



Overview

This file contains an outline of Queen's COVID-19 safety plan template. Use it to prepare your submission. Once your information is gathered, [submit your safety plan using this online form](#).

You will receive an email confirmation of your online submission, which will include a link to update your submission at any time (i.e., if additional information should be added).

Until July 31

- Units already operating on campus should consolidate existing information into the new safety template by July 31.
- Units not currently operating on campus should create safety plans using the new template **at least two weeks** prior to the anticipated date of return. Safety plans for planned return prior to August 1 will be centrally reviewed and approved by the Health and Safety sub-group of the Campus Operations Group.

After August 1

- Safety plans must be developed (using the new template) for all units not currently operating on campus that intend to resume in-person operations.
- These plans will be submitted centrally; however, they will not be centrally reviewed and approved - that authority will transfer to faculties/departments.

Keeping plans current

- The template will be updated (i.e., sections added or removed) as circumstances evolve.
- You can update your plan at any time.
- Reach out to campus.restart@queensu.ca for assistance.



COVID-19 Safety Plan for On-Campus Operations – Submission Template

All units on campus are required to have detailed COVID-19 safety plans in place prior to resuming operations on campus. This following template should be used to create your unit safety plan and will assist you with identifying safety protocols for on-campus operations.

This plan reflects **current** public health guidelines. This plan will be required to be updated as public health guidelines evolve so that it always reflects the regulations currently in force.

This plan is to be completed by the unit lead, and a copy must be shared with all team members. A copy should also be posted on the unit's Health and Safety Board. A team education session on the safety plan is required.

A copy of this submission will be sent to the unit email address provided; please retain the submission summary for potential reporting purposes (e.g., Ministry requirements). After submitting information, you will have the option to return and resubmit additional safety plan information.

This plan may be subject to third-party scrutiny, including Ministry of Labour inspection. Provide as much detail as possible to ensure protocols are clearly articulated.

Refer to the Queen's [Safe Return to Campus website](#) for up-to-date information and additional resources to help you plan for a safe return to campus.

Please direct questions relating to the completion of this safety plan template to campus.restart@queensu.ca.



Your Unit's Details

Unit/Department Name: Mathematics & Statistics

Faculty/VP Portfolio: Faculty of Arts and Science

Submitter Name: Troy Day, Department Head

Email: day@queensu.ca

Additional Recipient (Optional)

If another person within your unit or leadership team should receive a copy of this submission, please provide contact information.

Name: Jeananne Vickery

Role: Department Manager

Email: vickeryj@queensu.ca

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Plan type

- This is a brand-new safety plan for the unit. Indicate the effective date of the plan.
- This is a converted safety plan building on a previously approved return to campus application.
- This is an update to a safety plan previously submitted via this template.

Plan Approval

Indicate who has approved this safety plan for your unit.

FAS Return to Campus committee on behalf of Dean Crow

Plan Effective Date

Please indicate the date on which your plan takes effect: August 20, 2021

Team Operations

What percentage of your team is currently - or soon will be - working at the Kingston campus? This context will help you to develop your safety plan based on the number of people anticipated within your unit's space(s).

Please indicate if some or all team members are continuing remote work on an ongoing basis. Provide details, as applicable.

Please refer to [Resources for Managers on the HR website](#).

Provide details specific to your unit.

While Ontario's Step 3 restrictions remain in place, approximately 100% of people are expected to return to campus. All other staff and faculty will continue to work remotely where possible until further restrictions are lifted.

Active Screening

By keeping symptomatic workers and other people from entering the workplace, you can help to reduce possible transmission of COVID-19. Know the symptoms, and plan for screening and monitoring employees and others who enter your workplace.

All team members must actively screen for COVID-19 BEFORE coming on to campus.

How are you ensuring team members are daily completing the screening assessment? Provide details, as applicable.

All team members working onsite are familiar with and daily completing a COVID-19 screening assessment before coming to campus (e.g., [SeQure App](#), [Elentra](#), [Engineering](#)).

Unit leadership is regularly reviewing their team's screening assessment data (e.g., within the [Power BI dashboard](#) for SeQure app assessment results).

All those accessing university space are aware of the requirement to complete a daily screening assessment prior to arriving on campus. Supervisors will monitor the dashboard on a regular basis to ensure compliance by direct reports employees.

Additional monitoring touchpoints



In addition to the use of the screening apps, it is recommended that supervisors or their designates regularly check in with their team members. These include (select all that apply to your unit):

- Regular email check-ins with employees.

Supervisors regularly check in with their direct reports by email.

- Regular virtual check-ins with employees (using Zoom or Teams meetings).

