

# COVID-19:

## A Guide to Planning a Safe Return to Work



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# COVID-19: A Guide to Planning a Safe Return to Work

## Introduction

This document has been prepared in consultation with the best practices and guidelines from the CNESST, Public Health Estrie and the Institut National de Santé Publique du Quebec. For any specific information about the risks associated with a return to work, personal medical conditions or individual work tasks, employees should consult with their manager, an HR advisor or the Health and Safety Coordinator.

## Bishop's employees who may be asked to stay home

Vulnerable individuals: The following individuals should not be coming to work on campus without contacting their supervisor before doing so:

- People aged 70 or older
- People with asthma or other pulmonary disease
- People with weakened immune systems from a medical condition or treatment, such as chemotherapy
- People with the following underlying or uncontrolled conditions:
  - Chronic heart disease
  - Hypertension (high blood pressure)
  - Chronic pulmonary disease
  - Cancer and immune deficiency
  - Diabetes

Employees should call the campus health clinic nurse for a medical opinion or assessment as needed (819-822-9696). Their supervisor must then advise HR and medical certificates may be requested.

## When should you stay home?

Before leaving your home, ask yourself the following questions. If you answer yes to any of the three, please advise your supervisor and do not leave home.

- 1) Do you have any symptoms of COVID-19 (cough, fever, difficulty breathing, loss of sense of smell/taste)?
- 2) Have you recently returned from travel abroad in the last 14 days?
- 3) Have you been in close contact with someone who has been diagnosed with COVID-19 or is under investigation in the past 14 days?

## Returning to work following self-isolation

Following your 14-day self-isolation period ask yourself the following questions. If you answer yes to any of the three, please advise your supervisor and stay home.

- 1) Have you had a fever in the last 48 hours?
- 2) Have you had any acute symptoms in the last 24 hours (excluding cough)?
- 3) Have you been in contact with someone who has been diagnosed with COVID-19 within the last 14 days?

## General Organization of Work

### Mandatory employee self-assessment on arrival

Each day, you must be alert to any symptoms before arriving on campus. It is mandatory to complete the self-assessment or by using the SAFEGaiter app or [online](#) link.

### What should I do if I believe that I have COVID-19 symptoms?

**You should not be on campus, if you are experiencing symptoms of COVID-19 as described below or meet one of the following situations:**

- Fever, dry cough, difficulty breathing, extreme fatigue, sudden loss of sense of smell without nasal congestion with or without loss of taste, OR
- If you have been in close contact with someone who recently tested positive, OR
- Have travelled abroad in the past 14 days.

### Specific Screening Criteria for Adults:

All people 18 years of age and older with at least one of the following symptoms:

- fever (oral temperature 38 ° C (100.4 ° F) and above or 37.8 ° C (100.0 ° F) and above for the elderly);
- recent cough or worsening chronic cough;
- sudden loss of smell without nasal obstruction with or without loss of taste.
- Or two of the following symptoms:
  - generalized muscle pain (not related to physical exertion);
  - headache;
  - intense fatigue;
  - significant loss of appetite;
  - sore throat;
  - nausea (heartache),
  - vomiting or diarrhea.

People who have difficulty breathing (shortness of breath, feeling of suffocation) OR who have severe breathing difficulties even at rest (eg; shortness of breath that prevents you from speaking) should call 911.

### Prioritization of testing

- people who have been asked by public health authorities to get tested;
- people who, as a result of a call to the COVID-19 line or use of the COVID-19 Symptom Self-Assessment Tool This link will pop up in a new window., have received a recommendation to get tested;
- people with COVID-19 symptoms.
- If you don't have symptoms, if you have'nt been in close contact with someone who has COVID-19, or if Public Health has not called you, it is not recommended that you get tested.

It is important to go to the walk-in COVID-19 testing centres nearest to you and to check the wait times on the regional public health websites.

### Where to get tested in Sherbrooke:

Visit the testing location closest to your home, as the testing capacity is adapted to the local population. For example, you may be denied access to a testing location outside of your local health service network.

\*\*\* Please bring your valid health insurance card and / or hospital card.

#### [Centres désignés de dépistage \(CDD\) - Walk-in \(no appointment\)](#)

**75, J.-A. Bombardier Street, Sherbrooke, QC**

**Opening hours: Every day from 7:00 a.m. to 7:00 p.m. no appointment**

If you are unsure if you are experiencing symptoms of COVID-19, please call the COVID-19 hotline. 1-877-644-4545 or in Estrie 819-644-4545.

