

COVID-19

Return to Work on Campus: *Protecting Yourself and Others* January 2022



Introduction

This orientation is meant to ensure that you are familiar with the changes implemented on campus and what you must do daily to ensure your health and safety and that of others.

Outline:

1. Taking Care of Your Mental and Physical Health
2. uOttawa COVID-19 Self Assessment
3. Get to Know COVID-19 Symptoms
4. Vaccination: Do Your Part!
5. Personal Protective Equipment
 - Masks
 - Protective Eyewear
6. Other Protective Measures
 - Campus Signage
 - Physical Distancing
 - Sharing and Handling Work Materials
7. Employee Acknowledgement Form
8. Resources
9. References

Taking Care of Your Mental and Physical Health

- Looking forward to returning to campus? We're excited to welcome you back!
- Going back to work on campus after months of working from home can be difficult, especially if you continue to deal with concerns about your health, the health of a family member or child care. It's not uncommon to be anxious about resuming activities outside of home. Remember to continue to take care of yourself and maintain good mental and physical health. We look forward to accompanying you as you plan your return.
 - *Discuss your concerns with your supervisor as they arise.*
 - *For tools and resources to help you, go to [Stay Healthy and Connected Through COVID-19](#).*

uOttawa COVID-19 Daily Assessment

To comply with Government of Ontario regulations, you are required to complete a short questionnaire using the [uOttawa COVID-19 Daily Assessment Tool](#) each day before you arrive on campus.

- Follow the instructions provided with the assessment results.
- Contact your supervisor to inform them of the assessment results not to come to campus today.
- **If you have a positive PCR test**, please Contact Health and Wellness in Human Resources at hrhealth@uottawa.ca.
- ⑩ **If your symptoms persist for more than 5 days, please Contact Health and Wellness in Human Resources at hrhealth@uottawa.ca.**

Get to Know COVID-19 Symptoms

- It's important to self-monitor for symptoms. *Please visit [Ottawa Public Health](#) for a complete list of symptoms.*

If you start feeling unwell while at work

- Isolate yourself from others until you can leave campus.
- Notify your supervisor immediately for appropriate follow-up.
- If you need immediate assistance, call Protection Services at 613-562-5800 ext. 5411.
- Complete the [COVID-19 worker and employee screening \(ontario.ca\)](#) as soon as possible and follow instructions.

Vaccination: Do Your Part!

- We strongly encourage all employees to get vaccinated. **Members of support staff are allowed paid time off to attend their vaccination appointments.** Your manager or supervisor can provide you with further details about this leave.
- Book your vaccine appointment as soon as you meet [vaccine eligibility requirements](#).
- Vaccination is an important measure in our return to campus. Each vaccinated person brings us one step closer to community immunity.
- Getting your vaccination reduces your chances of becoming seriously ill, being hospitalized and dying from COVID-19. And it will not only help protect you, but those around you too.
- While our community is making great strides towards immunization against COVID-19, we still must follow public health guidelines to protect ourselves and others.

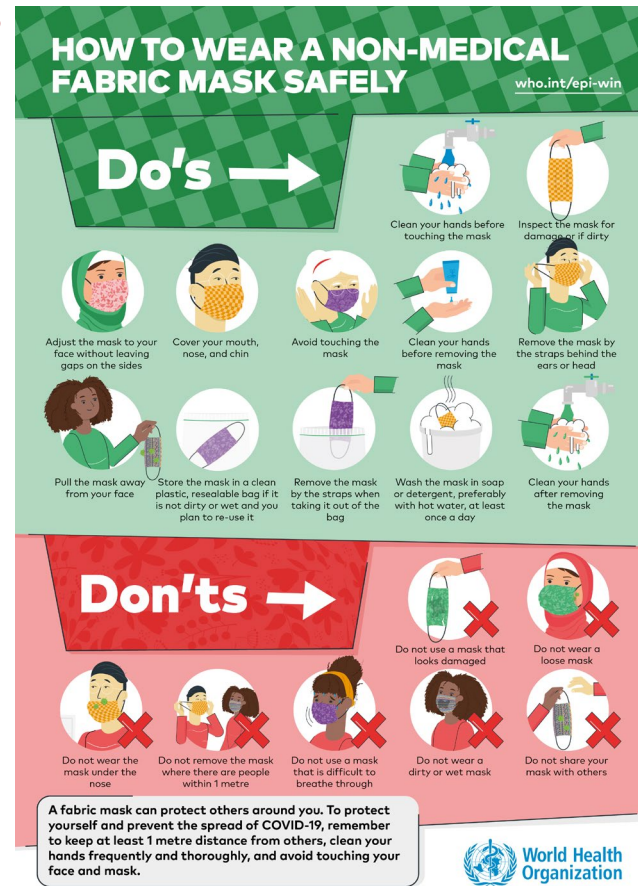


Personal Protective Equipment: Masks and Face Coverings

Masks are required in indoor spaces with limited exceptions. Your supervisor will inform you of any changes in public health requirements.

