



# Building-Specific COVID-19 Health and Safety Plan

## SJ Carew Building— amended Jan 26, 2021

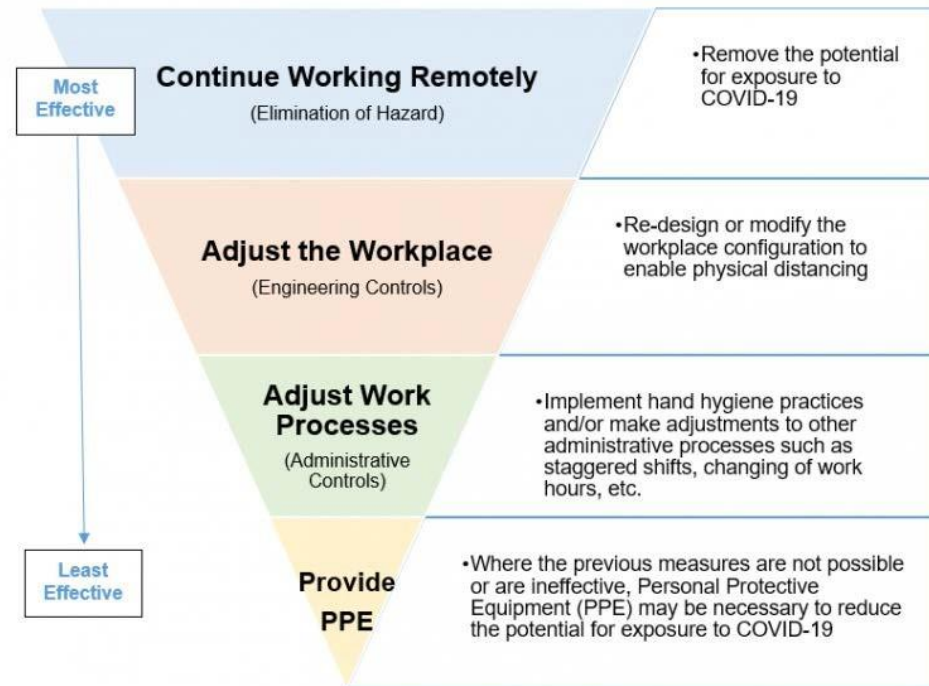
The following building-specific Health and Safety Plan details the activities to be undertaken, and identifies potential hazards, applicable engineering, administrative and personal protective equipment (PPE) [controls](#) required in common spaces during the COVID-19 pandemic. These controls must be followed in addition to all NL Occupational Health and Safety requirements, relevant Memorial University Policies and Procedures, other COVID-19 requirements (e.g. confirmation of COVID-19 awareness training, COVID-19 screening procedures) that may be introduced by Memorial's Environmental Health and Safety unit, and other health and safety plans and procedures that would be applicable in this building under normal circumstances.

In reviewing this building-specific COVID-19 Health and Safety Plan for on-campus research activities please note the following:

- Everyone has a part to play in reducing the spread of COVID-19.
- Campus access must comply with the COVID-19 On-Campus Access Request flowchart.
- This COVID-19 Health and Safety Plan must be shared with all individuals who are permitted to access the building.
- Individuals who have symptoms associated with COVID-19 must not enter the building. Symptoms include fever (or signs of a fever such as chills, sweats, muscle aches and lightheaded), cough, headache, sore throat, painful swallowing, runny nose, unexplained loss of appetite, diarrhea, and loss of sense of smell or taste.
- Individuals accessing the building must practice high personal hygiene by regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible. While on campus and before and after leaving campus, wash hands often and for at least 20 seconds at a time.
- Physical distancing must be maintained when entering, exiting and working on-campus. Maintain a physical distance of 2m (6ft) from other people in order to stop, slow down or contain the spread of COVID-19.
- Health monitoring protocols, as directed by the Environmental, Health and Safety unit, must be implemented.
- A detailed log must be kept for the use and cleaning of common spaces, equipment and other materials that may be used by multiple individuals.
- Enhanced cleaning protocols for COVID-19 must be followed for spaces used by multiple users. Surfaces must be cleaned with 70% alcohol or other suitable disinfectant before and after use. Users must wipe down any contact points with approved disinfectant or sanitation wipes.
- Materials that can't be cleaned must be quarantined for 72 hours between usage.
- Shared offices or workspaces must be configured to accommodate physical distancing and reduce the density of occupation. Enhanced cleaning protocols for COVID-19 must be implemented for these spaces.
- All waste materials must be properly disposed of daily, and additional cleaning requirements must be reported to Facilities Management.
- Where access to common areas is required, a process for advance scheduling and coordination among different users must be implemented.
- Every effort must be made to conduct work (i.e. computer work, writing, etc.) at home as recommended by the Provincial Public Health Guidelines.

