



# COVID-19 Recovery Checklist for Supervisors

Considerations for increased employee activity at the University of Guelph.

## Employee Briefing

Review the following information with each employee on your team.

1. Stress the importance of the following actions:
  - If you feel sick, stay home, DO NOT come to work and inform your supervisor. If you become sick while at work, STOP the work and inform your supervisor. Go home as soon as possible. Avoid public transit and take measures to protect others around you.
    - o Complete the [Ontario Health Self-Assessment](#) for guidance or [visit an assessment centre near you](#) to get tested.
    - o Follow the [University of Guelph's Self-Declaration requirements](#).
    - o If you test positive for COVID-19 and have been at a University of Guelph location in the last 14 days notify [Occupational Health and Wellness](#) (OHW).
  - Wear a [face covering](#) when 2 metres of distance cannot be maintained or predicted, including in hallways, washrooms, stairways, meetings rooms, classrooms and common spaces. In general, this means wear a face covering when you are on campus.
  - Complete the [University of Guelph COVID-19 Screening Form](#) every day prior to coming onto the Guelph Campus or other University of Guelph work locations. The
  - Practice proper hand hygiene. Wash your hands frequently with warm water and soap for at least 20 seconds. If none is available, use hand sanitizer with a minimum of 60% alcohol base.
  - Maintain a 2m (6 ft) physical distance from other people. Visually, that is about two arm lengths.
  - Practice respiratory etiquette. Cough or sneeze into the bend of your elbow or a tissue. Dispose of tissues in the garbage immediately and wash your hands.
  - Avoid touching your eyes, nose, and mouth.
  - Limit unnecessary in-person interactions with other people. Encourage the use of virtual platforms and other communication tools, wherever possible as an alternative to in person communications (e.g. Phone conversations, Microsoft teams, virtual chats).
  - Employees are strongly encouraged to download the [Government of Canada's COVID Alert app](#). The app can let them know of possible COVID-19 exposure before any symptoms appear.

2. Review department specific protocols that have been implemented in the workplace to prevent the spread of COVID-19 including any additional cleaning/disinfection responsibilities.
3. Strongly recommend employees to complete the [EHS COVID-19 Infection Prevention and Control Awareness Training](#), prior to returning to campus, which can be found after logging into CourseLink. Request a copy of the training completion email for records retention purposes.
4. Review EHS guidelines as applicable to your unit/department
  - [COVID-19: Guidance for Employees Travelling in a Vehicle](#)
  - [COVID-19: Considerations for Face Coverings and Face Shields](#)
  - [COVID-19: Guidance for Using Non-Medical Face Masks](#)
  - [FAQs for Using Non-Medical Masks](#)
  - [COVID-19: How to Work Safely Inside an Occupied Residence](#)
  - [COVID-19: Use of Disposable Gloves in Non-Health Care Workplaces](#)
  - [Field Crop Research - Guidance on the Use of Multiple Person Equipment & Physical Distancing](#)
  - [Framework of Environmental Health & Safety \(EHS\) Support for Research Phase-In Laboratories - Guidance on Working in the Laboratory & Physical Distancing](#)
  - [Reuse of N95 Filtering Facepiece Respirator During Shortage](#)
5. Reinforce the use of proper hand hygiene and physical distancing requirements in shared/common areas, such as washrooms, lunchrooms and meeting rooms.
  - Wash your hands with warm water and soap for at least 20 seconds upon entering and leaving the washroom. Use a paper towel (or other barrier) between washroom fixtures and your hands whenever possible. Dispose of the paper towel in the garbage immediately.
  - Physical distancing of 2 m should always be maintained in washrooms. Multiple occupancy may not be possible in some washrooms even if the design allows. In these situations, wait 2 m from the entrance and enter when the washroom becomes empty.
6. Encourage employees to take the stairs instead of the elevator whenever possible. If stairs are not an option maintain physical distancing (2m) inside the elevator. Most elevators on campus will be single occupancy only. Wash or disinfect your hands immediately after leaving the elevator (washing is preferred).
7. Remind employees to be mindful of all communication material displayed within the department and around campus. Various building occupants may have different PPE or hygiene guidelines that need to be respected. Take notice of and comply with signage.
8. Review all changes to department specific tasks/processes that have occurred due to the pandemic.
9. Remind employees of the [Return to Campuses website](#) that contains helpful information for employees on University spaces, places and practices.
10. Remind employees of supports that are available to them, such as EFAP and other mental health supports, [Learning and Development](#), and [Wellness@Work](#), which can be located on the [Gryphon Family](#) portal.

## How Supervisors can Prepare

### Implement the following into your work area.

1. Continue remote work wherever possible with an emphasis being to return only those employees that must provide face to face service.
2. Review [COVID-19 Signage Responsibility Guidelines](#) and ensure required signage for office environments has been posted appropriately.
3. Stock your work areas as appropriate with hygiene supplies such as:
  - Hand Soap
  - Disposable Gloves
  - Paper Towels
  - Hand Sanitizer
  - Non-medical Face Masks
  - Disinfectant Wipes

Hygiene supplies are available through the [Physical Resources Stockroom](#).

4. Evaluate your daily work plan. Stagger start/stop times, breaks and lunches to minimize large groupings of employees and help in maintaining physical distancing. Consider platooning or cohorting employees to ensure that there is limited in-person interactions. This practice, in the event of an outbreak, creates redundancy to ensure that critical work can still be performed.
5. Assess and reconfigure workspaces to maintain physical distancing during regular work activities. Solutions may include physical barriers, traffic flow control (directional), remote working arrangements and staggering shifts among staff.
6. Minimize in-person meetings, other gatherings and hold site meetings in open spaces or outside (weather permitting). Consider using electronic means of communication. Review [Guidelines for Meetings and Departmental Events](#).
7. Review the common spaces used by your team (lunchrooms, locker areas, key rooms). Apply the following as applicable:
  - Limit the number of chairs around tables to support physical distancing.
  - Re-assign lockers (as applicable) to allow for physical distancing.
  - Evaluate shared kitchen supplies to establish frequently touched items. Remove shared mugs, plates, cutlery, etc. Educate employees around frequently touched items (microwave buttons, coffee pot handles, etc.) that should be disinfected after each use. Have disinfecting cleaning supplies available in proximity.
8. Remember the health of our employees comes first. People may be facing increased amounts of stress and anxiety. Make a conscious effort to check in frequently with your staff individually by phone or email. For wellness resources direct employees to the [Gryphon Family Portal](#) and/or [Wellness@Work](#).