Guidelines for Travelling on Campus (use of paths, sidewalks, parking lots, hallways/corridors) during the COVID-19 Pandemic

Scope

The guidelines outlined in this document will assist in the development of Standard Operating Procedures (SOPs) related to Travelling on Campus and will help to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community.

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Hierarchical Control of Hazard

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. For this purpose, the hierarchy of controls must be considered. This hierarchy can be applied to any hazard in the workplace including COVID-19. A brief overview of this concept is highlighted below.

- **Continue Working Remotely**
  (Elimination of Hazard)
- **Adjust the Workplace**
  (Engineering Controls)
- **Adjust Work Processes**
  (Administrative Controls)
- **Provide PPE**

**Travelling on Campus by Foot**

**Physically Distancing on Paths and Sidewalks**

- Individuals practice physical distancing by staying 2m (6ft) apart from other pedestrians.
- Always stay on maintained paths and sidewalks – unmaintained paths can be hazardous as overgrowth and debris may be present from lack of use during the stay-at-home period.
- Follow signs marking the direction of the paths should this be provided.

**Parking lots**

- Attempt to park away from other cars that have arrived closely together to avoid exiting cars at the same time

For more information, contact Environmental and Occupational Health Support Services (EOHSS)
Updated as of April 28, 2021
- Maintain physical distancing (2m, 6ft) while exiting and walking through parking lots to buildings.
- Use the marked pathways and sidewalks to exit the parking lots

**Hallways, Corridors, and Elevators**

- Note the assigned entrances and exits to the building and abide by them
- Maintain physical distancing (2m, 6ft) while in the buildings
- Follow the directional markings to avoid crowding and to maintain physical distancing.
- Follow the directional arrows in the stairwells to avoid encountering other people
- Elevators should only be used by individuals with disabilities or those transporting materials such that stairs are not an alternative.
- Only one individual shall enter and ride an elevator at one time unless physical distancing can be maintained (this will be indicated on the elevator). If the elevator door opens and someone is already on, wait until it returns.

**Hygiene Practices**

Handwashing is one of the best lines of defense against the COVID-19 virus. Washing hands with soap and water for at least 20 seconds or using an alcohol based (at least 60%) sanitizer is recommended by Public Health Ontario.

Practice proper nose and mouth etiquette by covering them whenever you cough or sneeze with a disposable tissue. If you do not have disposable tissues, cough or sneeze into your elbow or sleeve to avoid sending exhaled droplets through the air.

- Prior to entering and after leaving buildings, wash hands or use a hand sanitizer
- When in the buildings, avoid touching frequently touched surfaces such as door handles and elevator buttons – instead use your elbow or a pen if possible.
- Frequently touched surfaces such as doorknobs and stairwell railings will be sanitized frequently throughout the day by the custodial staff, however, once you reach your location, wash hands or use hand sanitizer after touching these surfaces.
- Avoid touching your face, eyes, nose, and mouth until you are able to wash or sanitize your hands.

**Personal Protective Equipment**

If your job requires you to be face to face with people or handle frequently touched surfaces, your supervisor will provide you with proper PPE. Face coverings or masks are required in all indoor areas and if outdoors within 2m (6ft) of another person.
Resources

- Public Health Ontario - [COVID-19 Self-Assessment Tool](#)
- Public Health Ontario - [COVID-19 Information](#)
- Government of Ontario - [COVID-19 information](#)