- Physical distancing and enhanced cleaning protocols for COVID-19 must be implemented when working in an office environment is unavoidable. It is important to limit the number of people working in a space in accordance with the Provincial Public Health Guidelines. Every effort must be made to minimize office occupancy to reduce possible risk associated with COVID-19.
  - In single offices with one occupant, physical distancing of at least 2 m must be maintained if another person enters the office.
  - In shared offices with multiple occupants, the configuration of the office must be such that physical distancing of at least 2 m can be maintained when occupation of the space increases to more than one individual.
  - In circumstances where physical distancing is not possible between individuals occupying office space, appropriate PPE must be used, in case where PPE is not available, occupation must be staggered to avoid personal contact.
- The principle investigator must have a plan and process in place for the students and staff to check-in at the end of each day and report on risks or issues encountered, and mitigation strategies employed.

To control any health and safety hazard in the workplace, the hierarchy of controls is applied to assess the hazard. The below chart shows the model for the COVID-19 virus. The most effective control is elimination of the hazard and to remove the hazard. Continuing to work remotely is the most effective control which removes the potential exposure to COVID-19 at the workplace. Engineering controls involve the re-design or modifying the workplace configuration to enable physical distancing. Common examples of this control are installing physical barriers or ensuring ventilation of the space.



## Hazard Assessment

| Activity                      | Potential Hazard   | PPE/Admin Controls  | Engineering Controls   |
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| Entering and exiting building | Biological virus<br>COVID-19 exposure<br>and circulation | <ul style="list-style-type: none"> <li>• Required completion of <a href="#">COVID-19 awareness training</a> prior to accessing campus through communication to faculty, staff and students.</li> <li>• Individuals must not enter the building without <a href="#">reviewing the campus access health and safety moment</a> and satisfying the requirements set out in the <a href="#">Daily Self-Assessment Tool</a></li> <li>• All non-academic staff must submit an <a href="#">individual COVID-19 occupancy</a> form before resuming campus, office and field activities <u>regardless</u> if they have previously submitted a request to access campus.</li> <li>• Building we be open from 7:30 am to 6 pm weekdays.</li> <li>• Individuals entering the building should wipe high-touch items such as door handles. Individuals should bring their own masks. However, some masks will be made available.</li> <li>• Physical distancing of 2 m must be maintained, PPE required if physical distancing cannot be maintained.</li> <li>• Hand sanitizer will be available upon entry and regular hand washing with soap and water is recommended or the use of an approved hand sanitizer when hand washing is not possible.</li> <li>• Wearing facemasks is required in all public areas and when 2m physical distancing cannot be maintained.</li> <li>• Any corridors of less than 4 m width are marked for one-way traffic only.</li> </ul> | <ul style="list-style-type: none"> <li>• Redesign or change of configuration of the workspace to facilitate physical distancing and reduction in density and traffic.</li> </ul> |