Virtual meetings are used frequently for team members to maintain contact with each other and provides opportunity for regular check-ins between individuals.

- Regular in-person check-ins with employees.

Those working on campus will check in with each other and will encourage anyone who may develop symptoms associated with COVID-19 to leave campus and to use the [Ontario COVID-19 self-assessment tool](#) which provides recommendations on what steps to follow next.

Passive Screening

[Measures are outlined through signage](#) that has been posted throughout the university, with particular focus on entrance doors to buildings. Signage provides a clear and visible reminder to all individuals to not enter the facility if they are exhibiting any symptoms of COVID-19 and to practice the required public health measures such as standard precautions, face covering, physical distancing, hand hygiene, respiratory etiquette, etc., when in the facility.

Facilities has posted signs in all common areas of the building (such as public washrooms, elevators, entrance doors to the building, etc.) and signage has already been posted in all relevant areas for spaces that have been in use throughout the pandemic. For any new spaces that are to be opened as we phase people back onto campus, the person who oversees that space will ensure the relevant signage is in place as is indicated on the ['Posters'](#) section of the resources web page.

Provide a detailed list of what signage is being used within your teams' workspace(s), and who is responsible for posting the signage.



The person who oversees each space will ensure that informational signage is posted in all the following locations:

- [Research Facility Entrance Poster](#) – on access doors to open research facilities
- [Lunchroom poster](#) – on entrances to lunchrooms
- [Break room poster](#) – on entrances to break rooms
- [Hand washing poster](#) – posted by sinks
- [Hand sanitizing poster](#) – posted by hand sanitizing stations

Risk Mitigation

COVID-19 can spread by people who do not have symptoms. This is why it is very important to have effective control measures in the workplace. Public health guidance on controlling transmission will change over time, and as vaccination rates increase.

How are you controlling the risk of transmission in your workplace? Select all that apply. Provide details, as applicable.

Physical Distancing

Please visit the [Campus Operating Guidelines webpage](#) for more information on physical distancing, and identify what specific steps your unit is taking to ensure appropriate measures are in place.

- Identify how you will prevent gathering and crowds within your unit space(s).

Access to space is still restricted to a minimum compliment of people to limit density on campus. Those accessing campus space are aware of the current restrictions on indoor and outdoor gatherings and will comply with those limits. Where applicable, furniture has been move/removed or taped off to ensure that physical distancing can be maintained in shared gathering spaces.

- A reduced number of people are on-site (e.g., establish a rotational approach; some team members continuing to work remotely).

Access to campus remains limited with those who can work remotely continuing to do so. Capacity limits for spaces are strictly adhered to and techniques such as scheduling or hoteling are in place should the number of people who require use of a space exceed the posted capacity limits

- The unit has a schedule to rotate breaks and eating times to minimize the number of people at any given time in lunchrooms, breakroom, and other common spaces.

Those accessing campus space are aware of current group gathering restrictions and will follow those limits accordingly when on campus. Use of individual desks, outdoor spaces or other break areas are also available to provide distancing during food and drink breaks.

- Unit leadership is providing adequate space by using and repurposing all available areas inside our facility and in the surrounding outdoor space to meet physical distancing requirements. Indicate how this is being accomplished.

Access to departmental space is restricted to only those whose roles require their work be done on campus. Physical distancing is adhered to at all times by managing access to space and ensuring there is adequate space available to accommodate the number of people on campus. Staff sharing offices have been provided individual office space. There are no shared offices.

Face Coverings and Personal Protective Equipment

- Face coverings:** Unit leadership is staying current on public health requirements and communicating these requirements to team members.

Please visit the [Campus Operating Guidelines webpage](#) for more information on face coverings, and identify what specific steps your unit is taking to ensure appropriate measures are in place.

All those accessing campus space are aware of the requirements regarding when and where to wear a face covering as indicated in point 5 of the [Guidelines for individuals Returning to Campus](#).

- Other:** If applicable, beyond face coverings, outline the Personal Protective Equipment (PPE) your team is utilizing.

[Where is PPE being purchased?](#) Who is responsible (e.g., an assigned team member) for ensuring an adequate supply of PPE is always available?

PPE is purchased as needed through the vetted suppliers in Acquire. Rianna Lewis (Departmental and Financial Assistant) is responsible for procuring additional supplies as required.

Cleaning

Custodial Support Services (CSS) [COVID-19 Cleaning Protocols](#) are available on the Facilities website and provide information on what cleaning is the responsibility of CSS and what is the responsibility of the unit. Provide specific details below on the unit-required cleaning protocols.

