# 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](https://queensu.qualtrics.com/jfe/form/SV_9QCxRuyI6hfInfo).

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).

## Guidelines for Units

**Already returned:**Units already operating on campus should consolidate existing information into the new safety template as soon as possible.

**Not yet returned:**Units not currently operating on campus should create safety plans using the new templateat least two weeks prior to the anticipated date of return.

**Review and Approval:** These plans are submitted centrally; however, they are **not** centrally reviewed and approved. Faculties/departments approve plans for their units.

## 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](mailto:campus.restart@queensu.ca) for assistance.

Top of Form

# 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**](https://www.queensu.ca/safereturn/)**for up-to-date information and additional resources to help you plan for a safe return to campus.**

Please directed questions relating to the completion of this safety plan template to [campus.restart@queensu.ca](mailto:campus.restart@queensu.ca).

## Your Unit's Details

*Unit/Department Name:*

*Faculty/VP Portfolio:*

*Submitter Name:*

*Email:*

## Additional Recipient (Optional)

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

*Name:*

*Role:*

*Email:*

## 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.

Plan Effective Date

Please indicate the date on which your plan takes effect: (*Month/Day/Year)*

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**](http://www.queensu.ca/humanresources/return-campus)**.**

**Provide details specific to your unit.**

## 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](https://www.queensu.ca/security/services/sequre-app" \t "_blank)).  
  
Unit leadership is regularly reviewing their team's screening assessment data (e.g., within the   
[Power BI dashboard](https://app.powerbi.com/groups/me/apps/9bfc6b96-b36d-4856-84ab-5f522d752709?ctid=d61ecb3b-38b1-42d5-82c4-efb2838b925c) for SeQure app assessment results).

**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.

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

Regular in-person check-ins with employees.

## Passive Screening

[Measures are outlined through signage](https://www.queensu.ca/vpfa/covid-19/campus-operations-group/cog-resources) 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.  
  
Provide a detailed list of what signage is being used within your teams' workspace(s), and who is responsible for posting the signage.

## 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](https://www.queensu.ca/vpfa/covid-19/campus-operations-group-cog/return-campus-guidelines#Individual-Guidelines) 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).

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

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.

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.

### 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](https://www.queensu.ca/vpfa/covid-19/campus-operations-group-cog/return-campus-guidelines#Individual-Guidelines) for more information on face coverings, and identify what specific steps your unit is taking to ensure appropriate measures are in place.

**Other:**If applicable, beyond face coverings, outline the Personal Protective Equipment (PPE) your team is utilizing.  
  
[Where is PPE being purchased](https://www.queensu.ca/procurement/preferred-suppliers/covid-19-return-campus-supplies-including-ppe)? Who is responsible (e.g., an assigned team member) for ensuring an adequate supply of PPE is always available?

Cleaning  
  
Custodial Support Services (CSS) [COVID-19 Cleaning Protocols](https://bit.ly/3nscy3n) 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.)

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

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

### 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.

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.

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.

## 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.**

Unit leadership is periodically visiting the Queen’s [Safe Return to Campus website](https://www.queensu.ca/safereturn/)  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.**

Unit leadership reminds workers about [available social and mental health supports provided by the university](http://queensu.ca/humanresources/wellness-accessibility/employee-and-family-assistance-program).  
  
**Provide details of how this information is being communicated to team members.**

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 you 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.).

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.

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

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

## 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.

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

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.

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

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.

## 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 uploadBottom of Form