

McMaster University Workplace COVID-19 Employee/Researcher Checklist

Question	Y	N	Recommended Action
<p>1) Have you completed the Provincial Self-Assessment tool no more than 1 hour before you plan to come to the University?</p> <p>Ontario COVID-19 self-assessment tool</p>			<p>Follow the applicable actions below based on the recommendations or directions you have received from the assessment tool:</p> <p>If you received a recommendation that you “be cautious when outside and keep a distance from others as much as possible”:</p> <ul style="list-style-type: none"> • You may attend the workplace • Finish completing the checklist in Section A, below • Proceed to the workplace and follow workplace health and safety requirements as instructed by your supervisor • Practice physical distancing and wear a mask/face covering in any indoor public space • Monitor your health and if you begin to feel unwell while at work, immediately don a mask and notify your supervisor <p>If you received a recommendation that you “reduce your time outside your home, wear a face covering or mask, and keep a distance from others as much as possible”:</p> <ul style="list-style-type: none"> • You may attend the workplace • We recommend that you first consult with your health practitioner. You may wish to request a workplace accommodation or an Infectious Disease Emergency Leave. • If you will be attending the workplace: <ul style="list-style-type: none"> ○ Finish completing the checklist in Section A, below ○ Proceed to the workplace and follow workplace health and safety requirements as instructed by your supervisor ○ Practice physical distancing and wear a mask/face covering in any indoor public space ○ Monitor your health and if you begin to feel unwell while at work, immediately don a mask and notify your supervisor <p>If you received a recommendation or direction that you:</p> <ol style="list-style-type: none"> a. “go to a COVID-19 assessment centre to get tested because you have some symptoms”, or b. “go to a COVID-19 assessment centre to get tested because you were in close physical contact with someone who has COVID-19 symptoms or recently travelled”, or c. “must stay home for 14 days immediately after your return to Canada”: <ul style="list-style-type: none"> • Do not attend the workplace • Review and take the appropriate actions in Section B, on the last page

Section A			
Question	Y	N	
2) Are you familiar with the workplace requirements for physical distancing?			<p>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.</p> <p>For work areas where physical distancing is not possible, check with your supervisor on the requirements for Personal Protective Equipment (PPE). Appropriate instructions on the use of PPE must be provided by your supervisor.</p>
3) Are you familiar with procedures for appropriate hand hygiene?			<p>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 Public Health Ontario hand washing video.</p>
4) Are you familiar with the proper etiquette for coughing and sneezing?			<p>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.</p>
5) Are you familiar with the requirements to wear a face covering in all McMaster indoor public spaces?			<p>The University requires face coverings be worn in all indoor public spaces at all McMaster locations. This includes hallways, elevators, lobbies, classrooms, washrooms and other common use areas – any indoor space where physical distancing can be difficult to maintain, in addition to University shuttle buses. Exemptions include those who should not wear a mask for health reasons or for religious considerations.</p> <p>Wearing a mask or face covering does not replace the need for physical distancing or all other health and safety measures.</p>
6) Have you completed the COVID-19 Awareness training?			<p>The COVID-19 Awareness training is mandatory for individuals currently working on campus or before returning to campus for work purposes. Other than specific groups, everyone should continue to work remotely.</p> <p>Register for the COVID-19 Awareness training in the Regulatory Training section of Mosaic and complete in Avenue to Learn (training will be available one business day after registration).</p>

Visit the [Working Onsite](#) webpage for information about what to expect when working onsite.

Section B

Check the boxes to complete this section:

- Follow the recommendations from the [Ontario self-assessment tool](#) and any direction provided by Public Health
- Stay at home for the isolation period recommended by Public Health, unless told to leave by a Health Authority (i.e., doctor or nurse, Public Health)
- Notify your manager and report any absences following regular reporting procedures
- Contact the Occupational Health Nurse (byrner1@mcmaster.ca or ext. 20309) to determine your return to work date
- Notify your manager of your return to work date
- Monitor your health
- If symptoms develop, call your local public health agency (Hamilton Public Health: 905-974-9848) and then the Occupational Health Nurse with the outcome from public health call.