## Directions for safety and good hygiene while working

- Managers must plan to maintain physical distancing for the arrival of employees at work (e.g., shift rotations, line-ups, equipment collection).
- Wash your hands often with soap under warm running water for at least 20 seconds.
- Use an alcohol-based (60% min.) hand rub if soap and water are not available.
- Practice proper cough and sneeze etiquette: cover your mouth and nose with your arm to reduce the spread of droplets.
- Avoid touching the mouth, face or nose at all times.
- If you use a tissue, dispose of it as soon as possible and wash your hands afterwards.
- Avoid direct contact when you greet or meet someone.
- Maintain physical distancing of at least two metres (six feet) away from colleagues.
- Encourage tele-work and indirect communication methods where possible.
- Avoid non-essential face-to-face meetings whenever possible.

## Directions for lunches and breaks

- Dewhurst Dining Hall and the Adam's Dining Room will be used exclusively for student residents and not available to employees or bookable for events and functions.
- Common lunchrooms and common areas may be used but cleaning of all shared touch surfaces should be done following use (tables, microwaves, fridges, etc.). Using one's personal cutlery or dishware is recommended.
- Wash your hands both before and after meals.
- Eating areas should also be cleaned before and after meals.
- Consideration for simple lunches is encouraged.
- Employees should maintain physical distancing at all times.

## Face coverings, procedure masks and respirators

For the general public and in dense community settings, cloth face coverings can prevent the propagation of the virus. However, face coverings may not be as effective for individual protection from COVID-19. Regardless of the mask that is used, in the context of COVID-19, maintaining a two-metre physical distance from others is always recommended.

### Face Coverings

- Wear when physical distancing is impossible.
- Cannot filter viruses.
- Cannot replace proper personal protective equipment (PPE) and are not equivalent to properly fit-tested "respirators" (N95, P100).
- Help reduce transmission by reducing droplet spray from the wearer (e.g., if you are an asymptomatic COVID-19 carrier).
- Masks are not a replacement for physical distancing and proper hygiene.

As of Saturday, July 18, 2020 and in line with the increasing evidence that face coverings can be an effective method of controlling the propagation of the virus which could be spread by asymptomatic carriers, Bishop's requires the mandatory wearing of a face covering while circulating in all public buildings on campus. This applies to all students, faculty, managers, staff and visitors in all public buildings, hallways, corridors and other indoor public areas of the University. While face coverings may be removed when students, employees and visitors arrive at their destination, the use of a face covering remains strongly recommended in classrooms and at workstations. Employees can get face coverings from their Manager, Dean or Human Resources office or may use their own. Students are responsible for bringing their own when returning to campus.

## When personal protective equipment may be required in addition to or to replace face coverings

In the workplace, if there is an unknown or higher risk of transmission and where no other means is available to prevent close separation (i.e., physical barriers) the use of a properly rated and fit-tested respirator may be used (disposable N95, P100 half-masks).

In work or study, in situations where movement from one location to the next is frequent and a two-metre physical distance cannot be maintained, procedure masks, safety glasses or visors will be required in addition to any other required personal protective equipment. For example, in teaching settings with hands-on practical works (labs, studios, music, etc.).

### Surgical (Procedure) Mask

- Commonly used in healthcare and laboratory settings.
- Reduces exposure to large respiratory droplets.
- Does not completely protect against viral infection. Loose fit can cause leakage.

Note: Surgical masks are only intended for single use up to four hours. Reusing them or improper handling can increase risk of infection.

### Respirator Mask

- Protects healthcare workers in high-risk environments.
- Protects against smaller respiratory droplets, such as those containing viruses or aerosols with high efficiency (N95, P100).
- Not recommended for the general public or daily use but for high-risk and specific task protection.

Note: Dust masks look like respirators but should not be used for bodily airborne irritants. Respirators will have a certification mark (N95).

## General instructions for working safely to prevent the transmission of COVID-19

- Clean common or personal workstations and tools regularly (e.g., machine controls, common desks and equipment). Additional cleaning supplies can be requested by contacting Buildings & Grounds via e-mail ( [B&G@ubishops.ca](mailto:B&G@ubishops.ca) ).
- Leave the wipes or disinfecting products in their designated locations. You can inform Buildings and Grounds via e-mail ( [B&G@ubishops.ca](mailto:B&G@ubishops.ca) ) if product needs to be refilled or replaced.
- When circulating in buildings, please follow directional signage and respect the physical distancing and sanitary measures that are in place.
- When in classrooms or common spaces please use designated seating areas where identified.
- Be courteous and refrain from entering the offices of colleagues.
- Only one employee per vehicle. Clean the steering wheel wipe, door handle and accessories at the start and end of each use.
- Paired work (close proximity) may require additional personal protective equipment. Please refer to your Manager or Dean.
- Plan ahead and avoid the loaning of tools.
- Wash hands regularly and avoid touching your face.
- Courtesy will help us get through this together.

## References:

- [https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes\\_de\\_sante/19-210-30A\\_Guide-auto-soins\\_anglais.pdf?1584985885](https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes_de_sante/19-210-30A_Guide-auto-soins_anglais.pdf?1584985885)
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