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|  CAPILANO UNIVERSITY | | COVID-19 Safe Work Practice - Office and Administrative Spaces | |
| COVID-19 SWP | Responsible Administrator | | |
| OHS2020-02 | EOC Policy Group | | |
| Committee Name | | | |
| Joint Health and Safety Committee | | | |
| Approved by | Replaces | Category | Next Review |
| Joint Health and Safety Committee | New | | 2021 |
| Date Issued | Date Revised | Related Policies, Reference | |
| May 28, 2020 | | OP.402 Health and Safety COVID-19 Exposure Control Plan | |

CapU's priority is the health and safety of both students and employees. The following protocol is designed as a general best practice that can be used for individual offices and shared office space returning to face to face teaching in alternative models.

Guidelines should include, but are not limited to:

1. Entry to office areas should be through a designated door. Hands should be sanitized at hand sanitizing station by door before entering.
2. Determine if disposable protective gloves will be made available to employees (dependent on the work). The gloves are to be disposed of properly in a disposal container provided
3. Janitorial contractor will provide regular sanitation of common areas, washrooms, wash up area and entrance area as determined by the recommended frequency of cleaning information provided
4. Janitorial contractor will provide sanitation at end of each class day to impacted student/worker areas
5. Physical distancing of employees with spacing between work and activity areas and clear markings or assignment of designated work and activity areas with identifying signs if appropriate
6. Employees will not enter the work and activity area of another worker or student
7. Strict protocol as to direction of flow in main traffic areas of office areas with arrow indicators on floor



8. No employee or student access to portions of office areas if appropriate, unless authorized (barrier tape)
9. Limiting employees to outside and physically distanced, or individual locations for break/lunch periods
10. Personal physical distancing of at least 2 meters will be maintained at all times between persons in the office and common areas
11. The number of people permitted in an office area will depend on the size of the office area, the occupancy load of the building, the time of day, and the ability of maintaining physical distancing.
12. Employees will wipe down/sanitize controls and surfaces after using any shared equipment as instructed by the supervisor or manager. Sanitizing spray bottles, single use disposable shop cloths and disposable rubber gloves will be provided. The towels are to be disposed of properly in disposal container provided.
13. For areas involving interactions between employees and students/visitors, use of a Plexiglas screen (along with appropriate physical distancing) or other barriers may be required
14. Employees will wipe down/sanitize equipment and surfaces within their work area at the end of each day. Sanitizing spray bottles, single use disposable shop clothes and disposable rubber gloves will be provided. The towels are to be disposed of properly in disposal container provided.

As usual, continue to practice good hand washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home or in your residence room if you are experiencing flu-like symptoms.
- Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.
- Practice physical distancing – maintaining at least two meters distance between yourself and others.