- Frequently touched surfaces in the unit and workspace (e.g., office door knobs and reception desk surfaces) have been identified and are disinfected with approved cleaning products every four hours by an assigned team member. Describe the process (e.g., Who is doing the cleaning? What is being cleaned? What is the cleaning frequency? What products are being used to clean? etc.)

Facilities staff will sanitize frequently touched surfaces in common spaces regularly (typically every four hours). Sanitizing wipes are available for individuals accessing departmental space to wipe down other frequently touched surfaces as needed. Given most people have access to a personal workstation not shared by others, few surfaces will require frequent disinfection. Those that do are outlined in greater detail in the following sections.

- Workstations and high-touch equipment and other resources are assigned to a single user or cohort if possible. Describe how this is happening.

Access to campus space remains restricted thus ensuring limited sharing of spaces and equipment. Those who may share space or equipment with others are required to wipe down surfaces before and after use with the provided sanitizing wipes.

- Any shared equipment and tools are disinfected between uses. Describe how this is happening.

Access to campus space remains restricted thus ensuring limited sharing of spaces and equipment. Those who may share space or equipment with others are required to wipe down frequently touched surfaces before and after use with the provided sanitizing wipes.

Hand and Respiratory Hygiene

- Signage is posted in unit spaces (i.e., non-common areas) to provide reminders to frequently wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth. Indicate where reminders will be posted, and who will be responsible for this task.

Rianna Lewis (Departmental and Financial Assistant) will ensure that informational signage is posted in all appropriate areas as indicated on the ['Posters'](#) section of the resources web page.

- The following measures are in place to allow individuals to properly clean hands - for example, providing regular access to soap and water and, if that is not possible, alcohol-based hand sanitizer. Ensure that workers can clean their hands frequently and whenever needed.

Soap and water is widely available by all sinks and hand sanitizing stations are available at strategic locations.

- All workers and visitors are instructed to properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched. The following measures are in place to enable them to do this.

Signage on hand hygiene practices is posted at strategic locations and all those accessing campus space have been made aware of the importance of hand hygiene in preventing the spread of COVID-19.

Education

Supervisors have a responsibility to ensure all workers are provided information and instruction on all COVID-19 health and safety protocols.

Describe all measures in place to appropriately educate workers on how they can keep themselves safe from exposure to COVID-19. Select all that apply. Provide details, as applicable.

All team members are given clear information and instruction on what they need to do to protect themselves and others. They have been instructed on how to follow all safety measures in the plan.

- Unit leadership is using current internal communication systems to provide frequent reminders and updates (posting notices, email, virtual team meetings, etc.).

Provide details of the methods being used to communicate with team members.

Both unit and Faculty leadership are using various forms of communication to ensure those accessing campus spaces are aware of the health and safety measures by which they must abide. Methods such as emails, Teams or Zoom meetings, the [FAS Return to Campus web page](#), and informational signage posted in strategic locations across unit space help to achieve this goal.

- Unit leadership is periodically visiting the Queen's [Safe Return to Campus website](#) and communicating updates to the team as soon as possible.

Please note: Significant updates to health and safety guidelines will be communicated to you by Risk and Safety Services.

Provide details of how often information is being reviewed, and what methods are being used to communicate updates to team members.

FAS has created a committee to support our community as we transition to returning to campus in greater numbers. Committee members are active participants in the various safe return groups/committees organized by the university and share relevant updates and information with FAS units via email, virtual meetings, town halls and the [FAS Return to Campus webpage](#). Additionally, committee members regularly review the main university safe return site, the KFL&A website and the Government of Ontario website daily for any relevant changes and updates are provided to FAS units as soon as possible.

- Unit leadership reminds workers about [available social and mental health supports provided by the university](#).

Provide details of how this information is being communicated to team members.

Employees are aware of the resources available through their EFAP along with other resources available as indicated on the [HR employee wellness and support web page](#). They are reminded of these resources in various ways including links embedded on the FAS Return to Campus web site, communications from their direct supervisor as required, and through our FAS newsletter which highlights these and other supports such as the [Heathy Communities initiative](#) developed within FAS.



Case and Contact Monitoring

If the department is informed by an employee, student, volunteer, visitor or contractor of a positive COVID-19 test, an assigned person from the unit will immediately contact the Department of Environmental Health and Safety (EHS) at safety@queensu.ca or 613-533-2999.

In order to support contact tracing by the Kingston, Frontenac, Lennox and Addington Public Health Unit (KFLAPH), the department will provide to EHS the name, phone number, staff or student number and email of the person. This will be provided to EHS in a password protected Word document.

