COVID-19 Recovery Checklist for Supervisors

Considerations for increased employee activity on campus.

I. Employee Briefing
Review the following information with each employee on your team.

☐ 1. Stress the importance of the following actions:
   ☐ a. If you feel sick, stay home, DO NOT come to work and inform your supervisor. If you become sick while at work, STOP the work and inform your supervisor.
   ☐ b. Wash your hands frequently with warm water and soap for at least 20 seconds. If none is available, use hand sanitizer with a minimum of 60% alcohol base.
   ☐ c. Maintain a 2m (6 ft) physical distance from other people. Visually, that is about the same length as an adult bicycle.
   ☐ d. Cough or sneeze into the bend of your elbow or a tissue. Dispose of tissues in the garbage immediately.
   ☐ e. Avoid touching your eyes, nose and mouth.

   Document Location: www.uoguelph.ca/hr → COVID-19 Tools and Resources

☐ 3. If applicable, review the Guidance for Working in an Occupied Residence (link) document.
   Document Location: www.uoguelph.ca/hr → COVID-19 Tools and Resources

☐ 4. Reinforce the use of proper hand hygiene and physical distancing in shared washrooms.
   ☐ a. Wash your hands with warm water and soap for at least 20 seconds upon entering and leaving the washroom. Use a paper towel (or other barrier) between washroom fixtures and your hands whenever possible. Dispose of the paper towel in the garbage immediately.
   ☐ b. Physical distancing of 2 m should always be maintained in washrooms. Multiple occupancy may not be possible in some washrooms even if the design allows. In these situations, wait 2 m from the entrance and enter when the washroom becomes empty.

☐ 5. Encourage employees to take the stairs instead of the elevator whenever possible. If stairs are not an option maintain physical distancing (2m) inside the elevator. Most elevators on campus will be single occupancy only. Wash or disinfect your hands after leaving the elevator (washing is preferred).

☐ 6. Remind employees to be mindful of all communication material displayed within PR facilities and around campus. Various building occupants may have PPE or hygiene guidelines that need to be respected. Take notice of and comply with signage.

☐ 7. Review all changes to department specific tasks/processes that have occurred due to the pandemic. If a work task requires employees to be less than 2 m apart the use of a non-medical mask is strongly encouraged. Gatherings of more than 5 people are not permitted.

Version Date: May 6, 2020
II. How Supervisors can Prepare

Implement the following into your work area.

☐ 1. Ensure the following communications are posted and highly visible.

Poster location: www.pr.uoguelph.ca → COVID-19 Tools and Resources

<table>
<thead>
<tr>
<th>Poster</th>
<th>Where to post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop the Spread: Shared Washrooms</td>
<td>Exterior side of washroom door</td>
</tr>
<tr>
<td>Wash Your Hands: Public Health Canada</td>
<td>Near all sinks, especially washroom sinks</td>
</tr>
<tr>
<td>Stop the Spread: Shared Kitchen</td>
<td>In shared kitchens or near food handling areas</td>
</tr>
<tr>
<td>Stop the Spread: Shared Spaces</td>
<td>Breakrooms, supply rooms, other shared areas</td>
</tr>
<tr>
<td>Stop the Spread: Shared Tools</td>
<td>High traffic areas, bulletin boards, tool storage areas</td>
</tr>
</tbody>
</table>

☐ 2. Stock your work areas as appropriate with hygiene supplies such as:
- Hand Soap
- Hand Sanitizer
- Disposable Gloves
- Non-medical Face Masks
- Paper Towels
- Disinfectant Wipes

Hygiene supplies are available through the Stockroom.

☐ 3. Evaluate your daily work plan. Stagger start/stop times, breaks and lunches to help employees maintain physical distancing. No more than 5 employees should be performing each activity at the same time.

☐ 4. Assess and reconfigure workstations to maintain physical distancing during regular work activities. Solutions may include physical barriers, traffic flow control (directional), remote working arrangements.

☐ 5. Minimize in-person meetings, other gatherings and hold site meetings in open spaces or outside. Gatherings of more than 5 people are not permitted. Consider using electronic means of communication. See PR IT for guidance.

☐ 6. Review the common spaces used by your team (lunchrooms, locker areas, key rooms). Apply the following as applicable:
   ☐ a. Limit the number of chairs around tables to support physical distancing.
   ☐ b. Re-assign lockers to allow for physical distancing.
   ☐ c. Evaluate shared kitchen supplies to establish frequently touched items. Remove shared mugs, plates, cutlery, etc. Educate employees that frequently touched items (microwave buttons, coffee pot handles, etc.) should be disinfected after each use. Have disinfecting cleaning supplies available in proximity.

☐ 7. Remember the health of our employees comes first. People may be facing increased amounts of stress and anxiety. Make a conscious effort to check in frequently with your staff individually by phone or email. For wellness resources direct employees to www.uoguelph.ca/hr → COVID-19 Tools and Resources or reach out to Anne MacDonald.