

Checklists For Employees

Self and Peer Monitoring	Y	N	N/A
<ul style="list-style-type: none"> Are you familiar with the signs and symptoms of COVID-19, including atypical symptoms? 			
<ul style="list-style-type: none"> If you are exhibiting any of these symptoms: <ul style="list-style-type: none"> Stay home – do not come to campus. Please complete the Ontario COVID-19 Self-Assessment tool and follow the recommendations outlined when the assessment is completed. Follow the Queen's reporting requirements. 			
<ul style="list-style-type: none"> Are you familiar with modes of transmission for COVID-19 and those considered at-risk? 			
<ul style="list-style-type: none"> Are you familiar with the protocols for active and passive monitoring? 			
Health and Safety	Y	N	N/A
<ul style="list-style-type: none"> Are you familiar with your responsibility to uphold various COVID-19 prevention measures including: <ul style="list-style-type: none"> Physical distancing of at least 2 metres. Proper hand hygiene and the location of handwashing stations. Proper etiquette for coughing and sneezing. Where possible, no person-to-person meetings – continue to host meetings virtually or by phone. No congregation of groups greater than 5 people Up-to-date vaccinations, including influenza, is strongly encouraged Your supervisor has discussed any additional responsibility for cleaning and sanitizing with you. Your supervisor has outlined the procedures in the event of a positive COVID-19 case. 			
NOTE: if proper physical distancing is possible, no other protective measures are required at this time			
Personal Protective Equipment (PPE)	Y	N	N/A
<ul style="list-style-type: none"> Your supervisor has discussed expectations for the use of PPE with you prior to returning to campus. You are aware of the locations in the workplace where proper PPE can be secured. You are aware of the proper protocols for when and how to wear a non-medical mask such as a cloth mask. 			

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