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| Access to hallways, foyers and stairwells             | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Individuals keep to the right-hand side of any bi-directional hallways or stairwells</li> <li>• Ensure that a physical distance of 2 m is maintained when passing another person.</li> <li>• Masks are required for all public areas.</li> <li>• Individuals accessing the building must not loiter in hallways, foyers or stairwells. Go directly to your destination when in the building.</li> <li>• For corridors that connect in a loop, floor markings will direct individuals to walk in a clockwise direction.</li> <li>• Physical distancing of 2 m must be maintained, PPE required if physical distancing cannot be maintained.</li> <li>• Regular hand washing with soap and water is recommended or the use of an approved hand sanitizer when hand washing is not possible.</li> </ul> |  |
| Use of elevators                                      | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Elevator users must provide and use their own wipes and sanitizer for cleaning elevator buttons and hands (external and internal) before and after use. Users can avoid touching buttons by using elbow or shirt sleeve.</li> <li>• Elevators are cleaned once a day.</li> <li>• Elevator occupancy will be limited to one person at a time.</li> <li>• Use of stairwells is encouraged rather than elevators.</li> <li>• Regular hand washing with soap and water is recommended or the use of an approved hand sanitizer when hand washing is not possible.</li> </ul>   |  |
| Working alone in office, teaching and learning spaces | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Administrative Offices will be open and accessible to the groups, and students they serve.</li> <li>• Employees have access to hand sanitizer, wipes and disinfectant for cleaning surfaces, objects and hands.</li> <li>• Controlled lab access protocol adopted including “buddy” system to help ensure safety in teaching lab spaces with non-COVID-19 hazards.</li> </ul>  | Redesign or change of configuration of the workspace to facilitate physical distancing and reduction in density and traffic. |
| Use of washrooms                                      | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Bathrooms will be cleaned twice per day.</li> <li>• Individuals using the washrooms will ensure that they bring sanitizer or wipes to clean touch points and hands (e.g. door handles, seats, flush levers, etc.) before and after use.</li> <li>• Washroom occupancy is limited to 2 people at any time and 2 m physical distancing must be maintained.</li> <li>• Wearing of facemasks is required in all washrooms.</li> </ul>  | Covers will be placed on urinals, stalls and sinks to support physical distancing requirements.                              |

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| Offering on-campus lab teaching and learning activities                               | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Instructors and students have access to hand sanitizer, personal wipes and disinfectant for cleaning surfaces, objects and hands.</li> <li>• Wearing of facemasks is required in all public areas.</li> <li>• Signage with guidelines on hand washing, availability of handwashing facilities and hand sanitizer.</li> <li>• Marking of 2m physical distancing is placed on the floor of laboratories.</li> <li>• General lab maintenance by custodians is improved through consultation with the Faculty’s Lab Safety Committee.</li> <li>• Lab Safety Orientation will be held by Lab Technologists on video in order to reduce the need for any large groups in-person. Students must view the video before entering labs.</li> <li>• Student access to labs is handled like doctors and health community services where students stay outside until their lab begins, wait for a lab technologist to give safety equipment, then enter.</li> <li>• Lab will be conducted and students are escorted out.</li> <li>• Where possible, shorten the time of lab access by giving students the data rather than spending more time to operate the equipment.</li> <li>• Some classrooms will be locked and used as storage areas for furniture from the foyer, boardrooms, and other large gathering spaces.</li> <li>• Rooms that are available for use will have occupancy posted on doors.</li> <li>• Card access to labs is deactivated for all students and reactivated only for those with approved building access through the necessary procedures.</li> <li>• Lab access is restricted to business hours in the presence of a lab technologist(s).</li> <li>• After-hours lab access only permitted on a case by case basis via request to the Department Head and Dean.</li> </ul> | Redesign or change of configuration of the lab space to facilitate physical distancing and reduction in density and traffic. |
| Removing equipment and collecting files from offices and teaching and learning spaces | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Cleaning of high-touch surfaces like door handles by employees who have access to wipes, hand sanitizer.</li> <li>• Signage with description of precautions such as multiple people handling objects.</li> <li>• Follow PPE controls when equipment is to be used off-campus.</li> <li>• Identification of any areas where physical distancing is not possible along with enhanced PPE measures in such location(s).</li> </ul>  | Redesign or change of configuration of the workspace to facilitate physical distancing and reduction in density and traffic. |

