

COVID-19: How to Work Safely in Student Residences or Family Housing Units

This guideline is intended for employees who work in occupied student residences or family housing units. To prevent the transmission of COVID-19, appropriate precautionary measures and personal protective equipment (PPE) requirements must be followed.

The measures and PPE listed in this document have been developed in consultation with Wellington-Dufferin-Guelph Public Health and are based on a risk assessment for potential COVID-19 infection. Droplet and Contact PPE (medical mask, eye protection, gloves and gown) are advised for 'direct contact' (e.g., touching, hugging, etc.) with occupants. If there is no direct contact with the occupant, Droplet and Contact PPE is not required. Cleaning, maintenance or repairs in washrooms or maintenance or repairs in residence rooms or family housing units is not considered to have 'direct contact' with occupants. Accordingly, Droplet and Contact PPE is not considered to be required for these tasks. Please refer to [Appendix A](#) for the summary of PPE and other requirements for different tasks. If there is any additional perceived risk or concern during any task, wear additional PPE or contact your supervisor.

Before you Come to Campus

- If you feel sick, stay home, DO NOT come to campus/work and inform your supervisor.
- If you become sick while at work, STOP what you are doing, isolate yourself from others. Put on a medical mask and wash your hands. Go home as soon as possible. Avoid public transit and take measures to protect others around you. Inform your Supervisor.
- If you are ill/have symptoms, do not come to campus/work. Ensure that you complete the [Ontario COVID-19 Self-Assessment](#) [1] and follow the direction given. Also, complete and submit the University [Employee Self Declaration Form](#). [2] Refer to the ["What to do when you're sick or have been exposed"](#) [3] webpage for more information.

For a complete list of COVID-19 related symptoms, refer to the Ministry of Health's [COVID-19 Reference Document for Symptoms](#) [4].

What to bring

- In addition to the tools, parts and/or equipment required for the job, take the following with you:
 - Supplied cleaners / disinfectants
 - Hand sanitizer with at least 60% alcohol and that is not expired.
 - Medical mask if physical distancing cannot be maintained.
 - Eye protection (face shield, safety goggles or glasses) for routine washroom cleaning; repairs or maintenance in washrooms; and entering occupied residence rooms or family housing units.
- In addition, for situations or tasks potentially involving "direct contact" (e.g., touching, hugging) with occupants, bring the Droplet and Contact PPE kit that includes:
 - Surgical/procedure mask (medical mask)
 - Isolation gown
 - Eye protection (goggles or face shield)
 - Disposable gloves

Droplet and Contact PPE

- Droplet and Contact PPE is required for situations or tasks involving 'direct contact' (e.g., touching,

hugging) with occupants.

- For most routine work situations where there is no direct contact with occupants, Droplet and Contact PPE is not required. Accordingly, for cleaning, maintenance or repairs in washrooms or maintenance or repairs in residence rooms or family housing units, Droplet and Contact PPE is not required.
- Employees are advised to bring Droplet and Contact PPE supplies as part of their equipment for their job should it become required during the course of work.
- Droplet and Contact PPE includes:
 - Surgical/procedure mask (medical mask)
 - Isolation gown
 - Disposable gloves
 - Eye protection (face shield or goggles)
- Prior to use of Droplet and Contact PPE, all employees must participate in training on how to put on and take off Droplet and Contact PPE.
- PPE should be changed as soon as possible if it becomes damp, soiled or damaged.
- Disposable PPE such as surgical/procedure masks, disposable face shields, isolation gowns and gloves must be removed and disposed of immediately after use. The used PPE should be put in a garbage bag, which should be tied up with an “overhand knot” before it is placed in a lined garbage bin.
- Overhand Knot: 1) Gather and twist tightly the unused top portion of the bag, 2) Make loop with the twisted end, 3) Loop the end through to create a knot.
- If the job task requires CSA-approved safety glasses, a face shield that is not CSA-approved must not be used as a substitute.
- If the job task requires CSA-approved goggles, a face shield should not be used as a substitute even if CSA-approved.
- A surgical/procedure mask is meant to help prevent large-particle droplets and splashes from passing through the mask material.

Please refer to [How to Put On and Take off Droplet and Contact PPE](#) [5].



