Queen’s Return to Campus Guidelines

These Guidelines will be updated as additional information is available and as regional and provincial measures are amended. Note that those faculty, staff and students in clinical programs or accessing hospitals must adhere to the requirements and standards set by the Faculty of Health Sciences and the hospitals, which may be different than those in these Guidelines.

The health and safety of the students, faculty, staff, volunteers, and guests who are a part of the Queen’s community is the university’s priority. These guidelines are intended to support the Queen’s community in planning for the phased return of campus operations when permitted, while mitigating risks associated with the COVID-19 pandemic.

Key Public Health Guidance

1. Employees should continue to work remotely where possible, and particularly those in high-risk groups.
2. Practice physical distancing of 2 metres/6 feet.
3. Frequent hand washing is one of the most effective prevention measures.
4. Anyone exhibiting COVID-19 symptoms should not come to campus.
5. Limit interacting groups to cohorts of ten people - continue with virtual meetings.
6. Cloth masks are recommended when physical distancing is not possible.
7. Frequent cleaning and disinfecting of high-touch surfaces.
8. Self-isolation as per public health guidance.

Preparing the Workspace for Return to Campus

Where possible employees should continue working remotely to decrease density on campus and mitigate the exposure of those whose work requires them to be on campus.

With the phased return to campus, appropriate health and safety measures must be put in place. The hierarchy of controls to identify the best practices for controlling a person’s exposure to COVID-19 is shown below. It highlights that the use of personal protective equipment (PPE) is the last line of defense in protecting employees against potential exposure.
The top level of the pyramid addresses **elimination of risk** by limiting the number of people in the workplace. Elimination of risk is addressed by way of Queen’s plans for a phased return to campus through a gradual, rotational or periodic return to campus.

**Engineering controls**, the next level of protection, are required if physical distancing isn’t possible. This includes adjusting the physical layout and utilization of workspaces, control of traffic flow, physical barriers, etc.

The third level of protection is **administrative controls** which provide procedures and processes to reduce exposures and includes resources such as these guidelines and checklists, signage and posters, alterations to work methods, public health measures, and cleaning and disinfecting procedures.

As previously noted, when the above levels of control are not sufficient to control risk of infection, the final level of protection is PPE. Queen’s is currently procuring cloth masks for all employees returning to campus. Non-medical cloth masks can reduce the spread of one’s own respiratory droplets.

**Adjustment to Physical Layout or Utilization of Workspaces**

The **Building Capacity and Protocols subgroup of the Campus Operations Group** is responsible for mapping all building space on campus to provide building and departmental managers with the occupancy capacity for the spaces they manage.

Occupancy capacity is determined by the capacity of each individual space rather than the building as a whole. This includes guidelines for common spaces that are utilized by the regular occupants as well as those traversing through the building. The metrics governing physical layout and workplace occupancy under physical distancing guidelines are:

- Non-fixed seating areas (e.g. research labs): 1 person per 18.5 sqm.
- Fixed seating areas (e.g. classrooms, office areas with fixed furniture placement): 2 metre physical separation.
- Common spaces (e.g. corridors etc.) as per guidelines below
Measures for workspace modification may need to be considered to enable appropriate physical distancing and health and safety practices:

Move individual workspaces (cubicles, desks, lab benches) so they are at least 2 metres apart.

- Where workstations cannot be separated by at least 2 metres, provide alternate means to ensure employees are at least 2 metres apart – for example:
  - Utilize every other desk, seat, or workstation.
  - Relocate employees to currently unoccupied rooms such as meeting rooms.
  - Consider flexible work arrangements with employees alternating days in the workspace.
  - Consider temporary “office hoteling” where employees do not use a regular assigned workspace but rather they reserve desk space for the days they are in the office, allowing for temporary use by different individuals. This will maximize office space, however, thorough sanitizing practices must be implemented with the employees disinfecting surfaces at arrival and before departure.
  - Barriers such as plexiglass shields should be installed where there are customer service points/face-to-face interactions and where physical distancing cannot be maintained. A process for centrally identifying, procuring and installing barriers can be found [here](#).

**Traffic Flow Control Measures**

**Entrances and Exits**

- If multiple doors are not available for entrances and exits and the direction of flow cannot be managed, designate dedicated building entrances and exits with proper signage.
- Where possible have controlled exit and entry points for offices with traffic flow arrows.

