



Return to Work - Health & Safety Plan

*This template should be used to create individual workgroup plans for returning to work.
Please use the blank sheet provided to guide your development of your RTW-HS Plan.
Attach supporting documents as required.*

Introduction

As the province moves ahead with its relaunch strategy, the University of Lethbridge is easing restrictions for access to facilities over the summer. Faculty, staff and students who can work from home must continue to do so in order to meet the government request that we limit in-person attendance; however, it is recognized that in some cases the need for in-person attendance is becoming increasingly critical.

As part of the approval process to return to work, a health and safety plan must be developed to ensure all faculty, staff and students return to a safe worksite. This template was designed in accordance with the Government of Alberta, COVID-19 [post-secondary guidelines](#) and is subject to change.

Instructions: Prepare your Return to Work - Health & Safety Plan (RTW-HS Plan) by completing the checklist on the following pages. Each section contains guidance information and recommended control measures for mitigating the risks of COVID-19 transmission. Check 'Yes' for the controls you plan to implement and provide a description or additional information in the 'Details/Applicable Task' column. Some examples and helpful web links have been provided to assist you.

Some sections may not be applicable to all work sites. If a section or control measure does not pertain to your work area, please indicate this on your work plan with 'Not Applicable' or check 'N/A'.

If you have any questions regarding your RTW-HS Plan, please do not hesitate to contact Safety Services at safety.services@uleth.ca

Relaunch Coordinator:	Carol Van Dyk, Dhillon School of Business Monique Sedgwick, Faculty of Health Sciences	Relaunch Coordinator Email & Phone:	carol.vandyk@uleth.ca 403-329-2633 monique.sedgwick@uleth.ca 403-332-5254
Faculty/Department/Unit:	Markin Hall	Class Type	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Workshop <input type="checkbox"/> Studio <input checked="" type="checkbox"/> Common Spaces
Date:	Click here to enter a date.	Room #s:	Atrium, 2 nd floor



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HAZARD ASSESSMENT

Guidance - Please complete a Hazard Assessment and email to all persons covered by this plan. Their return email to you signifies that they have read the Hazard Assessment. Refer to the [UofL COVID-19 Hazard Assessment](#) which can be used as guidance or appended to current hazard assessments as long as all controls can be implemented.

- Contact safety.services@uleth.ca if assistance with completion of a hazard assessment is required.

Complete Hazard Assessment and ensure that all workers acknowledge that they've read and understand it.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	A hazard assessment(s) (updated with applicable COVID 19 controls or appended with COVID-19 hazard assessment) has been completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Hazard Assessments must be provided to workers and available for review upon request. See hazard management for additional guidance.
2.	Hazard assessment(s) have been emailed to all workers covered under this plan. Workers have emailed a reply that they have read and understand the hazard assessment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

These are common spaces, no way to control who will be accessing.

TRAINING

Guidance - Employees and students will need to be trained and oriented on general COVID-19 requirements and requirements specific to the classroom/lab area they attend.

Ensure that all faculty and staff understand this RTW-HSP and will be properly trained to maintain safety in your work site.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	All employees and students will complete <i>Online UofL COVID-19 Campus Access Safety Training and Attestation</i> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	With the required use of hand sanitizers and disinfectants faculty, staff and students will be current with WHMIS certification .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WHMIS certificate is valid for a three-year period.
3.	Training and orientation on location specific requirements will be provided to employees and students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintain records of all orientations and training sessions.

This is not application to common areas

HEALTH MONITORING & SELF-ISOLATION

Guidance - faculty, staff, students, contractors, etc. must screen for symptoms every day prior to attending a U of L worksite using the [Alberta Health Services Daily Checklist](#) and register their presence on campus in the [Working on Campus Registry](#).

- It is required that any person showing symptoms of COVID-19 will self-isolate and complete a [COVID-19 Self-Assessment](#).
- Faculty, staff and students are required to use [UofL Illness/Accommodations Registry](#).
- Everyone is also encouraged to download and use [ABTraceTogether mobile contact tracing app](#)

The plan for ensuring that all employees and students have reviewed and understand the procedures for health monitoring, self-isolation and reporting outlined on the U of L COVID 19 Response webpage, safety training and attestation.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	All faculty, staff and students are required to complete Working on Campus Registry which includes the Alberta Health Checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This must be done daily. Faculty, staff and students will be aware of this requirement since it is posted on the U of L website.
	Any person showing symptoms of COVID-19 will self-isolate and complete a COVID-19 Self-Assessment and follow all recommendations of Alberta Health.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We will need to depend on each individual to complete the self-assessment and follow AHS recommendations.
2.	If employees and/or students are absent due to illness they are required to use UofL Illness/Accommodations Registry .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All faculty, staff and students will be aware of this requirement since it is posted on the U of L website.
3.	Faculty, staff and students are encouraged to download and use ABTraceTogether mobile contact tracing app	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This is a recommendation messaged to faculty, staff, and students by the university.
4.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	



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PHYSICAL DISTANCING

Guidance - Physical distancing is one of the most important controls. Public Health directives for the maximum number of people in a single room, area or outdoor space is subject to change. It is expected that physical distancing (2 m) will be required throughout the relaunch phases.

