COVID-19 INFORMATION PACKAGE:
Full Return Effective July 20, 2020
Introduction
Out of Province Travel
Priority Measures
- Physical distancing
- Health screening
- Physical barriers (plexiglass)
- Handwashing
- Surface cleaning
- Community face masks
Other Mitigation Measures
- Hand sanitizer
- Restricted use of common spaces
The Use of Gloves
What If Scenarios
- An employee tests positive for COVID-19
- An employee wants information on mental health support
- An employee has a health or safety concern
- An employee needs to use PPE they are not trained to use
Supervisor Responsibilities
Employee Responsibilities
Resources
INTRODUCTION

• St. Thomas University must follow Public Health directives including the requirement to have a COVID-19 operational plan that documents measures to assess and mitigate risk consistent with Public Health guidance and the Occupational Health and Safety Act and regulations.
• The Province’s Guidance Document of General Public Health Measures During COVID-19 Recovery provides a checklist of recommended measures to have in place as part of COVID-19 protocols.
The purpose of this document is two-fold:

1. Outline the measures implemented on campus and
2. Provide important information and resources to staff and faculty to ensure a safe and healthy campus.
OUT OF PROVINCE TRAVEL

Employees who have been outside of New Brunswick must self-isolate for 14 days after their entry to New Brunswick, unless:

1. The travel was to another Atlantic Canadian Province, or
2. The employee is exempted from the obligation to self-isolate by the Chief Medical Officer of Health or their designate.

The provisions for out of province travel and/or self-isolation are subject to change. All employees are strongly encouraged to access the latest information immediately preceding their travel.

https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/travel.html
PRIORITY MEASURES

The most effective measures to reduce the spread of COVID-19 within the St. Thomas University community are:

1. **Physical distancing of 2-metres** – this is the most important measure
2. Health screenings
3. Physical barriers (plexiglass)
4. Handwashing
5. Surface cleaning
6. Community face masks
PHYSICAL DISTANCING – What STU has done

• For open office environments that house multiple employees, steps have been taken to ensure physical distancing or install plexiglass as a mitigation measure.
• Posters advising of the 2-metre rule have been displayed throughout campus.
PHYSICAL DISTANCING – What STU has done

• Posters advising of physical distancing in elevators have been displayed near and in all elevators. Employees are encouraged to use the stairs instead of elevators where possible.
• Signage for unidirectional hallways and stairwells has been displayed in buildings where appropriate. Note – In the event of an emergency, the unidirectional approach would not apply as the focus in an emergency is to leave the building as soon as possible.
PHYSICAL DISTANCING – What **YOU** can do

- Limit your movement around campus.
- For employees who have their own office, keep your door closed and use signage to indicate to others that you are working inside.
- Use technology such as Teams and conference calls to communicate with others, including those working on campus at the same time as you.
- If you need to leave your office area, be aware of your surroundings so physical distancing can be maintained.
- **Masks are required to be worn on campus where physical distancing is not possible.** This includes hallways and washrooms. As a precaution, employees are encouraged to wear a mask when walking across campus where physical distancing may be difficult to maintain.
Employees are required to complete a self-screening questionnaire each time they arrive on campus.

Although the questionnaire is posted on building doors to serve as a reminder and resource, employees are strongly encouraged to self-screen before leaving home.

If you are showing any of the symptoms listed, please contact your supervisor before coming to work. Employees are encouraged to stay home if they are not feeling well.

Please use the following link to access the self-screening questionnaire:

https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf
PHYSICAL BARRIERS

- To facilitate physical distancing, plexiglass was added to certain workstations that are public facing or where 2-metre physical distancing is not possible.
HANDWASHING

• One of the most effective ways of reducing the spread of COVID-19 is by washing your hands regularly and properly.
• Posters with respect to handwashing have been prominently displayed in public areas and washrooms on campus.
• Washrooms will have soap, water, and paper towels to promote proper handwashing.
• Enhanced handwashing is also important when using shared objects such as photocopiers and printers.
• The following link provides important information on proper handwashing techniques:
  • [https://www2.gnb.ca/content/dam/gnb/Departments/h-s/images/Shareables/handwashing.png](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/images/Shareables/handwashing.png)
SURFACE CLEANING

• General surfaces that are frequently touched, such as doorknobs and handrails, are cleaned by Aramark at least twice daily.
• Enhanced sanitation/cleaning practices are required for shared objects such as photocopiers, printers, fridges, coffee makers, and microwaves. Supplies (e.g., disinfectant, towels) are available for employees when using shared objects.
• Effective sanitation depends on employees following good cleaning practices. Employees should disinfect the object before and after use.
COMMUNITY FACE MASKS

• Employees can wear their own community face mask as long as the mask adheres to Public Health guidelines. More information on masks can be found here: https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf

• If an employee does not have their own community face mask, one can be obtained by contacting STU Facilities Management.