**Circulation Paths: Corridors, Hallways and Stairwells**

- Where appropriate physical distancing cannot be accomplished in main circulation paths such as narrow corridors and entryways, consider opportunities for designating the direction of foot-traffic. Good judgement should be exercised when determining directional routes, including giving consideration to accessibility issues. Similarly, circulation paths should not result in individuals having to spend a considerable greater amount of time in the corridor to reach their destination, potentially resulting in more people in the common space and increasing the risk of person to person contact.
- University signage is available for supervisors to use in their specific departments and workspaces and to building managers for common spaces.
- Floor decals are available to mark 2 metre spacing for physical distancing where queues could form (example: line for elevators, classrooms, washrooms etc.).
- It is recommended that units review the building mapping information prior to installing directional signage.
Measures to Limit/Restrict Access to Common & Smaller Shared Spaces

Kitchenettes, Lounges, Break Rooms and Meeting Spaces
- Limit occupancy in these spaces to the assessed total or provincial guidelines, whichever is the most restrictive, and provide signage.
- Stagger lunch/break times to minimize opportunity for transmission.
- Advise employees to bring food and beverage items from home and to manage them individually (e.g. utilizing ice packs and coolers rather than accessing shared refrigerators and microwaves).
- Discourage use of shared appliances such as kettles, coffee makers, toaster ovens, and water coolers, which will need to be disinfected by employees.

Common Spaces Used for Programmatic Purposes
- Capacity should be determined for common areas when they are used for programmatic purposes (e.g. Goodes Hall Commons). Signage may be required to reroute regular pedestrian traffic from these areas when they are being used for programming.

Washrooms
- If a safe physical distance cannot be maintained in a multi-stall washroom, then it should be considered single use. For example, if there is not enough clearance from point of entry to allow an individual to pass safely by another at the sink to a stall, then it should be considered single use.
- Move a waste receptacle outside of the washroom for discarding paper towels.

Meeting Rooms
- Meetings should continue to be held virtually where possible.
- For face to face meetings, mark certain seats as unavailable in meetings rooms in order to maintain 2 metre distancing.

Elevators
- Restrict elevator use to one person at a time, for accessibility reasons or for moving equipment.
- Ensure appropriate signage for a single occupancy elevator is posted. Stand aside as the individual exits the elevator to allow adequate physical distancing.

Classrooms:
- If seating cannot be moved to 2 metre distancing, then mark seats as unavailable.
- Use directional signage for circulation where there are multiple entrances.
- Use floor decals to encourage distancing when waiting to enter the classroom.

Clinical Spaces
- Waiting rooms should be discouraged. Patients should be escorted into the facility when instructed to do so.
- Clinics should consult with Public Health and their governing bodies with respect to seeing patients/clients where physical distancing is not possible.

Last revised: June 23, 2020
Signs

Post university signage providing instructions and information for health and safety practices. The university has created a full suite of signage. This list will continue to be updated as additional signage needs are identified. Please contact Kim Murphy if you have additional recommendations.

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Recommended Usage</th>
<th>Responsibility for Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Entrance Poster – Restricted Access</td>
<td>On public access doors to buildings</td>
<td>Campus Security &amp; Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building/Department Managers</td>
</tr>
<tr>
<td>Building Entrance Poster – Non-Restricted Access</td>
<td>On public access doors to buildings when campus begins to ramp up</td>
<td>Campus Security &amp; Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building/Department Managers</td>
</tr>
<tr>
<td>Research Facility Entrance Poster</td>
<td>On access doors to open research facilities</td>
<td>PI once the lab is approved to open. PI to post</td>
</tr>
<tr>
<td>Symptom Monitoring Poster</td>
<td>On public access doors to buildings</td>
<td>Campus Security &amp; Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building/Department Managers</td>
</tr>
<tr>
<td>Elevator – One Person Occupancy</td>
<td>Outside elevators with small cars</td>
<td>Building/Department Managers - Print on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>standard paper and post</td>
</tr>
<tr>
<td>Lunchroom Poster</td>
<td>On entrances to lunchrooms</td>
<td>Building/Department Managers - Print on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>standard paper and post</td>
</tr>
<tr>
<td>Breakroom Poster</td>
<td>On entrances to breakrooms</td>
<td>Building/Department Managers</td>
</tr>
<tr>
<td>Hand Washing Poster – Towel Dry or Air Dry</td>
<td>Posted by hand washing facilities in washroom, lunchrooms, etc.</td>
<td>PPS – Washrooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building/Department Managers – Other locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with sinks</td>
</tr>
<tr>
<td>Hand Sanitizing Poster</td>
<td>Posted by hand sanitizer stations and bottles</td>
<td>PPS – Building sanitizing stations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departments – Bottles locations</td>
</tr>
<tr>
<td>Washroom Poster</td>
<td>On entrances to campus washrooms</td>
<td>PPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building/Building Managers</td>
</tr>
<tr>
<td>Stairwell – Up Only Poster</td>
<td>Stairwells to provide guidance on direction of movement</td>
<td>Building/Department Managers – Print on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>standard paper and post</td>
</tr>
<tr>
<td>Stairwell – Down Only Poster</td>
<td>Stairwells to provide guidance on direction of movement</td>
<td>Building/Department Managers – Print on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>standard paper and post</td>
</tr>
<tr>
<td>Coughing/Sneezing Etiquette Poster</td>
<td>Post widely in common areas</td>
<td>Building/Department Managers – Print on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>standard paper and post</td>
</tr>
<tr>
<td>Wait Here Floor Decals</td>
<td>Floor areas where there is the need to line up</td>
<td>A process is being developed for ordering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>decals. To be applied by Building Managers</td>
</tr>
<tr>
<td>Floor Directional Chevrons</td>
<td>Hallway floors to provide guidance on direction of</td>
<td>A process is being developed for ordering</td>
</tr>
<tr>
<td></td>
<td>movement in the space</td>
<td>decals. To be applied by Building Managers</td>
</tr>
</tbody>
</table>
Cleaning Protocols

