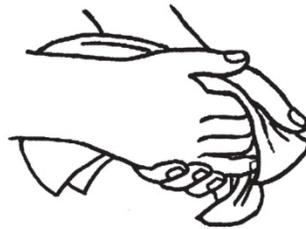
2. Apply soap.



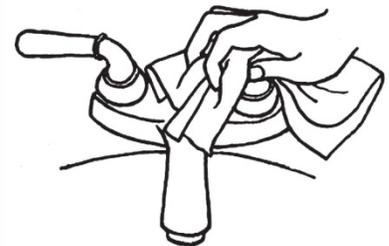
3. Lather for 15 seconds.
Rub between fingers,
back of hands,
fingertips, under nails.



4. Rinse well under
running water.



5. Dry hands well with
paper towel or hot air
blower.



6. Turn taps off with
paper towel, if
available.

Stop the Spread of Germs

Always Wash Your Hands

After you:

- Sneeze, cough or blow your nose
- Use the washroom or change diapers
- Handle garbage
- Play outdoors

Before and after you:

- Prepare or eat food
- Touch a cut or open sore

PH1301GB011

Stop the Spread of Germs: Keep Your Hands Clean

Why is it important to keep hands clean?

Hands carry and spread germs. Touching your eyes, nose or mouth without first cleaning your hands may let germs into your body. Germs can also spread if a person sneezes or coughs into their hands and then touches an object such as a door handle, bus pole or telephone. The next person who touches these objects may pick up germs and get sick if they do not clean their hands before touching their eyes, nose or mouth.

When should I clean my hands?

When hands are visibly dirty.

After:

- sneezing, coughing, blowing your nose
- using the washroom
- handling garbage
- changing diapers
- handling raw foods
- outdoor play

Before and after:

- preparing and eating food
- touching a cut or open sore
- touching eyes, nose or mouth

What's the best way to wash hands with soap and water?

Wet hands with warm water and apply soap. Lather for 15 seconds. Scrub entire hand, including back of hands, between fingers and under nails. Rinse well under running water. Dry hands well with paper towel or hot air blower. Turn taps off with paper towel, if available.

When can I use hand sanitizers instead of soap and water?

Hand sanitizers are very useful when soap and water are not available. If your hands are not visibly dirty, then alcohol-based (minimum 70%-90%) hand sanitizers, gels or rinses will reduce germs. If hands are visibly dirty, wash with soap and water. People who are preparing food should wash their hands using soap and water rather than using hand sanitizers.

What's the best way to use hand sanitizer?

Choose a sanitizer containing at least 70% alcohol. Apply a small amount and rub hands together, spreading the sanitizer over the hands to include fingertips and under fingernails. Rub hands together for at least 15 seconds until dry.

Is hand sanitizer safe for children?

Yes. Young children should be supervised to make sure the sanitizer is used properly.

Should I use hand lotion after cleaning my hands?

Yes. Dry skin is not uncommon when you clean your hands often, especially during the winter. Dry skin can crack, which may provide an opening for germs to enter your body. To prevent dry skin, you may use soap or an alcohol-based hand sanitizer with lotion already added or use lotion (water-based is preferred) after cleaning your hands.

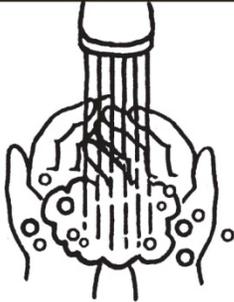
Where can I get more information?

Call Ottawa Public Health: 613-580-6744; TTY: 613-580-9656 or visit our website at www.OttawaPublicHealth.ca.

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Le lavage des mains



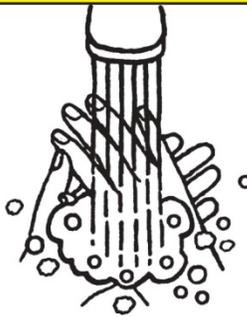
1. Mouiller les mains.



2. Mettre du savon.



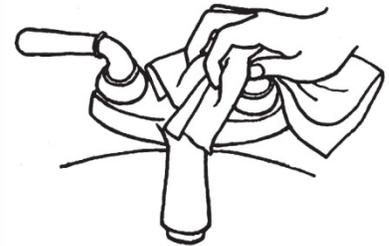
3. Faire mousser pendant 15 secondes. Frotter entre les doigts, le dos de la main, le bout des doigts et sous les ongles.



