

## McMaster University Workplace COVID-19 Employee Checklist

Description	Y	N	Recommended Action (if applicable)
<p>1. Are feeling unwell in any way, have you travelled out of country or come into close contact with someone who has symptoms of COVID-19?</p> <p>Symptoms may include but are not limited to: fever, difficulty breathing, cough, sore throat, runny nose &amp; muscle aches.</p>			<p>If yes, complete the <a href="#">Ontario COVID-19 self-assessment tool</a> and follow the recommendations provided after completion.</p> <p>If no, you may proceed to the workplace and follow workplace health and safety requirements as instructed by your supervisor.</p>
Please follow the recommendations provided by the self-assessment tool. If no further medical follow-up is required, you may proceed to the workplace.			
<b>Stay at home if you are feeling unwell in any way.</b>			
2. Are you familiar with the workplace requirements for physical distancing?			When outside of your home, physical distancing means staying at least 2 metres (or 6 feet) away from other people whenever possible. Check with your supervisor on the specific physical distancing requirements for your work area.
3. Are you familiar with procedures for appropriate hand hygiene?			Practice frequent and thorough hand hygiene washing with soap and water for at least 20 seconds or using alcohol-based hand sanitizer if soap and water are not available. Review <a href="#">Public Health Ontario hand washing video</a> .
4. Are you familiar with the proper etiquette for coughing and sneezing?			Cover your mouth and nose with a tissue when you cough or sneeze. Put used tissue in the garbage and practice appropriate hand hygiene. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
If you are able to practice appropriate physical distancing and appropriate hand hygiene within the workplace, no further protective measures are required.			
For work areas where physical distancing is not possible, check with your supervisor on the requirements for Personal Protective Equipment (PPE).			
<b>Masks</b>	<p>Masks will only be provided by the University under circumstances where work is required to be completed and physical distancing is not possible. The recommended mask in these circumstances is a <b>medical mask</b>. N95 respirators are only recommended for healthcare workers providing care to COVID-19 patients.</p> <p>Homemade masks/face covering may be used as a voluntary measure but will not be provided by the University. These masks are not regulated and do not necessarily provide the wearer with extra protection.</p>		
<b>Eye Protection</b>	<p>Eye protection is only required where workers may come into contact (less than 2m) with individuals who are known or suspected to be COVID-19 positive.</p> <p>In circumstances related to their role where employees may come into contact with individuals who are known or suspected to be COVID-19 positive, safety goggles or a face shield are the recommended practice.</p>		
<b>Gloves</b>	Gloves will only be provided by the University under circumstances where hand hygiene is not possible.		
<b>Appropriate instructions on the use of PPE must be provided by your supervisor.</b>			