The Director of Environmental Health and Safety will be the lead in contacting KFLAPH and will liaise between them and the department.

If needed, and as instructed by EHS, the department will provide the names and contact numbers for those identified by KFLAPH as contacts during the case and contact management process. That information will be sent in a password protected word document to EHS. The department will also be prepared to review the presence/activity of employees, students, volunteers, visitors and contractors in the department to identify other potential contacts of the identified case.

EHS, on the advice of KFLAPH, will provide the department an action plan in terms of next steps for a response, cleaning, further communications within the department, etc.

If the department is concerned about reports or information about potential cases connected to the department, the department will contact EHS to discuss and get guidance regarding the situation.

The department will be contacted by The Director of Environmental Health and Safety in the event that a positive case has been identified by KFLAPH as being connected with the department. EHS will lead the department through the processes listed above in support of case and contact management.

Reporting

In the case of a possible or confirmed positive case, follow the procedures outlined above.

Provide details specific to your unit, as applicable.

Personal health information must be treated confidentially.



- We have a plan if someone presents with COVID-19 symptoms while on site.

Outline your unit's response process - including cleaning of shared spaces - and indicate what the affected employee should do (e.g., go home, contact the unit's health and safety representative, etc.).

If someone develops symptoms associated with COVID-19 while on campus, the person will go home and follow the instructions in the [Ontario COVID-19 self-assessment tool](#) to determine the next steps. If a positive COVID-19 case is confirmed, Jeananne Vickery (Department Manager) will work with Dan Langham from Environmental Health and Safety to coordinate with KFL&A Public Health on next steps. Cleaning of shared spaces will remain as indicated in the cleaning section above and further deep cleans of the space will be coordinated by Dan Langham and Facilities if required.

- We have a designated contact to notify Environmental Health and Safety of suspected or confirmed COVID-19 case(s).

Indicate who is responsible for notifying Environmental Health and Safety, and how they will do so.

Jeananne Vickery (Department Manager) will immediately contact the Department of Environmental Health and Safety (EHS) at safety@queensu.ca or 613-533-2999

- Explain the processes that are in place to maintain confidentiality if someone reports potential or confirmed illness. Provide key details, as applicable.

No names or other personal details of the infected person will be shared through email. Instead, password protected documents will be used to share confidential information with the relevant parties as needed.

How will your unit inspect and monitor to ensure compliance with COVID-19 safety protocols? Provide details specific to your unit.

A combination of all the elements contained within this plan will ensure compliance with COVID-19 safety protocols such as: educating our people on the expectations in place for a safe return to campus; monitoring the completion of the daily assessment screening modules; frequent communications with on-site teams using email, virtual meetings and/or in person check-ins; and informational signage posted as a reminder of the protocols in place.

Plan Evaluation

Operating your unit during the pandemic and recovery stages involves different ways of working. Checking to see how your plan is working will help you find the best solutions for your unique situation and adapt to any changes.

You may want to assign a manager or management team to take charge of COVID-related issues.

Schedule regular times with your team to review your safety plan and its effectiveness. Make updates as necessary and communicate those updates to your team.

How are you checking that your plan is working? Select all that apply. Provide details, as applicable.

- We have a clear process for communicating any unit plan changes or updates. Provide details specific to your unit.

Emails, virtual meetings, manager specific meetings and FAS town halls will provide opportunities to receive feedback from our community and make any necessary changes to improve this safety plan.

- We are scheduling ongoing opportunities for unit leadership and team members to discuss compliance and any new developments. Provide details specific to your unit.

FAS has organized regular meetings for Department Heads, Department Managers and town halls to keep our community up to date on any changes to protocols or restrictions.

- We know the best ways to engage our team members. For example, they are invited to participate in decision making and provide feedback (where applicable). Provide details specific to your unit.

Emails, virtual meetings, manager specific meetings and FAS town halls will provide opportunities to receive feedback from our community and make any necessary changes to improve this safety plan.

- We are measuring and monitoring our activities, and continually evaluating how well the new protocols are being followed. Provide details specific to your unit.

Emails, virtual meetings, manager specific meetings and FAS town halls will provide opportunities to receive feedback from our community and make any necessary changes to improve this safety plan.

- We update our plan when updates are provided centrally or when circumstances internal to the unit change, and post the plan in a highly visible area. Provide details specific to your unit.

This plan will be shared with all staff and faculty and will be printed and posted on the Health and Safety board. Updates to the plan will be made as circumstances change.

Additional Information

Please outline any additional safety plan details not captured above.

If you have a supporting file with additional information, please upload it here.

Drop files or [click here to upload](#)