Controls for promoting and maintaining physical distancing.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	An Entry/Exit Process is in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The north doors will be marked as entrance doors while the south doors will be marked as exit doors (appropriate signage will be required from facilities)
2.	The maximum number of people per room/space has been determined and posted.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Common spaces are considered as 'breezeways' I.e. to provide access from one area to the next. Physical distancing signage will be posted at entrances and throughout the atriums and staircase (signage will be required from facilities)
3.	Directional arrows /floor markings installed to support flow of people throughout the spaces are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facilities to be contacted to provide directional arrows and placement thereof and move furniture into unused classrooms or spaces.
4.	Physical distancing posters will be installed in workspaces and common areas Posters available on Alberta COVID-19 webpage .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Markin Hall doorways, Markin Hall atriums 1 st and 2 nd levels, elevator doors, stairwells
5.	Desks and workstations will be reoriented to meet the 2m standard. Submit online Facilities Work Request if required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	Encourage staggered entry and exit of spaces to maintain 2m physical distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	North entrances will be marked as entries while south doors will be exits. These doors are located at more than 2m physical distance.
7.	Scheduling will be used to keep occupancy low for maintaining physical distancing requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Since the atriums are common spaces, there is no ability to schedule occupancy – spaces are intended to be used to as simply moving through to reach another area.
8.	Encourage working from home and conducting virtual meetings as the preferred method even when attendees are in the same building or on the same floor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9.	Other: Elevators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicators in elevators of where to stand or signage of one person at a time.

HAND HYGIENE & RESPIRATORY ETIQUETTE

Guidance - To prevent the spread of COVID 19 all faculty, staff and students must practices proper hand hygiene (i.e. hand washing, use of hand sanitizers, and covering your coughs and sneezes).

If you need hand sanitizer supplies in your work area, contact Facilities at (403)329-2602 or email caretaking@uleth.ca

Controls for promoting and maintaining hand hygiene and respiratory etiquette.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Hand washing with soap and water is the preferred method of hand hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All washrooms in Markin Hall need to be stocked with soap and paper towels, cleaned daily to minimize traffic and possible transmission.
2.	If handwashing facilities are not available, Facilities will be contacted to arrange for provision of hand sanitizers (>60% ethanol or >70 %isopropyl). All hand sanitizers must meet Health Canada requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facilities has already provided throughout Markin Hall.
3.	Faculty, staff and students are reminded to avoid touching face.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reminder provided through signage
4.	Faculty, staff and students are reminded to practice respiratory etiquette to wash hands immediate before and after coughing, sneezing, or using a tissue?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reminder provided through signage
5.	Install posters for the following: <ul style="list-style-type: none"> Hand washing Hand sanitizer Respiratory Etiquette 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posters will be installed near sink and hand sanitizer station
6.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	

CLEANING & DISINFECTION

Guidance - Your work area should be kept clean, organized, and clear for easy cleaning and disinfection. Shared surfaces (i.e. workstations, keyboards, phones, etc.) and shared equipment should be cleaned on a per use basis. Increasing the frequency of cleaning and disinfection of high-touch areas should be considered.

- Facilities (Caretaking) will concentrate efforts on high-touch areas such as door handles, railings, elevator buttons and washrooms. **They do not clean surfaces in personal work areas.**
- If you need supplies or would like a cleaning station set-up in your work area, contact Facilities at (403)329-2602 or email caretaking@uleth.ca.
- If your area requires specialty cleaning, enter an [online Facilities Work Request](#)

Use this link for guidance on [cleaning and disinfection](#).

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Arrangements have been made with Facilities to set up a cleaning/disinfection station.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Already completed
2.	When possible, students have dedicated tools/equipment. E.g. items are not shared between students during class.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Common touch points and tools/equipment that must be shared are identified? Indicate who will be responsible for cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Facilities (Caretaking) comment above under guidance.
4.	Cleaning/sanitizing materials are provided with instructions on proper use. Indicating frequency of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facilities will be providing wipes in the common areas. Posters from facilities will be affixed in areas where wipes are located.
5.	Handouts, papers, pens, etc. are not physically provided to students. (Use e-versions, students provide their own, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	

USE of PERSONAL PROTECTIVE EQUIPMENT (PPE)

Guidance –The use of PPE, such as masks and respirators, is the last resort in the hierarchy of controls when reducing the risk associated with an identified hazard. Every effort should be made to organize work activities so that 2 m physical distancing can be maintained at all times.

