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 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 five 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.

Phased Return to Campus

Under the current Provincial legislation, only faculty, staff, and students engaged in the following activities should be on campus:

- Essential Services (Security, Custodial, Maintenance, Construction, Residence and Community Housing, Research Labs*, IT support, Student Wellness Services).
- A limited number of outdoor athletic facilities (Tindall and Nixon fields and Tennis courts).
- Clinical placements in the Faculty of Health Sciences.
- Intermittent access for staff and faculty who need access to on-campus materials and facilities to develop courses for remote delivery.
- Temporary on-site access is permitted to allow individuals to complete specific tasks and to retrieve materials necessary to continue their work remotely.

Departments will be responsible for maintaining records of all employees who are working on campus.

Last revised: June 5, 2020
*The re-opening of research labs has been in place since the start of May, 2020, and priority 1 research labs (research requiring immediate on-site activity to minimize negative impacts which would occur by the end of the summer) have opened under an approval process led by the Vice-Principal (Research). A process for the approval of priority 2 research (research requiring on-site activity to minimize negative impacts which would occur by the end of 2020) is underway and is currently being led by the faculties and piloted in three buildings (Botterell, Ellis and Chernoff). The Vice-Principal (Research) is continuing to evaluate off-campus and special access research requests.

28 buildings that include priority 1 research labs have been mapped to determine room capacity that allows for 2 metre physical distancing and circulation. The Campus Operations Group (COG) is now in the process of expanding this mapping to all buildings that will allow for Faculty/Unit decisions on capacity for faculty, staff, and student return to campus.

Decisions on priorities for additional activities returning to campus in a phased approach will be guided by provincial measures. Details on the phased priority return in addition to those identified above will be provided as soon as the Senior Leadership Team has reviewed and made recommendations.

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**

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 workspaces 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 is currently in development and will be communicated widely once finalized.
Traffic Flow Control Measures

- Designate separate building entrances and exits.
- Where possible have controlled exit and entry points for offices with traffic flow arrows.
- Designate the direction of foot-traffic in main circulation paths such as corridors and entryways. 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.

Measures to Limit or Restrict Access to Shared Spaces

- Close smaller shared spaces (e.g. kitchenettes, lounges, break rooms, and meeting spaces) to minimize transmission during breaks. Gatherings in excess of 5 people are not permitted.
- Stagger lunch/break times to minimize opportunity to gather in groups of more than 5.
- 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).
- 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.
- Mark certain seats as unavailable in meetings rooms in order to maintain 2 metre distancing.
- Discourage use of shared appliances such as kettles, coffee makers, toaster ovens, and water coolers, which will need to be disinfected by employees.
- Assess the size of elevators and determine if they are single use or large enough to hold two people while maintaining physical distancing requirements of 2 metres. Ensure appropriate signage for a single or double occupancy elevator is posted to indicate the size of the elevator. Stand aside as others exit 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
  - Use floor decals to encourage distancing when waiting to enter the classroom.
**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 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 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 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 standard paper and post</td>
</tr>
<tr>
<td>Elevator – Two Person Occupancy</td>
<td>Outside larger elevators</td>
<td>Building/Department Managers - Print on standard paper and post</td>
</tr>
<tr>
<td>Lunchroom Poster</td>
<td>On entrances to lunchrooms</td>
<td>Building/Department Managers - Print on standard paper and post</td>
</tr>
<tr>
<td>Breakroom Poster</td>
<td>On entrances to breakrooms</td>
<td>Building/Department Managers - Print on standard paper and post</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 Building/Department Managers – Other locations with sinks</td>
</tr>
<tr>
<td>Hand Sanitizing Poster</td>
<td>Posted by hand sanitizer stations and bottles</td>
<td>PPS – Building sanitizing stations Departments – Bottles locations</td>
</tr>
<tr>
<td>Washroom Poster</td>
<td>On entrances to campus washrooms</td>
<td>PPS 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 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 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 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 decals. To be applied by Building Managers</td>
</tr>
<tr>
<td>Floor Directional Chevrons</td>
<td>Hallway floors to provide guidance on direction of movement in the space</td>
<td>A process is being developed for ordering 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.

- 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.
- Wall-mounted and portable hand sanitizer dispensers will be placed at all building entrances.
- Each department will be provided with an initial bottle of hand sanitizer and disinfectant wipes and will be expected to order 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.
- 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.
- 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 Systems
The Facilities Sub-Group is reviewing guidance on adjustments to mechanical systems/HVAC. Information will be updated when it is available.

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://www24.gov.on.ca/coronavirus) 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://www.queensu.ca/hr/coronavirus).

3. The university does not require testing for individuals returning to campus, however, using the [provincial testing criteria as the framework](https://www24.gov.on.ca/coronavirus), 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 5 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.

Last revised: June 5, 2020
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:

- Supervisors are responsible for keeping a log of all employees in the workplace.
- 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.
- The university administration will work with Kingston Public Health (KPH) to determine the next steps required.
- Kingston Public Health will initially do the contact tracing and will identify those who are required to self-isolate.
- Dan Langham will coordinate with Physical Plant Services to organize a deep cleaning of the affected space