When wearing a face covering, you should:

- wash your hands immediately before putting it on and immediately after taking it off.
- make sure the mask fits well around your nose and mouth.
- avoid moving the mask around or adjusting it often.
- avoid touching the mask while using it.
- not share it with others.
- mask should be changed when it gets slightly wet, dirty, or every 24 hours
- fit securely to the head with ties or ear loops.



Personal Protective Equipment: Protective Eyewear

- Protective eyewear is required any time a physical distance of 2 meters cannot be maintained within the workplace for extended periods during the day.
- Protective eyewear must be donned before any interaction.
- If you wear prescription glasses, use a face shield or goggles that fit snugly, with no gaps between the protective equipment and your face.

Type of Protective Eyewear

Goggles



Face Shield



Safety Glasses



Other Protective Measures: *Campus Signage*



Ne touchez pas votre visage
Don't touch your face



Toussez et éternuez
dans votre coude
Cough & sneeze
into your elbow



Lavez ou désinfectez
vos mains régulièrement
Wash or sanitize your
hands regularly

Nettoyez régulièrement les surfaces fréquemment touchées
Clean frequently touched surfaces regularly

Other Protective Measures

Physical Distancing

- When you arrive on campus, report to your designated work area.
- If a barrier has been installed in your work area, work behind it at all times.
- Limit your movements out of this area unless essential.
- If you're working alone or in a remote area, speak with your supervisor.
 - Consider using the work alone feature on SecurUO, the uOttawa mobile safety app.

Sharing and Handling Work Materials

- Don't share pens, rubber gloves, or any Personal Protective Equipment (PPE).
- Avoid using paper documents.
- Do not share tools or materials if possible.
- Do not share utensils.
- Unshared tools or materials should be cleaned at least once a day.
- Shared tools should be cleaned prior to, and after, every use.
- Clean common areas and surfaces such as tools, door handles, switches, computers and chairs twice a day.
- Use the cleaning supplies provided by your supervisor.



Employee Acknowledgement Form

To comply with the return-to-work guidelines and in accordance with the Ottawa Public Health guidelines, please complete the employee acknowledgment form: <https://web47.uottawa.ca/en/lrs/node/36074>

Returning to Work on Campus: Protecting Yourself and Others COVID-19

Acknowledgement Form

I confirm that I had read the content of the "Returning to Work on Campus: Protecting Yourself and Others COVID-19" orientation session.

I agree to follow the infection control measures, including physical distancing, as recommended by Ottawa Public Health and the University of Ottawa.

I agree to complete the self-assessment form, which reports on my state of health with regards to COVID-19, each time I am scheduled to work on campus. I will complete the form before arriving on campus.

I accept

I decline

Resources

- [COVID-19: How to wear a non-medical mask or face covering properly](#)
- [Coronavirus disease \(COVID-19\) advice for the public: Mythbusters](#)
- [Ottawa Public Health novel coronavirus](#)
- [uOttawa Mental Health and Wellness](#)
- [Government of Canada Public Health Agency](#)
- [Government of Quebec](#)
- [Government of Ontario](#)
- [Eastern Ontario Health Unit](#)
- [World Health Organization](#)
- [Government of Canada Travel Advice and Advisories](#)
- [SecurUO](#)

References

- Ottawa Public Health (2021, May 30). *Community Immunity*. <https://www.ottawapublichealth.ca/en/public-health-topics/community-immunity.aspx>
- Ottawa Public Health (2021, June 9). *COVID-19 Testing Information*. <https://www.ottawapublichealth.ca/en/shared-content/assessment-centres.aspx#Learn-about-the-symptoms-of-COVID-19>
- Ottawa Public Health (2021, April 30). *Masks*. https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx?utm_source=OPH&utm_medium=Friendly_URL&utm_campaign=Coronavirus&utm_content=Friendly_URL#Is-a-face-shield-a-good-alternative-for-someone-who-cant-wear-a-mask
- World Health Organization (2020, December 1). *Coronavirus disease (COVID-19) advice for the public: When and how to use masks*. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- World Health Organization (2020, December 1). *Coronavirus disease (COVID-19): Masks*. <https://www.who.int/news-room/q-a-detail/coronavirus-disease-covid-19-masks>