- Personal protective equipment will be provided as determined by hazard assessment. Refer to the [UofL COVID-19 Hazard Assessment for guidance](#).
- **The use of non-medical or cloth masks is voluntary, but should be worn correctly. See [How to wear a non-medical mask for guidance](#).**
- Contact safety.services@uleth.ca if assistance is required.

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	PPE (if required) will be identified in hazard assessment and provided for faculty, staff and students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.	Faculty, staff and students will be instructed on how to safely use and remove any required PPE for the class (i.e. proper donning/doffing technique).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3.	Faculty, staff and students will be instructed to discard used disposable PPE into a lined waste receptacle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Other: In common spaces masks will be required as per university policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Return to Work - Health & Safety Plan

ACCOMMODATIONS (if applicable)

Guidance - All employees are expected to be available to perform the essential functions of their roles; however, no employee should be compelled to return to campus to do work that can be accomplished remotely. If work cannot be done remotely or other accommodations are needed, contact your Supervisor or your local HR representative and discuss alternatives/accommodation/options.

Supervisors should remind employees that open discussions need to occur between Supervisors and Employees to find mutually agreeable options for workplace issues during a pandemic.

For further information, contact Human Resources or <https://www.uleth.ca/covid-19/employee-faqs>

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TRANSPORTATION (if applicable)

Guidance: Travel for work (e.g. research vehicles, service vehicles, etc.) will require a vehicle protocol with measures for physical distancing, cleaning and disinfection procedures. **Individual travel is recommended.**

- For travel related to field research sites: [COVID-19 Field Safety Guidelines](#)

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Faculty and staff required to drive a vehicle (UofL fleet, research, rental or personal) for UofL business purposes will implement physical distancing, and clean/disinfect high-touch surfaces in vehicle after each use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If applicable, indicate the process for managing physical distancing, cleaning and disinfection.</i>
2.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

EQUIPMENT (if applicable)

<i>Guidance - Certain equipment has been turned off and requires a restart. All units are responsible to ensure equipment is ready for use.</i>				
#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Equipment in work area will be checked to ensure safe to use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>e.g. Indicate who will be responsible for inspecting worksite and what will be checked.</i>
2.	Certifications and calibrations are up to date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Check all tags and records.</i>
3.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

BUILDING SYSTEMS (if applicable)

<i>Guidance - Building systems have been maintained by Facilities; however, it will be important for occupants to check on their systems. For example, water lines may have become stagnant and some areas may have had limited human presence. Contact Facilities Service Desk at (403) 329-2602 or enter a Facilities Work Request if there are any building issues.</i>				
#	Control Measure	Yes	N/A	Details/Applicable Task
1.	If applicable, emergency eyewash stations will be flushed for 3 minutes to remove stagnant water.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>All eyewash station maintenance will be recorded in the Eyewash Maintenance Log.</i>
2.	Fume hoods will be checked to ensure proper operation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>e.g. Indicate who will be checking fume hoods.</i>
3.	Identify any other building issues:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Submit Facilities Work Request to correct deficiencies.

DELIVERIES/SUPPLY CHAIN (if applicable)

<p><i>Guidance - Deliveries and Supply Chain will be limited and delays are to be expected.</i></p> <ul style="list-style-type: none"> • <i>Contact Materials Management for assistance.</i> 				
#	Control Measure	Yes	N/A	Details/Applicable Task
1.	An inventory of all required PPE be maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Inventories will assist with re-ordering and deliveries</i>
3	An inventory of all required materials and supplies be maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Inventories will assist with re-ordering and deliveries</i>
3.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

INSPECTION/COMPLIANCE

<p><i>Guidance - Inspections will be important to ensure workers are adhering to the Return to Work Health & Safety Plan</i></p> <ul style="list-style-type: none"> • <i>All faculty, staff and students are responsible for compliance with the Return to Work Health & Safety Plan.</i> • <i>Supervisors are responsible for ensuring all faculty, staff and students are adhering to the Return to Work Health & Safety Plan</i> 				
#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Regular inspections will be conducted by the supervisor or designate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>e.g. Indicate the plan for inspections and who will complete them.</i>
2.	Actions will be taken for non-compliance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>e.g. Faculty, staff and students will be made aware of the consequence of non-compliance during orientation.</i>
3.	All faculty, staff and students are encouraged to take an active role in monitoring and assisting others in maintaining compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Messaging will be sent via email to all faculty, staff and students.