• Information about community face masks, including guidelines for selection, use, washing, storage, handling, and limitations of masks, can be found here under the section “COVID-19 questions answered”: https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html#support
OTHER MITIGATION MEASURES

• Although the priority measures are considered most effective at reducing the spread of COVID-19, other mitigation measures have also been implemented to further reduce risk:
  • Hand sanitizer
  • Restricted use of common spaces
HAND SANITIZER

- Hand sanitizer is available at building entrances and is available from Facilities Management. By the beginning of the Fall term, hand sanitizer will be available inside each classroom.
- It is important to remember that hand sanitizer should not be used as a substitute for handwashing. Hand sanitizer is recommended when handwashing is not possible.
RESTRICTED USE OF COMMON SPACES

• Several common spaces on campus, including meeting rooms, have been temporarily closed due to challenges associated with maintaining physical distancing.
• Although employees are strongly encouraged to hold meetings virtually, if a face-to-face meeting is required, a small number of designated meeting rooms have been set up to ensure physical distancing.
• Please contact the Registrar’s Office if you need to book a meeting room.
RESTRICTED USE OF COMMON SPACES

- Enhanced sanitation/cleaning practices will also be required when using common spaces. Supplies (e.g., disinfectant, towels) will be available in these spaces so that meeting participants can disinfect common touch surfaces before and after use, such as chairs (arms and front edge of seat) and table top.
- In the unlikely situation that an area/room will be used in such a way that minimal interaction of people within 2-metres of each other is not possible, the Director of Facilities Management must be contacted so that a visitor and employee log can be utilized and other preventative measures put in place.
THE USE OF GLOVES

- In accordance with guidance from Public Health and WorkSafeNB, the use of gloves is only recommended for purposes that are generally not applicable to our current work environment (e.g., handling of food and money).
- In our work environment, handwashing will be more effective than the use of gloves to reduce the spread of COVID-19.
- However, a supply of gloves will be available through Facilities Management in the event their use is required.
What If? – An employee tests positive for COVID-19

- If an employee was in the workplace while ill, public health authorities will provide clear guidance to the employer and employee on what steps to follow, and will engage in contact investigation and management.
- More information on what to do if you are ill or are showing symptoms of COVID-19 can be found here:
  https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html
What If? – An employee wants information on mental health support

• Mental health support is available to all STU employees and their dependents through our Employee and Family Assistance Program.
• More information about STU’s EFAP can be found here:
  • https://www.stu.ca/about/administrative-offices/human-resources/benefits-and-pension/
What If? – An employee has a health or safety concern

• Health and safety concerns should first be directed to your supervisor. If the concern is not resolved at the supervisory level, the next step would be for the employee to contact a member of the Joint Health & Safety Committee.
• More information on employee rights regarding health and safety can be found here:
  • https://www.worksafenb.ca/workers/health-safety/your-rights/
• More information on the St. Thomas University Joint Health & Safety Committee can be found here:
  • https://www.stu.ca/about/administrative-offices/human-resources/occupational-health-and-safety/members/
What If? – An employee needs to use PPE they are not trained to use

- It is not anticipated that Employees will require personal protective equipment (PPE) beyond a non-medical mask.
- If a need for additional PPE arises, the Employee will receive information and instruction specific to that PPE from Facilities Management.
Supervisor Responsibilities

- Take every reasonable precaution to ensure the health and safety of your employees.
- Ensure your employees review this document and that any questions they may have are answered.
- Follow the recommended health and safety practices related to COVID-19 and ensure that your employees do the same, with a particular focus on physical distancing, handwashing, and wearing a mask when required.
- More information on supervisor responsibilities can be found here:
  - https://www.worksafenb.ca/employers/health-safety/employer-responsibilities/
Employee Responsibilities

• Follow the recommended health and safety practices related to COVID-19 to not put yourself or others at risk, with a particular focus on physical distancing, handwashing, and wearing a mask when required.
• Report any health and safety concerns to your supervisor.
• Intervene if you see that a co-worker is not following required health and safety practices.
• More information on employee responsibilities can be found here:
  • https://www.worksafenb.ca/workers/health-safety/your-responsibilities/
Resources

- Public Health (New Brunswick) - https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/resources.html
- WorkSafeNB - https://www.worksafecn.ca/
- Self-screening Questionnaire - https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf
- Proper handwashing techniques - https://www2.gnb.ca/content/dam/gnb/Departments/h-s/images/Shareables/handwashing.png
- Community face masks - https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf
- STU EFAP - https://www.stu.ca/about/administrative-offices/human-resources/benefits-and-pension/
- STU JHSC - https://www.stu.ca/about/administrative-offices/human-resources/occupational-health-and-safety/members/
Thank you