



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:	Dr. Monique Sedgwick	Relaunch Coordinator Email & Phone:	Monique.sedgwick@uleth.ca 403.330.8218 (cell)
Faculty/Department/Unit	FoHS	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"/> office
Date:	7/31/2020	Room #s: 3 rd floor MH	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	All Hazard Assessments must be provided to workers and available for review upon request. See hazard management for additional guidance. The Hazard Assessment form has been modified according to FoHS needs.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	It has been converted into a Qualtrics survey (link below). The link will be emailed to all faculty and staff. We can run reports to verify completion of the form. https://uleth.qualtrics.com/jfe/form/SV_0VbxK9SiXAwUykl

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 checked="" type="checkbox"/>	<input type="checkbox"/>	An email will be sent out to all faculty and staff indicating that they will have to complete the training and attestation found on the Moodle site. Link will be provided.
2.	With the required use of hand sanitizers and disinfectants faculty, staff and students will be current with WHMIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>WHMIS certificate is valid for a three year period.</i>

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	certification.			An email will be sent out to all faculty and staff indicating that they will have to complete the WHMIS training. The link to the course will be provided.
3.	Training and orientation on location specific requirements will be provided to employees and students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

HEALTH MONITORING & SELF-ISOLATION

<p>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.</p> <ul style="list-style-type: none"> 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 COVID-19 Illness/ Registry. Everyone is also encouraged to download and use ABTraceTogether mobile contact tracing app <p>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.</p>				
#	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"/>	All faculty, staff and students accessing campus will be sent an email explaining the procedures for health monitoring and self-isolation.
2.	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"/>	
3.	If employees and/or students are absent due to illness they are required to use UofL COVID-19 Illness/Registry .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Faculty, staff and students are encouraged to download and use ABTraceTogether mobile contact tracing app	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	COVID-19 Rapid Response Plan has been reviewed by faculty, staff and students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	U of L Rapid Response Plan
6.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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"/>	Directional arrows on the walls will assist with entry and exit traffic flow. Entry to hallway leading to offices will occur on one side of the building using a 'bear right' orientation and exit from offices to stairwell/elevator will be on the opposite side of the building (essentially two big loops with one direction).
2.	The maximum number of people per room/space has been determined and posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instructors, program advisors, and faculty have private offices. Office space used for research purposes and/or as sessional instructors' office spaces that cannot support 2m distancing between 2 people will have capacity reduced to one person. Front office will only hold 5 people at a time; that includes 2 administrative staff. A sign on the front door will indicate the maximum number of people allowed in the front office space at one time.
3.	Directional arrows /floor markings installed to support flow of people throughout the spaces are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Directional arrows will be installed in the space in front of the bank of elevators and stairwell. . Directional arrows will also be affixed to the walls beside the bank of elevators.
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"/>	Posters will be affixed to the walls beside the bank of elevators (either above or below the directional arrows). Posters will be affixed to the walls in the hallways and on the Front Office door, either above or below the maximum number of people poster. Floor decals will be placed on the floor in the photocopy room indicating where people can stand while waiting to use the photocopier. Floor decals will be placed on the floor in the Front Office indicating where people can stand while waiting to be served.

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5.	Desks and workstations will be reoriented to meet the 2m standard. Submit online Facilities Work Request if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Private offices have only one desk/workstation. Workstations in the Front Office are already 2m apart Offices that normally have two people sharing but cannot support 2m distancing between people will be reduced to single-person use.
6.	Encourage staggered entry and exit of spaces to maintain 2m physical distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Researchers who have research assistants will provide a schedule that has a staggered entry and exit (this will support having only one RA using an office space at a time) An entry and exit schedule for Administrative Assistants working in the Front Office will be provided (generally the schedule will have 5-minute intervals). Faculty and instructors accessing their offices will be encouraged to use their discretion when entering and exiting the building and their offices (i.e. to maintain 2m physical distancing). Reminder posters will be affixed to the walls on each side of the bank of elevators and door of the Front Office.
7.	Scheduling will be used to keep occupancy low for maintaining physical distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Researchers will provide a schedule for RAs Program advisors will provide a schedule for face to face appointments that will support physical distancing requirements between appointments
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"/>	This message will be sent to all staff via email. An email to researchers will be sent encouraging them to conduct research interviews virtually (removes participants from entering the building).
9.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rooms normally used for meeting purposes will be closed and locked. One office will be set aside for biometric data collection (ex: sputum, blood).