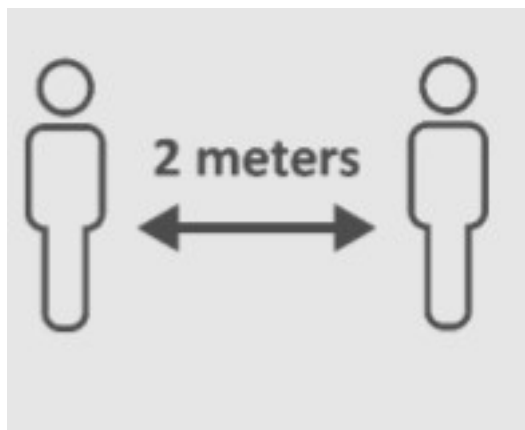


Hand hygiene

- If possible, wash your hands with soap and water for at least 20 seconds immediately before you enter the unit, immediately after you leave the unit, and during donning and doffing of PPE as instructed.
- Wash your hands before and after wearing gloves or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

If the residence is occupied, maintain physical distancing at all times

- Immediately after knocking on the front door or ringing the doorbell, take a few steps back to stay at least 2 metres away from the occupant who opens the door.
- Instruct the occupant (and the other occupants) in the unit to maintain at least 2-metre distance from you for entire duration of the work.
- Kindly ask the occupant to leave the room until the work is finished if possible. If the occupant cannot leave the space, maintain physical distancing.
- In washrooms and occupied spaces, open windows if feasible.



Wear a medical mask and eye protection when necessary

- Wear masks in accordance with the U of G mask mandate requirements: Until July 1, 2022, a medical-style mask is required when physical distancing cannot be maintained from others.
- Eye protection specific to COVID-19 is not required when physical distancing can be maintained from others. However, eye protection should be worn according to the requirements of the task (e.g., risk of chemical splashes or sprays).
- Starting on July 1, 2022, staff can determine their own level of comfort when choosing their COVID-19 PPE. PPE required for the work tasks (e.g., eye protection and gloves for protection against eye or skin contact with chemicals) must continue to be worn.
- When a medical mask is worn, follow the EHS [COVID-19: Guidance for Using Medical Masks](#). [6]
- When worn properly, a medical mask helps to protect you and others from COVID-19.
- Review and follow Public Health's infographic on [how to make your mask fit properly](#) [7].
- Follow the [Public Health guideline](#) [8] on COVID-19 mask use and the precautions below:
- Follow the [cleaning and disinfection instruction for eye protection](#) [9] in the [Protective Eyewear Guidance](#) [9] if using a reusable face shield, safety glasses or goggles.
- **Adhere to hand hygiene, physical distancing, and respiratory etiquette as necessary.**
- Wash hands immediately before putting it on and immediately after taking it off (in addition to practicing good hand hygiene while wearing it).
- If you are wearing gloves for a work task in a washroom, remove gloves between washrooms – do not wear same gloves from room to room or in hallways.
- Individuals should be careful not to touch their eyes, nose and mouth when removing their mask.
- When removing the mask, grasp the ties or ear loops carefully without touching the front of the mask.
- Do not share the mask with others.
- Avoid touching the mask while using it.
- Disposable masks must be replaced if they become damp, soiled, or crumpled and discarded after use. Dispose of the mask properly in a lined garbage bin.

Respiratory etiquette when coughing or sneezing

- Cough or sneeze into a tissue or the bend of your arm, not your hand.
- Dispose of any tissues used as soon as possible in a waste bin and wash your hands afterwards.

Appendix A – Summary of PPE and Other Requirements

Routine Washroom Cleaning

Examples: Cleaning sinks, toilets, floors, showers, mirrors / Re-stocking soap and paper products

- Maintain physical distancing.
- If physical distancing cannot be maintained, wear a medical mask and eye protection*.
- Open windows when feasible
- Practice hand hygiene
- Remove gloves after each task and between each washroom. Do not wear gloves from room to room or in the hallway.

Repairs or Maintenance in Washrooms

Examples: Snaking drains, sinks, toilets/ Plunging toilets/ Replacing lights/ Replacing broken windows

- Maintain physical distancing.
- If physical distancing cannot be maintained, wear a medical mask and eye protection*.
- Open windows when feasible
- Practice hand hygiene
- Remove gloves after each task and between each washroom. Do not wear gloves from room to room or in the hallway.

Entry in Unoccupied Residence Rooms or Family Housing Units

Example: Living or common space where there are no occupants or occupant(s) can leave

- Practice hand hygiene

Entry into Occupied Residence Rooms or Family Housing Units

Examples: Repairs to walls, doors, windows, HVAC/ IT/Wi-Fi Support/ Installing temporary smoke detectors/ Attending to breakers/power outages

- Maintain physical distancing where possible.
- If physical distancing cannot be maintained, wear a medical mask and eye protection*.
- Open windows when feasible
- Practice hand hygiene
- Ask occupant to leave if possible
- Ask occupant to wear mask if possible

***Droplet and Contact PPE may be required for situations or tasks involving “direct contact” (e.g., touching, hugging) with occupants.**

Source

URL: <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-15>

Links

[1] <https://covid-19.ontario.ca/self-assessment/> [2] https://uoguelph.eu.qualtrics.com/jfe/form/SV_8evYmTaJXnDkphP [3] <https://news.uoguelph.ca/return-to-campuses/i-have-tested-positive-for-covid-19-what-should-i-do/> [4]

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Published on Human Resources (<https://www.uoguelph.ca/hr>)

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf [5] <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-19> [6] <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-24> [7] <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-mask-fit-properly.html> [8] <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html> [9] <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-21>