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SAINT·PAUL
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COVID-19 Safety Plan

Company details:

Business name:	Saint Paul University
Date completed:	April 2021
Division/group:	Recommended by the Joint Health and Safety Committee
Developed by:	Joint Health and Safety Committee
Others consulted:	Presented to the Executive Committee for decision
Revision date:	Last updated August 3rd, 2021

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

The University actively monitors the updates and guidelines from Ottawa Public Health and the Ontario Government. In addition, the University is in contact with a nurse liaison from Ottawa Public Health specifically assigned to supporting post-secondary institutions. Regular information and resources are provided, and pertinent information is shared. The University's three unions also regularly share information with their members to promote safety and best practices.

The University's Executive Committee makes decisions regarding COVID-19 guidelines and procedures. The Joint Health and Safety Committee (JHSC) meets regularly to discuss staff- and faculty-related health and safety concerns (including concerns related to the ongoing COVID-19 pandemic) and develops recommendations to address these concerns. The JHSC submits its recommendations to the University's Executive Committee. The JHSC works to ensure that the University's COVID-19 protocols align with the recommendations from public health authorities.

Information is shared with employees in three main ways:

- 1) Information posters are currently displayed at all entrances of the University. These posters are maintained by the Facilities Services team and are regularly reviewed by the JHSC, and updated/replaced as needed. Posters are also displayed on the Health and Safety bulletin boards located on each floor of the campus and in each of the staff kitchens. If any of the posters are damaged or are removed, employees are encouraged to contact a member of the JHSC.
- 2) The University maintains a web page for COVID-19 information which is regularly updated. It is accessible via the main home page or by direct link: https://ustpaul.ca/en/coronavirus-update-for-the-saint-paul-university-community_7152_17.htm. This web page is updated by Communications, and regularly reviewed by the JHSC.
- 3) Regular updates are provided to all faculty and staff pertaining to the University's COVID-19 protocols and any changes. These updates are sent via email by Communications or by the Office of the Rector, and are also posted on the Saint Paul University website (https://ustpaul.ca/en/coronavirus-update-for-the-saint-paul-university-community_7152_17.htm).

2. How will you screen for COVID-19?

Saint Paul University is in constant communication with Ottawa Public Health to establish best practices to ensure the safety of people who visit or make use of its facilities. Based on this information, the following procedures have been put in place for everyone who enters the campus buildings:

- 1) Everyone who visits or uses University facilities must do a health self-assessment before entering the premises. The COVID-19 Screening Tool for Workplaces/Post-Secondary Institutions is found at the following address: <https://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary>. A list of symptoms is also posted at all entrances, advising visitors and users to refer to Ottawa Public Health if they have symptoms.
- 2) In case of exposure to or a confirmed case of COVID-19 within the campus walls, Ottawa Public Health, in collaboration with Saint Paul University, will inform you by letter, email or automated call if it is determined that you have had a high-risk contact (see section 4).

3. How will you control the risk of transmission in your workplace?

Saint Paul University (SPU) has implemented the following protocols to minimize close contact between employees, as well as employee movement and interactions:

- ✓ All employees should maintain physical distancing, keeping at least two metres (six feet) from other employees. Shared workspaces and classrooms have been reconfigured to ensure sufficient distance between individuals.
- ✓ Everyone is required to wear a mask or face shield while in common indoor spaces on campus, including the library, hallways, stairways, washrooms, and elevators. Wearing a mask or face shield is not compulsory when inside your office, or if the two-metre physical distance is respected while seated in a classroom.
- ✓ In the case of job rotation, employees are asked to clean and disinfect their own personal work area. Supervisors will rotate the entire work group where possible.
- ✓ Hand sanitizer dispensers are located throughout the campus. Hand soap, paper towels and waste containers are also available in the washrooms on each floor. Classrooms and shared workspaces are equipped with bottles of disinfectant spray. Instructions for use are provided on the containers.
- ✓ Common areas, frequently-touched objects, shared spaces, and high-touch surfaces such as entrances, counters, cafeteria tables, door handles and doorknobs, handrails, switches, elevators, washrooms, kitchens, dining areas, desks, and faucets are cleaned daily with appropriate cleaning and disinfecting products. SPU contracts a third-party cleaning service.
- ✓ SPU uses appropriate products to clean and disinfect items such as desks, work surfaces, phones, keyboards and electronics. Keypads are cleaned after each use.
- ✓ Plexiglass barriers have been installed in areas where there is the potential for close contact between staff and students or members of the public (for instance, the library, the multiservices centre and the front desk).
- ✓ Certain offices are equipped with retractable crowd-control barriers to prevent students from entering the space.
- ✓ Supervisors are asked to consult employees about ways to work differently to reduce the transmission of COVID-19 in the workplace. This includes working from home when possible, and staggering shifts when employees use shared workspaces.
- ✓ There must be only one person at a time in an elevator. Please reserve their use for people with mobility difficulties.
- ✓ No more than two individuals should be in the washroom at a time. Please wait outside, while maintaining the required two-metre (six-foot) distance, until the washroom is vacated.
- ✓ If eating in the cafeteria, maintain physical distance from one another—at least two metres (six feet) apart at all times.