In light of the COVID-19 virus, area cleaning protocols have been adjusted to focus on cleaning and disinfecting frequently touched surfaces in all areas, typically every four hours, including elevator buttons, stair railings, door knobs and plates, faucets, and water fountains.

- The university has a reliable supply chain for washroom soap and will be refilling twice a day.
- Kingston Public Health stresses the importance of drying your hands, either with paper towels or a hand dryer. Paper towels will be provided in washroom locations that currently only have hand dryers so the community will have both options available to them.

Departmental Cleaning and Disinfecting Protocols

The following guidance is for Queen’s community members who use spaces that require a higher frequency of cleaning and disinfecting beyond that provided by PPS as outlined in their cleaning protocols.

- A portal has been created within AcQuire to enable purchasing of approved COVID-19 disinfectants and cleaning tools.
- **Disinfection** describes a process that eliminates/kills many or all pathogenic microorganisms, except bacterial spores, on inanimate objects
- All surfaces must be clean before they can be effectively disinfected.
- Typically Lysol wipes are used to disinfect.
- The disinfectant must be applied and remain wet on the surface for the manufacturer’s recommended dwell/kill time (also called exposure/contact time).
- Identify sensitive equipment and check the recommendations of its manufacturer with respect to compatible disinfectants.
- For spaces routinely shared by the same group of individuals, consider establishing a cleaning and disinfection routine and using a checklist, adjusting the items and the frequency as appropriate.

Cleaning and Disinfecting Items

- Tables, Desks, Shelves, Chairs: Starting at the top and furthest point from you; clean using a moist or damp cloth or disinfectant wipe until surface is visibly clean. Then using a new damp disinfectant cloth or disinfectant wipe, go over again, leaving the surface damp. Do this until the entire cleaned area is covered with disinfectant. Allow for recommended dwell/kill time to occur before reusing the surface.
- Computer peripherals, desk telephone, electronic devices, small appliances etc.: Using a disinfectant wipe, clean the entire surface and then repeat to disinfect. Do Not Spray disinfectant solution onto any electrical device or peripheral.
- High touch surfaces (door knobs, push plates, etc.): Using a disinfectant wipe, clean the entire surface and then repeat to disinfect.

Hand Sanitizer Deployment Strategy

To supplement the hand washing facilities located throughout the campus, the following deployment strategy is recommended:

Last revised: June 23, 2020
Dispenser type hand sanitizers will be placed at all building entrances and exits as a minimum standard. The dispensers will be serviced by PPS.

Each department will be provided with an initial supply of hand sanitizer and disinfectant wipes and will be expected to order and pay for replacements as required. Strategic Procurement Services is working on a reliable supply chain as these items remain difficult to procure. Information for ordering these items can be found on the Strategic Procurement website.

Hand sanitizer bottles will be placed in shared meeting rooms aligned with the phased return to campus.

If departments choose to make additional hand sanitizer available, it is recommended they procure and distribute pump style bottles rather than sourcing additional dispensing units. This avoids the issues that might arise from having to mount the units on walls and the need to maintain and refill the dispensing units.

All faculty and staff are expected to continue to clean their own equipment including various electronics, keyboards, office equipment, lab equipment, and lunchroom equipment such as fridges, coffee makers, etc.

Cleaning products can be purchased on acQuire.

The university is exploring the procurement of industrial wipe dispensers for classrooms to allow students to disinfect their desks and chairs prior to sitting in classrooms. Updates on this will be provided as more information becomes available.

### Cleaning protocols in the event of a confirmed COVID case in university space

- When alerts or reports of suspected virus contamination are received, the Provincial Infectious Diseases Advisory Committee (PIDAC) trained response team conducts isolation cleaning and disinfection of the space using recommended chemicals while dressed in full personal protective equipment. Additional information on PIDAC cleaning.
- Cleaning and disinfecting will include using disinfected, pre-charged microfibre cloths. Misting or spraying of vertical and horizontal areas using an approved cleaning disinfectant will be applied in the treatment of pandemic outbreak-impacted spaces. Additional information on cleaning and disinfecting.
- Spaces will be ventilated post-cleaning and typically available for use within two to four hours. Surface bacterial and microbial tests are randomly and routinely conducted as part of quality assurance.

