

Checklist for Managers/Supervisors

This checklist is intended to assist Queen’s managers and supervisors in planning for a gradual return to campus while managing the risk related to the COVID-19 pandemic. During the planning process, it is important to work in coordination with your department and the planning occurring within your building.

Elimination of hazard:	Y	N	N/A
<ul style="list-style-type: none"> • Can employees continue to work remotely? 			
<ul style="list-style-type: none"> • Have employees been instructed on the requirements for working remotely? 			
<ul style="list-style-type: none"> • Are employees aware of the resources available to ensure success? 			
Engineering Controls - Adjust the workplace:	Y	N	N/A
Physical Layout and Utilization of Workspace			
<ul style="list-style-type: none"> • Do work and shared spaces allow for a minimum of 2 metre distancing between individuals? If no: <ul style="list-style-type: none"> ○ Can layout and utilization issues be resolved through adjustments to the work process – see bullet points below ○ Can you utilize every other desk, seat, workstation (checkerboard pattern)? ○ Can furniture or equipment be moved to ensure 2m distancing? Information on procuring moving services can be found on the Strategic Procurement Services Website ○ Do barriers need to be put in place (ie: plexiglass) when 2m distancing not possible (especially for in-person, client-facing positions)? A process for centrally identifying, procuring and installing barriers is currently in development and will be communicated widely once finalized. ○ Can temporary “office hoteling space” be implemented (note – good housing keeping and daily cleaning is extremely important and needed with this option) 			
Control of Traffic Flow			
<ul style="list-style-type: none"> • Is directional signage needed to control foot-traffic? Consider both work and common spaces. Connect with your building manager if applicable. Signage for walls and floor decals are available. A process for procurement of floor decals is being developed and the information will be updated once it is available. 			
Restrict Access to Shared Spaces			
<ul style="list-style-type: none"> • Has appropriate signage been posted in common spaces (lunch/break rooms, washrooms, elevators, etc. to communicate occupancy and usage restrictions? Work with your building manager, if applicable) See available posters. 			

Administrative Controls - Adjust the work process:	Y	N	N/A
Public Health Measures			
<ul style="list-style-type: none"> Requirements for active and passive monitoring are in place? 			
<ul style="list-style-type: none"> Individuals returning to campus understand the risks and can remain up-to-date with the latest COVID-19 developments from reliable sources such as the Government of Canada, Government of Ontario, Public Health, Queen's University COVID-19 website? 			
<ul style="list-style-type: none"> Instructions on proper hand hygiene is available in the workplace? Signage has been posted? 			
<ul style="list-style-type: none"> Instructions on proper respiratory etiquette is available in the workplace? Signage has been posted? 			
<ul style="list-style-type: none"> Instruction on proper hand sanitizing procedures is available in the workplace? Signage has been posted? 			
<ul style="list-style-type: none"> Employees are aware of the illness reporting and positive case protocols? 			
Adjustments to Work Methods			
<ul style="list-style-type: none"> Have extended hours of operations, staggered or alternating shifts where appropriate been considered to reduce the number of individuals on-site? 			
<ul style="list-style-type: none"> Have staggered arrival times, breaks, and lunches been considered to reduce traffic and occupancy levels in commons areas? 			
<ul style="list-style-type: none"> Can standard operating procedures be developed that limit the number of people needed to complete specific tasks? (If yes, ensure the procedure is documented, communicated, and applicable training is completed.) 			
<ul style="list-style-type: none"> Ensure an understanding that, in the first instance, all meetings must continue online or by telephone. 			
<ul style="list-style-type: none"> Ensure employees are familiar with the procedures for working alone (if applicable) – this includes a knowledge of the Queen's SeQure app and the work alone functionality. 			
Cleaning and Disinfection			
<ul style="list-style-type: none"> Information on cleaning services provided by custodial staff has been provided to employees. 			
<ul style="list-style-type: none"> Assess the need for additional sanitization of high-touch/high-traffic surfaces not covered by the cleaning services provided by PPS. 			
<ul style="list-style-type: none"> Ensure access to sanitization supplies for additional cleaning of individual office space, shared spaces, and equipment. 			
<ul style="list-style-type: none"> Can employees avoid sharing work tools and equipment? If no – have sanitization protocols been established? 			

Personal Protective Equipment (PPE):	Y	N	N/A
<ul style="list-style-type: none"> If the risk of COVID-19 exposure has not been adequately mitigated by the measures outlined above, is PPE or Community Protection Equipment (CPE) needed? 			
<ul style="list-style-type: none"> If needed, ensure an adequate supply of appropriate PPE is available 			
<ul style="list-style-type: none"> Are employees trained in the proper use and care of PPE? 			
Employee management considerations:	Y	N	N/A
<ul style="list-style-type: none"> Do you have a process established for for maintaining up-to-date logs of all employees who are working on campus? 			
<ul style="list-style-type: none"> All employees are familiar with general COVID-19 information and resources available to employees 			
<ul style="list-style-type: none"> Recognize and mitigate the anxiety employees may feel as they return to work. 			
<ul style="list-style-type: none"> Prepare employees for expected changes to work procedures to ensure health and safety of the Queen's community. 			

This checklist is for your own reference and does not need to be submitted to the University.