4. What will you do if there is a potential case of, or suspected exposure to, COVID-19 at your workplace?

Should there be a confirmed COVID-19 case in the Saint Paul University community, Ottawa Public Health will work with SPU to conduct contact tracing to identify individuals who may have been in close contact and may be at risk. In the event of a confirmed case, faculty, staff and students should be vigilant and continue to self-monitor for symptoms using the Ontario COVID-19 self-assessment tool.

The University administration will work with Ottawa Public Health to keep the SPU community informed if there are any confirmed cases of COVID-19 on campus. This information will be communicated when Ottawa Public Health advises the University to do so. SPU will communicate with students by email (to their @uottawa.ca student accounts). To maintain confidentiality, no details of the affected individual(s) will be provided. All contact tracing will be done in collaboration with Ottawa Public Health.

When the University is notified that a student or faculty or staff member has reported a probable or confirmed case of COVID-19, cleaning and disinfection of the affected campus area will be completed in compliance with Ottawa Public Health guidelines.

- ✓ Public areas where a person has passed through and spent minimal time (such as corridors) do not need to be specially cleaned and disinfected.
- ✓ Areas of prolonged contact will be cleaned promptly.

5. How will you manage any new risks caused by changes to the way you operate your business?

Existing Risks

Risk Consideration	Context	Action
<p>Risk #1</p> <p>Employees at higher risk of severe illness (i.e., older adults or those with chronic health conditions).</p>	<p>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions.</p>	<p>Work with HR to find individual accommodations.</p> <p>Encourage flexible work arrangements (e.g., working from home when possible).</p> <p>Ensure two-metre physical distancing.</p> <p>Ensure anyone on the premises wears a mask.</p> <p>Reduce high touch points and increase cleaning.</p> <p>Enforce strict non-entry to anyone with symptoms.</p>
<p>Risk #2</p> <p>Prolonged close interaction with colleagues if contact lasts more than 15 minutes and is transient in nature.</p>	<p>Person-to-person spread of COVID-19 is more likely with prolonged contact, particularly in indoor settings.</p>	<p>Encourage virtual staff meetings.</p> <p>Ensure minimum two-metre distancing.</p> <p>Ensure anyone on the premises wears a mask.</p> <p>Enable and encourage increased hand hygiene with hand sanitizer.</p> <p>Enforce strict non-entry to anyone with symptoms.</p>
<p>Risk #3</p> <p>Employees/students/visitors have frequent contact with high-touch surfaces (open spaces).</p>	<p>A higher frequency of contact with high-touch areas and surfaces (e.g., service counters, card payment machines) is presumed to have greater risk.</p>	<p>Reduce high-touch furniture and areas.</p> <p>Ensure anyone on the premises wears a mask.</p> <p>Increase cleaning.</p> <p>Use plexiglass barriers or face shields if needed.</p> <p>Enforce strict non-entry to anyone with symptoms.</p>

Risk Consideration	Context	Action
<p>Risk #4</p> <p>Higher proportion of individuals from outside the University community coming to campus (i.e., external groups).</p>	<p>The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases.</p>	<p>Respect public health guidelines and restrictions for social gatherings and events.</p> <p>When permitted by Ottawa Public Health guidelines, allow external groups only on weekends, when few employees are on campus.</p> <p>Ensure anyone on premises wears a mask.</p> <p>Reduce high-touch furniture and areas.</p> <p>Thoroughly clean and sanitize all rented rooms.</p> <p>Use plexiglass barriers or face shields if needed.</p> <p>Enforce strict non-entry to anyone with symptoms.</p>
<p>Risk #5</p> <p>Indoor areas where windows cannot be opened.</p>	<p>A confined indoor space is presumed to have greater risk.</p>	<p>Ensure proper ventilation systems are in place.</p> <p>Ensure two-metre distancing.</p> <p>Ensure anyone on premises wears a mask.</p> <p>Enable and encourage increased hand hygiene with hand sanitizer.</p> <p>Enforce strict non-entry to anyone with symptoms.</p>