### Building Ventilation Measures

Following guidance from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Queen's University is taking Heating Ventilation and Air Conditioning (HVAC) measures to help to reduce the risk of airborne transmissions of COVID-19.

Buildings across campus have a wide variety of ventilation systems installed with varying capabilities. Where applicable, and equipment allows, the following measures may be implemented:

- Increase the amount of fresh air being brought into buildings through air handlers.
- Reduce the amount of air being recirculated through buildings.
- Promote the use of operable windows during favourable weather conditions.
• Discourage the use of personal desk fans, low ceiling fans, window air conditioners and other devices which could create high velocity air flows in open office spaces or other shared spaces.
• Adjust ventilation schedules to increase fan run times before and after building occupied hours.
• Prioritize ventilation fan system preventative maintenance measures on air handlers including regular filter changes.

Guidelines for Individuals Returning to Campus

The following guidelines are provided for individuals who have been granted permission to return to campus to resume their activities:

1. **Self-monitor** for symptoms of COVID-19.

2. Individuals who are experiencing symptoms associated with COVID-19, have had contact with a confirmed case of COVID-19 in the past 14 days, or have been instructed by local public health authorities to self-isolate due to their travel or contact history should **not come to campus** and use the [Ontario COVID-19 self-assessment tool](https://www2.ontario.ca/page/covid-19-self-assessment) which will provide recommendations on what to do next. Should you be required to self-isolate or if you are quarantined, follow the [steps outlined on the Human Resources (HR) website](https).

3. The university does not require testing for individuals returning to campus, however, using the [provincial testing criteria as the framework](https://www.ca.gov/covid19oundation), those with any COVID-19 symptoms or who are concerned that they have been exposed to COVID-19 should be **tested**. At this time, the use of routine asymptomatic testing is not advised by KFL&A Public Health for screening nor as a population-based surveillance strategy due to a number of limitations in the efficacy of these strategies.

4. All individuals on campus are expected to adhere to all health and safety directives imposed by local and provincial public health and the provincial and federal government including:
   - Practicing proper hand hygiene by washing your hands with soap and water for at least 20 seconds and/or using an alcohol-based hand sanitizer.
   - Practicing **physical distancing** by staying 2 metres (6 feet) away from others, when ever possible.
   - Using **cloth masks** when physical distancing is not possible (the university is procuring reusable cloth masks to give to employees).
   - Limiting gatherings to 10 individuals or less.
   - Avoid touching your mouth, eyes, and nose with your hands.
   - Using proper **coughing and sneezing etiquette**.
   - Ensure your immunizations are up-to-date, including influenza.
   - Disinfect high-touch surfaces frequently.

5. All individuals on campus are expected to adhere to all health and safety directives put in place by the university as described in this guideline (e.g. abide by directional signage, don’t enter spaces that are marked closed, etc.)
6. Supervisors and employees should familiarize themselves with the passive and active monitoring guidelines. Human Resources and IT Services are researching the possibility of a self-monitoring reminder when logging into their computers while on campus. Information will be provided once it is available.

7. Managers/Supervisors are required to maintain records of all employees in their unit who are working on-campus. This is essential for contact tracing should there be a positive COVID-19 case in university space.

8. Employees should review and complete the Employee Checklist

9. Managers should review and complete the Manager Checklist

10. Building or Departmental Managers should review and complete the Building/Departmental Manager Checklist

11. Employees should familiarize themselves with important resource information found on the HR website:
   - HR COVID-19 employee Wellness page
   - Work Guidelines and Resources
   - Employee and Family Assistance Program

**In the case of a confirmed COVID case on campus:**

- In the case of a confirmed positive case the supervisor/manager must immediately inform Dan Langham, Director Environmental Health and Safety (613-533-6000 x74980, dan.langham@queensu.ca). Managers/employees are reminded that personal health information must be treated confidentially and emails with the infected individuals name should not be sent.
- Supervisors/managers are encouraged to keep records of all employees in the workplace
- If there is a confirmed positive case in a confined space, managers should open windows and send employees home until the space has been cleaned as noted below, or if required by Kingston Public Health, until self-isolation is complete.
- Dan Langham will coordinate with Physical Plant Services to organize a deep cleaning of the affected space. - note that the space is typically available for use within 2-4 hours after the cleaning
- The university administration will work with Kingston Public Health (KPH) to determine the next steps required.
- Kingston Public Health will be responsible for the contact tracing and will identify those who are required to self-isolate.