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| Using shared equipment     | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Cleaning of lab apparatus by lab technologist(s) who is given disinfectant.</li> <li>• Masks and gloves are provided to lab technologists and they become personal wear like safety boots in labs.</li> <li>• Cleaning protocol established with individual cleaning by users between usage including shared use of computer keyboards.</li> <li>• Use of equipment restricted to a single user where possible for physical distancing and limiting the number of people in the lab space.</li> <li>• Identification of any areas where physical distancing is not possible along with enhanced PPE measures in such location(s).</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> <li>• Wearing of facemasks when 2m distance cannot be maintained.</li> </ul>      | <ul style="list-style-type: none"> <li>• Redesign workspace configuration for physical distancing and reduction in density and traffic.</li> </ul>                               |
| Working in a shared office | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Cleaning of high-touch surfaces like door handles by employees who have access to wipes, hand sanitizer.</li> <li>• Cleaning protocol established for shared use of computer keyboards.</li> <li>• Identification of any areas where physical distancing is not possible along with enhanced PPE measures in such location(s).</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> <li>• Limiting the number of people in the workspace to maintain physical distancing at all times. A size requirement per person is adopted for shared spaces with at most 1 person per 114 square feet.</li> <li>• Staff should stagger shifts where possible to maintain these safety protocols.</li> <li>• Wearing of facemasks when 2m distance cannot be maintained.</li> </ul> | <ul style="list-style-type: none"> <li>• Redesign or change of configuration of the workspace to facilitate physical distancing and reduction in density and traffic.</li> </ul> |

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| Use of meeting rooms | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Meeting rooms are available for booking, occupancy levels will be posted on door.</li> <li>• Physical distancing of a minimum 2 m must be maintained, masks required if physical distancing cannot be maintained. Wearing of facemasks is required until seated at table.</li> <li>• Users must bring sanitizer and cloths to clean tables,(requested from building custodian), equipment, light switches, door handles and other touch points before and after use of the room.</li> <li>• Regular hand washing with soap and water is recommended or the use of an approved hand sanitizer when hand washing is not possible.</li> <li>• Chairs will be removed from the rooms in excess of the restricted room capacity.</li> <li>• Following the meeting, confirmation of room cleaning by the meeting organizer must be sent to the email used to book the room.</li> <li>• Any requirement for additional cleaning by Facilities Management is also be communicated in that email.</li> </ul> |  |
| Use of lunchrooms    | Biological virus COVID-19 exposure and circulation | <ul style="list-style-type: none"> <li>• Physical distancing of a minimum 2 m must be maintained, masks required if physical distancing cannot be maintained. Wearing of facemasks is required until seated at lunchroom table.</li> <li>• Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.</li> <li>• Enhanced cleaning and disinfecting of commonly touched surfaces such as shared kitchen appliances. Individuals are required to wipe down surfaces after use.</li> <li>• Ensure additional cleaning supplies such as disinfectant wipes, spray and paper towels are available.</li> <li>• In order to ensure maximum occupancy is not exceeded; extra chairs have been removed.</li> <li>• Use of shared kitchen items (e.g. cutlery, dishes, etc.) should be discontinued and items removed from the area and good housekeeping practices must be maintained by all users of space.</li> </ul>  |  |

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| Others as applicable to activity (monitoring) |  | <ul style="list-style-type: none"><li>• A similar procedure like the provincial government for monitoring, whereby if someone sees others not following the above building access controls, then they should submit an <a href="#">e-alert</a> or inform their Department Head / Supervisor.</li></ul> |  |
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