New Risks

Risk Consideration	Context	Action
<p>Risk #6</p> <p>Break in the chain of communication on COVID-19 issues.</p>	<p>In the event of a break in the chain of communication, staff and students may be at risk of not being provided the same information regarding COVID-19 rules and regulations.</p>	<p>Provide regular communications and updates from senior management to ensure employees are informed in a consistent manner.</p> <p>Post regular updates on the University website.</p>
<p>Risk #7</p> <p>Possible re-entry of students and staff to campus full-time in the fall of 2021.</p>	<p>As with Risk #3, a higher frequency of contact with high-touch areas and surfaces (e.g., service counters, card payment machines) is presumed to have greater risk.</p>	<p>Increase communication to inform the University community of COVID-19 guidelines.</p> <p>Ensure anyone on the premises wears a mask.</p> <p>Reduce high-touch furniture and areas.</p> <p>Increase cleaning.</p> <p>Use plexiglass barriers or face shields if needed.</p>
<p>Risk #8</p> <p>Decline in employees' mental health.</p>	<p>The mental health of students and staff may be affected by the prolonged nature of the pandemic, and a general fear of unknown factors and how they will affect their work and their overall well-being.</p>	<p>Conduct regular check-ins with staff to ensure they feel safe coming to work (survey forms could be an option).</p> <p>Provide clear and transparent communications to all staff and students in a timely manner.</p>

6. How will you make sure your plan is working?

The Joint Health and Safety Committee (JHSC) meets regularly to discuss staff- and faculty-related health and safety concerns (including concerns related to the ongoing COVID-19 pandemic) and develops recommendations to address these concerns and ensure that the University's COVID-19 protocols align with the recommendations from public health authorities (e.g., through regular contact with an Ottawa Public Health nurse). The JHSC submits its recommendations to the University's Executive Committee.

In summer 2020, a JHSC subcommittee conducted a review of the University's response to COVID-19 and outlined areas of strength, as well as areas for improvement. This exercise will be repeated on an as-needed basis when deemed appropriate by the JHSC.

Regular monthly inspections are ongoing, with special attention to specific COVID-19 issues.

If employees have any questions or concerns, they are encouraged to contact their representative on the Joint Health and Safety Committee:

Union Representatives

- ✓ Administrative Personnel – Alexandra Mongrain, amongrain@ustpaul.ca
- ✓ Full-Time Professors – Amanda Wilson, awilson@ustpaul.ca
- ✓ Part-Time Professors – William Cornet, wcornet@ustpaul.ca

Management Representatives

- ✓ Christina McLoughlin, cmcloughlin@ustpaul.ca
- ✓ Luc Roy, lroy@ustpaul.ca
- ✓ Jérémie LeBlanc, jleblanc@ustpaul.ca

Employer Protocol When a Staff Member Tests Positive for COVID-19

1. A staff member informs their employer of their positive test result

- Remind staff member to [self-isolate](#) at home until they are provided with more direction from Ottawa Public Health (OPH).
- [Clean and disinfect](#) surfaces that may have been touched by the employee who tests positive for COVID-19 as soon as possible.

2. OPH is informed of a staff member's positive test result.

- OPH confirms the positive test result and when the staff member was last at work to determine if they worked during the time when they were able to spread the virus to others (period of communicability).
- If the staff member worked during that period, OPH will request that the staff member share that information (dates and other high-risk contact staff) with their employer.

3. Employer identifies high-risk contacts in the workplace

- Based on the dates and names of close contacts provided by the positive staff member, the employer confirms and identifies any missing workplace high-risk contacts.
- High risk contacts are:
 - Anyone (with or without a mask) who was less than 2 metres away from the positive staff member and spent 15 or more minutes with them.
 - Anyone who did not wear a mask and was less than 2 metres away from the positive staff member for any length of time (regardless if the positive staff member wore a mask).
 - Anyone (with or without a mask) who was less than 2 metres from the positive staff member who did not wear a mask for any length of time.

*Consider times when masks are removed and close contact occurs (e.g., during breaks, lunch, or carpooling to work).

*If you have any questions about this step, please call 613-580-6744.

4. Employer informs workplace high-risk contacts

- Once the high-risk contact list is finalized, the employer informs identified staff that they **must self-isolate at home. Please forward [Staff High- Risk Contact Letter](#)** to identify high-risk contacts.
- The employer will inform high-risk contact staff of their return to work date (at least 14 +1 day) after the last contact with the positive staff member.

***It is VERY important that employers do not share with staff members who the positive case is as this information is confidential!**

Import Information

- **HIGH-RISK contacts must** self-isolate at home for 14 days after they were in contact with the staff member who tested positive for COVID-19, even if the high-risk contact has a negative COVID-19 test result.
- **SYMPTOMATIC staff** should be tested right away.
- **ASYMPTOMATIC (no symptoms) high-risk contact staff** should go for testing **no earlier than 7 days** after the last close contact with the positive staff member.

Disclaimer: The measures that are taken to reduce risk of spread, such as physical distancing, hand hygiene, and wearing a mask, are all taken into account when doing risk assessments and identifying contacts as high or low risk, but they do not independently control or guarantee the outcome of these assessments.