Queen's University - COVID-19 Specific JHSC Checklist

Item	Satisfactory Y or N	Recommendation
UNIVERSITY GUIDELINES AND PROTOCOLS		
• Is the department familiar with the return to campus guidelines and supporting materials? • Did the department use these documents during the implementation of COVID-19 related risk mitigation strategies in the workplace?		
SCREENING		
Is the department following the recommended screening protocols? • On campus screening processes and requirements Are faculty, staff, and students familiar with, and following, the screening processes? Are the faculty, staff, and students aware of the COVID-19 Self-assessment tool and information in the SeQure app? Are faculty and staff familiar with the steps to be taken based on the outcome of the screening process?		

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HYGIENE		
Hand washing facilities with soap and water are available Hand sanitizers (at least 60% alcohol-based) are provided and located in areas where hand washing facilities are not readily accessible (In particular, main entrances to buildings) Signage is posted regarding proper hand hygiene and cough/sneeze etiquette. Disinfectant is available for cleaning and disinfection of high touch surfaces such as printers, photocopier, reception counters, etc. Cleaning products are properly labeled and stored. There are receptacles or garbage bins for proper disposal of used items.		
OCCUPANCY		
Has the department been provided with the occupancy/mapping data for their spaces? Has the department laid out or occupied the space in accordance with the mapping data? Has occupancy for spaces been identified through signage?		

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PHYSICAL DISTANCING		
Signage to remind people to maintain at least 2 metres distance are posted, such as: • in hallways and corridors • in work rooms/offices • in lunchrooms/common areas Where applicable, visual cues to indicate 2 metres distance are used (e.g. decals on floors) Seating areas, work areas, meeting rooms and reception areas are marked to space seats at least 2 metres apart Classrooms that are in use are marked with signage on the guidelines for the space and there are indicators of where students should site If applicable, one-way flow of traffic into/out of area Physical barriers and partitions are erected in appropriate areas (typically in locations where face to face interactions are necessary) Physical barriers are installed in accordance with the university's barrier guidelines? (Stable and secure, covers people's breathing zones, does not block sprinklers)		

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COMMINUTY PROTECTIVE EQUIPMENT (CPE)		
Where physical distancing cannot be achieved, non-medical face masks/cloths are worn Non-medical face masks are being worn in the common areas as outlines in the requirements from the university.		
PERSONAL PROTECTIVE EQUIPMENT (PPE) – if required		
Appropriate PPE has been assessed for work tasks/work area There is an adequate supply of PPE Employees are aware of proper donning/doffing of PPE There are receptacles and lined garbage bins for proper disposal of used items (e.g. used medical masks)		
Communication		
There are clear and visible signage in place to help communicate the COVID-19 related requirements and protocols. Employees are aware of: • Sanitization of sites and equipment		

• Department specific processes and procedures (if applicable) • How to ensure physical distancing • How work will be scheduled • Information regarding physical distancing and disinfection of departments common break areas and kitchenettes • How to report illness and request accommodations Where they can access supports and resources for their well-being Workers have been provided with information related to the COVID-19 protocols in place for the workplace. Note – Employee checklist is available for use		
CLEANING AND DISINFECTING		
High-touch surfaces are cleaned and disinfected at least twice daily, but preferably more often (i.e., counters and keypads and the like after every interaction with clients/customers) Shared workstations and equipment are cleaned and disinfected before others use them Are cleaning and disinfecting products (including single use wipes or towels and product) readily available to workers who are cleaning and disinfecting in between the thorough daily cleanings?		

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Is there any visible evidence suggesting lack of cleaning and disinfecting? • entrances/exits • reception/lobby • lunch/break room(s) • doorknobs or handles • stair rails, elevator buttons • washroom/hand washing facility • workspaces/workstations • tools, equipment, machinery • change rooms/locker rooms • waste bins • workers/public interface area (i.e., counters, conveyor belts, • barriers, keypads)		
GENERAL		
Non-essential items are removed from common areas (e.g. magazines, pens, markers) Access to work area is restricted to essential personnel and visitors. Work schedules are altered to accommodate physical distancing measures, such as staggered start times, lunches and breaks. In-person interactions are limited wherever possible, such as:		

• holding virtual meetings • communicating via phone or text • working from home/remotely		
Other Comments/Observations		