4. Bien rincer sous l'eau courante.



5. Bien sécher les mains à l'aide d'une serviette de papier ou d'un sèche-mains.



6. Si possible, fermer le robinet avec une serviette de papier.

Arrêtez la transmission de germes

Lavez-vous toujours les mains

Après :

- Avoir éternué, toussé ou vous être mouché
- Être allé aux toilettes ou avoir changé une couche
- Avoir manipulé des ordures
- Avoir joué à l'extérieur

Avant et après :

- Avoir préparé et mangé des aliments
- Avoir touché une coupure ou une plaie ouverte

Arrêtez la transmission de germes : gardez vos mains propres

Pourquoi est-il important d'avoir des mains propres?

Les mains transportent et transmettent des germes. Se toucher les yeux, le nez ou la bouche sans s'être lavé les mains peut permettre aux germes de pénétrer dans votre corps. Les germes se transmettent également si une personne éternue ou tousse dans ses mains et touche ensuite un objet tel une poignée de porte, une barre d'appui d'autobus ou un téléphone. La prochaine personne qui touche ces objets peut contracter des germes et tomber malade si elle ne se lave pas les mains avant de se toucher les yeux, le nez ou la bouche.

Quand se laver les mains?

Lorsqu'elles sont visiblement sales.

Après :

- avoir éternué, toussé ou s'être mouché
- être allé aux toilettes
- avoir manipulé des ordures
- avoir changé des couches
- avoir manipulé des aliments crus
- avoir joué à l'extérieur

Avant et après :

- avoir préparé et mangé des aliments
- avoir touché une coupure ou une plaie ouverte
- s'être touché les yeux, le nez ou la bouche

Quelle est la meilleure façon de se laver les mains avec du savon et de l'eau?

Mouiller les mains avec de l'eau tiède et mettre du savon. Faire mousser pendant 15 secondes. Frotter toute la main, notamment le dos de la main, entre les doigts et sous les ongles. Bien rincer sous l'eau courante. Bien sécher les mains à l'aide d'une serviette de papier ou d'un sèche-mains. Si possible, fermer le robinet avec une serviette de papier.

Quand utiliser un désinfectant pour les mains au lieu de l'eau et du savon?

Un désinfectant pour les mains est très utile quand on n'a pas accès à de l'eau et à du savon. Même si les mains sont propres en apparence, un gel ou un rinçant désinfectant pour les mains contenant de l'alcool (minimum 70 % à 90 %) réduit les germes. Si les mains sont visiblement sales, les laver avec de l'eau et du savon. Les personnes qui préparent des aliments doivent se laver les mains avec de l'eau et du savon plutôt que d'utiliser un désinfectant pour les mains.

Quelle est la meilleure façon d'utiliser un désinfectant pour les mains?

Choisir un désinfectant qui contient au moins 70 % d'alcool. En appliquer une petite quantité sur les mains et se les frotter pour répartir le désinfectant sur toute la main, le bout des doigts et sous les ongles. Se frotter les mains au moins 15 secondes jusqu'à ce qu'elles soient sèches.

Le désinfectant pour les mains est-il sans danger pour les enfants?

Oui. Les jeunes enfants doivent être sous la supervision d'un adulte pour s'assurer que le désinfectant est utilisé de façon appropriée.

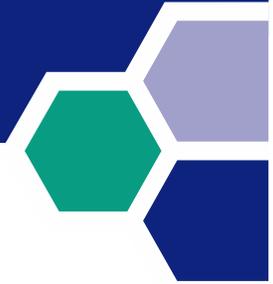
Dois-je utiliser une lotion pour les mains après les avoir lavées?

Oui. Il n'est pas rare d'avoir la peau sèche si on se lave souvent les mains, surtout en hiver. La peau sèche peut se gercer et alors permettre aux germes de pénétrer dans le corps. Pour prévenir une peau sèche, utiliser un savon ou un désinfectant pour les mains à base d'alcool qui contient déjà une lotion ou utilisez une lotion (de préférence à base d'eau) après vous être lavé les mains.

Où puis-je obtenir de plus amples renseignements?

Appelez Santé publique Ottawa : 613-580-6744; ATS : 613-580-9656 ou rendez-vous sur notre site web www.SantePubliqueOttawa.ca.

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Ottawa's health is in **your hands**

La santé d'Ottawa est entre **VOS mains**

Help prevent the spread of germs

- ⇒ Wash your hands with soap and water, or use hand sanitizer
- ⇒ Cover your coughs and sneezes with a tissue or your arm, not your hand
- ⇒ Stay at home if you are sick
- ⇒ Get immunized

Aidez à prévenir la propagation des germes

- ⇒ Lavez vos mains avec de l'eau et du savon ou utilisez un désinfectant à base d'alcool
- ⇒ Toussez et éternuez dans un mouchoir ou dans votre manche et non dans vos mains
- ⇒ Restez à la maison si vous êtes malade
- ⇒ Faites-vous vacciner