

COVID-19 safety plan

Company details

Business name: **McMaster Univeristy**

Date distributed:

Date completed: **November 2020**

Revision date: **September 2021**

Division/group: **Environmental and
Occupational Health Support
Services (EOHSS)**

Developed by:

Others consulted:

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

- **McMaster Back to Mac Website.**
Statement: We recognize that the evolution of public health advice and government requirements will influence and restrict how the return to work will occur and workplace flexibility will continue to be required at this time. The guidance on this page is, therefore, dynamic and will continue to be regularly reviewed and revised.
- McMaster Facility Services audit of buildings for proper ventilation etc. in occupied buildings
- **Mandatory Back to Mac COVID-19 Training for access to campus**
- **Followed by:** Workplace Checklists, Guidance Documents and Templates

Actions:

- <https://covid19.mcmaster.ca/> and <https://hr.mcmaster.ca/resources/covid19/>
- Online Back to Mac COVID-19 training must be completed by everyone attending campus.
- **Supervisor Requirements**

Supervisors are required to:

- [1. Identify and understand the hazard \(COVID-19\)](#)
- [2. Identify the impacted individuals \(all members of the McMaster community\)](#)
- [3. Evaluate measures to control the hazard](#)
- [4. Implement appropriate measures to control the hazard](#)

2. How will you screen for COVID-19?

For all faculty, staff and students, the completion of the MackCheck digital tool is required everyday **no more than one hour** before arriving onsite **and follow** the recommendations provided.

Checklist have been developed to ensure compliance

Actions:

[Workplace COVID-19 Supervisor Checklist](#)

Checklist to support supervisors in ensuring the health and safety of employees during COVID-19 (PDF) | **PDF**

[Workplace COVID-19 Lab Worker Checklist](#)

Checklist to support lab employees in ensuring their health and safety during COVID-19 (PDF) | **PDF**

[Workplace COVID-19 Employee/Researcher Checklist](#)

Checklist to support employees and researchers in ensuring their health and safety during COVID-19 (PDF) | **PDF**

[Contracting Work COVID-19 Checklist](#)

This checklist is intended for departments authorized to contract work to ensure the health and safety of all those performing work onsite during COVID-19. | **PDF**

3. How will you control the risk of transmission in your workplace?

- Workplace Guidelines to outline physical distancing, hand hygiene, and face coverings.
- McMaster Vaccination Policy
- Workplace sanitization – SOPs for equipment use, training, etc.
- Wall posters
- Travel Restrictions (RMM#801 and COVID website updates)

Actions:

[Guidelines for Research Lab Use During the COVID-19 Pandemic](#)

Guidance related to Research Lab Use to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. |

PDF

[Guidelines for Vehicle Use During the COVID-19 Pandemic](#)

Guidelines related to Vehicle Use to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. |

PDF

[Guidelines for Fieldwork During the COVID-19 Pandemic](#)

Guidance related to Fieldwork to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidance for Accessing/Working in Shared Spaces during the COVID-19 Pandemic](#)

Guidance related to Shared Spaces to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. |

PDF

[Guidelines for Building Evacuations During the COVID-19 Pandemic](#)

Guidance related to Building Evacuations to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. |

PDF

[Guidelines/Protocols for Face Coverings and Masks During the COVID-19 Pandemic](#)

Guidance related to Face Coverings and Masks to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidelines for Clinical Areas and Waiting Rooms During the COVID-19 Pandemic](#)

Guidelines related to Clinical Areas and Waiting Rooms to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidelines for Client Facing Areas During the COVID-19 Pandemic](#)

Guidelines related to Client Facing Areas to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidance for Research Involving Human Participants during the COVID-19 Pandemic](#)

Guidance related to Research Involving Human Participants to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidance for Training of Research Personnel during the COVID-19 Pandemic](#)

Guidance related to Training of Research Personnel to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidelines for the Use of Physical Barriers during the COVID-19 Pandemic](#)

Guidelines related to the use of physical barriers to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

[Guidelines for Undergraduate Classroom/Lab Use during the COVID-19 Pandemic](#)

Guidance related to Undergraduate Classroom/Lab Use to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community. | **PDF**

Example of Workplace Sanitization:

New health and safety measures are now in place.

We're doing things differently these days. Our new normal includes:



- Increased cleaning in high-traffic areas, like washrooms and common areas
- Daily cleaning of all in-use classrooms
- Limiting the number of people on campus
- Requiring masks in all indoor campus spaces with limited exceptions
- Providing physical distancing guidelines for all lab and classroom spaces
- Making hand sanitizer available at all building and classroom entrances
- Communicating physical distancing and reduced classroom capacities with clear signage
- Encouraging physical distancing in hallways and stairways
- Requiring COVID-19 Awareness training for all staff and students who need to come to campus

[Visit the Human Resources Health & Safety page](#) for more information on everything we're doing.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

The [Step-by-Step Guide for Faculty and Staff during COVID-19](#) provides the latest information on self-assessment and screening prior to arriving onsite and reporting via Mosaic for probable exposure and confirmed cases of COVID-19.

Step-by-step Guide for Students and Learners (PDF)

Actions:

When the University is notified that a student, faculty or staff member reports a confirmed case of COVID-19, cleaning and disinfection of the affected area will be completed in compliance with Public Health guidelines.

- Public areas where a person has passed through and spent minimal time (such as corridors) do not need to be specially cleaned and disinfected.
- A prompt cleaning of areas of prolonged contact will be completed.

NOTE: the affected space (not the entire building) may need to be shut down for a period of time until cleaning is completed.

