APUO Viral Respiratory Illnesses 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, viral respiratory illnesses in the workplace.

Scope
This APUO Viral Respiratory Illnesses Workplace Safety Plan, hereinafter referred to as "the Plan", applies to all APUO staff, APUO officers, members and visitors accessing the APUO offices. All measures implemented to prevent the transmission of viral respiratory illnesses, including the flu (influenzas) and COVID-19, must be taken in compliance with the *Occupational Health and Safety Act*.

Definitions
For the purpose of the Plan,

> **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.
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> **Supervisor** refers to a person who has authority over a workplace or another person. Supervisors at the APUO include the Administrative Director 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.

APPLICATION
The application of the Plan is the responsibility of the APUO Administrative Director and 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*.

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 Public Health Ontario.

HAZARD MITIGATION MEASURES

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

A. Self-assessment
    a. All workers, supervisors and visitors accessing the APUO office should self-assess for symptoms of transmissible illnesses before accessing the APUO office. If any individual has symptoms of a transmissible illness, they must refrain from coming to the office or attending any in-person meetings, gatherings or events.

B. Hand Hygiene
    a. Hand sanitizer will be placed near the APUO entrance.
    b. Workers and visitors will be encouraged to frequently wash their hands or use hand sanitizer.

C. 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.

D. Communication

    Information regarding viral respiratory illnesses safety measures is communicated via multiple mediums:

    a. The Plan is posted in the common areas of the office.
    b. The Plan, and any subsequent changes, are communicated to workers and scheduled visitors by e-mail.
    c. The Plan, and any subsequent changes, will be posted to the APUO website.

MONITORING

Supervisor responsibilities are outlined in section 27 of the *Occupational Health and Safety Act* and include communicating health and safety requirements to workers. Supervisors must discuss work expectations with workers to continually assess the health and safety of workers and visitors.

Worker responsibilities are outlined in section 28 of the *Occupational Health and Safety Act*. In addition, 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. At any time during this process, the worker may notify the Ministry of Labour if they believe the work endangers health or safety.

PLAN REVIEW

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

References

APUO Health and Safety Policy

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

Enquiries

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Administrative History

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