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"/>	The nearest hand washing sink has been located, stocked with soap and paper towels, and has been identified to faculty, staff and students. Faculty will be reminded the washrooms on the third floor are closed. Washrooms on the first floor of MH are open for use.
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 set up tables with hand sanitizers at the entrance to each hallway.
3.	Faculty, staff and students are reminded to avoid touching face.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A poster will be affixed to the wall beside the bank of elevators, the front door of the Front Office, the photocopy room and at hand sanitizer stations.
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"/>	Same as above
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"/>	Same as above
6.	Other:	<input type="checkbox"/>	<input checked="" 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. All stations should have signage indicating proper use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Done
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 checked="" type="checkbox"/>	A poster reminding users of the photocopier to wipe down the touch pad using wipes supplied by Facilities after every use will be posted on the wall above the photocopier. Wipes are located in the same room.
4.	Cleaning/sanitizing materials are provided with instructions on proper use. Indicating frequency of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Same as above
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty and staff accessing their private office work space will be instructed to use the wipes and cleaners provided by Facilities. They will be instructed to wipe the computer keyboards, telephone, and doorknobs prior to leaving and entering their workspace. The wipes and cleaners will be located in the photocopy room and hallways. Program advisors who have face to face meetings will be wipe down areas touched prior and after the appointment.

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			Researchers who use the office space dedicated for biometric data collection will be responsible for cleaning high touch surfaces before and after the participant has left the room. Wipes will be available in the room.
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USE of PERSONAL PROTECTIVE EQUIPMENT (PPE)

<p>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.</p> <ul style="list-style-type: none"> • 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. • Supervisors should ensure all required PPE is available before resuming work activities i.e. gloves, respirators. 				
#	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Facial masks will be required when in all common spaces (hallways, photocopy room, Front Office, washrooms)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	PPE donning/doffing posters will be provided. A poster will be affixed to the wall beside the bank of elevators, the front door of the Front Office, the photocopy room, and hand sanitizer stations
3.	Faculty, staff and students will be instructed to discard used disposable PPE into a lined waste receptacle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facial masks will need to be worn whenever in common spaces which means masks will be removed after leaving campus.
4.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plexiglass dividers have been affixed to the two desks/workspaces in the Front Office.



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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>

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.**

- Faculty, staff and students using public transportation need to adhere to all COVID-19 safety requirements.
- SOP: COVID-19 Vehicle Use
- 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. Please reference SOP: COVID-19 Vehicle Use.</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)

<i>Guidance - Deliveries and Supply Chain will be limited and delays are to be expected.</i>				
<ul style="list-style-type: none"> Contact Materials Management for assistance. 				
#	Control Measure	Yes	N/A	Details/Applicable Task
1.	An inventory of all required PPE be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A checklist of supplies provided by Facilities (hand sanitizer, wipes, masks) will be created and filled in once/day by FoHS Safety Coordinator.
3	An inventory of all required materials and supplies be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An inventory of required materials and supplies will be created and updated once/week.
3.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

INSPECTION/COMPLIANCE

<i>Guidance - Inspections will be important to ensure workers are adhering to the Return to Work Health & Safety Plan</i>				
<ul style="list-style-type: none"> All faculty, staff and students are responsible for compliance with the Return to Work Health & Safety Plan. <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.	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.
2.	Regular inspections will be conducted by the supervisor or designate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dr. Spenceley, Dr. Sedgwick, Dr. Oosterbroek or a FoHS Safety Coordinator (depending on who is on campus) will walk around the floor once/day to conduct an inspection
3.	Actions will be taken for non-compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty, staff and students will be asked to leave the campus until forms and training have been completed (and proof of completion is provided). If



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			behavior is disruptive Campus Security will be contacted to assist the individual from the premises.
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