



APUO COVID-19 Workplace Safety Plan

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 medical mask (N95, KN95), or a surgical mask 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 a volunteer elected or appointed by the Association. A person may be both a worker and a supervisor for the purposes of this Plan.

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 the President.

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

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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 online or 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

All workers, supervisors, and visitors accessing the APUO office must fill out the [Ontario COVID-19 self-assessment](#)¹ which asks basic questions about an individual's physical health and symptoms using the provincial list of COVID-19 symptoms. The link to the Ontario COVID-19 self-assessment will be posted on the front page of the [APUO website](#), at the entrance of the APUO office, or can be provided in advance to visitors by the workers. All workers, supervisors, and visitors must email a copy of the result (with their name), using the "Email self-assessment result" option on the page, to the Administrative Director each time prior to accessing the APUO office. If a visitor is not able to complete the Ontario COVID-19 self-assessment, they must notify workers of their arrival and wait until a worker meets them at the door to complete the Ontario COVID-19 self-assessment.

¹ <https://covid-19.ontario.ca/self-assessment/>

If the worker, supervisor, or visitor is not permitted to enter the APUO office, alternative work or meeting arrangements can be made. Workers, supervisors, or visitors must follow the procedures below:

1. Contact the Administrative Director (the President in the case of the Administrative Director) to inform them of the results of the self-assessment questionnaire.
2. Follow the directives from Ottawa Public Health and/or the appropriate provincial public health guidelines.
3. Workers, supervisors, and visitors will not return to the APUO office until they have been cleared to do so by the appropriate provincial public health guidelines.

RECORD-KEEPING

All completed Ontario COVID-19 self-assessments will be kept for a period of one month after which they will be destroyed.

HAZARD MITIGATION MEASURES

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

A. Hybrid Work

- a. Starting October 1, 2022, the APUO offices will open Tuesdays, Wednesdays, and Thursdays. A regular schedule will be created to ensure that two (2) APUO workers are working at the office on those days. Outside of this regular schedule, workers may choose to work at the office or remotely.
- 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. Workers and visitors may agree to remove masks when meeting in an office with a closed door.
- d. APUO will provide masks for each worker and visitor upon request.

D. Physical Distancing

- a. Workers and visitors are recommended to maintain a distance of two metres (or 6 ft) from each other. Workers and visitors may choose 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 recommended to only use the washrooms on the same floor of their office.

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. Sanitizing products are provided in the common areas to assist workers in following the sanitizing protocols.
- b. Workers are recommended to regularly sanitize the common areas and their touch points.
- c. Professional cleaning services are employed every weekend at the APUO offices.

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. APUO website: the Plan, and any subsequent changes, will be posted on the APUO website.
- d. Signage: Signage on requirements for masks and self-assessment is posted at the APUO's office as required (Appendix C).
- e. Training: Workers and supervisors will be trained on the Plan before returning to work at the APUO offices.

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.

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.

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

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Administrative History

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Approved by the Board of Directors on 2023/02/08