Should there be a confirmed COVID-19 case in the McMaster community, Public Health will do contact tracing to identify individuals that may have been in close contact and may be at risk. Public Health will contact those individuals directly.

In the event of a confirmed case, faculty, staff and students should all be vigilant and continue to self-monitor for symptoms using the MacCheck digital tool. As the laboratory testing capacity has increased, additional testing is available for those that are having even mild symptoms or those that are asymptomatic but are concerned about COVID-19 exposure or are essential workers. Individuals can contact their local Public Health unit for details and to arrange testing as needed.

5. How will you manage any new risks caused by changes to the way you operate your business?

- **Return to Work has been broken down into Stages for McMaster – can move forward and backwards through the stages**
- **Remote work/equipment home...**
- **Risk Assessment SOP template**
- **Approval process for all activities on campus (research/UG labs/Field Work/Placements) – area specific SOPs**

Actions:

- <https://hr.mcmaster.ca/app/uploads/2020/05/Building-Evacuations-COVID-19-1.pdf>
- <https://hr.mcmaster.ca/app/uploads/2020/03/Information-for-Supporting-Remote-Work-Arrangements.pdf>
- RMM#304 – Working Alone Policy
- RMM#801 – Student Placement Checklist

6. How will you make sure your plan is working?

- **Crisis Management Group**
- **RTW (Return to Work) Committee**
- **RTW Focus Group**
- **HR Return to Campus Group**
- **JHSCs**
- **COVID 19 Inspection form**

Updates are completed and communicated as necessary based on regulatory changes and Provincial changes to the framework.

Actions:

- Back to Mac COVID-19 Training (updated as necessary)
- HR Newsletter
- Workplace Wellbeing Newsletter
- Daily News
- Presidents Messages (BOG & Senate included)
- Weekly McMaster Update
- Social Media
- Workplace Inspections

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: McMaster University

Division/group: Environmental and Occupational Health Support Services (EOHSS)

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Measures we're taking

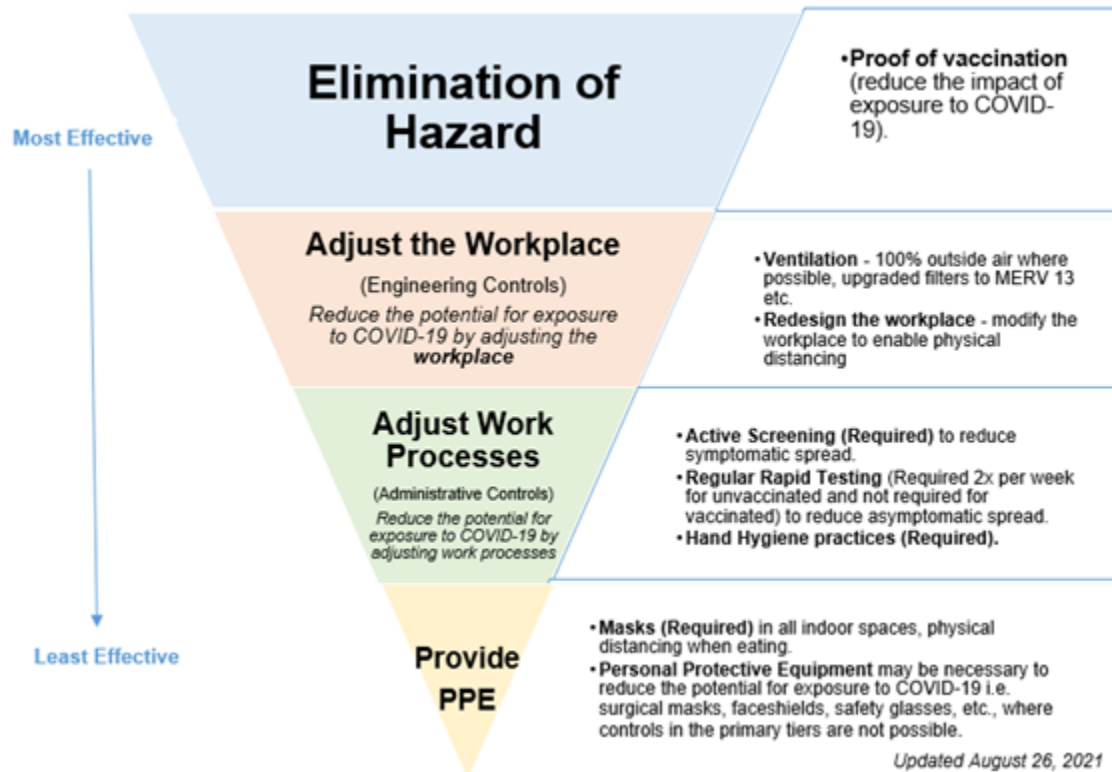
How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Online Back to Mac COVID-19 training for all individuals accessing campus
- Workplace Health & Safety Guidance During COVID-19 website
<https://hr.mcmaster.ca/resources/covid19/workplace-health-and-safety-guidance-during-covid-19/>

How we're screening for COVID-19

All individuals must complete the MacCheck digital tool no more than 1 hour before coming to the University.

How we're controlling the risk of transmission in our workplace



What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

The [Step-by-Step Guide for Faculty and Staff during COVID-19](#) provides the latest information on self-assessment and screening prior to arriving onsite and reporting via Mosaic for confirmed cases of COVID-19.

How we're managing any new risks caused by the changes made to the way we operate our business

- **Return to Work has been broken down into Stages for McMaster – can move forward and backwards through the stages**
- **Remote work/equipment home...**
- **Risk Assessment SOP template**
- **Approval process for all activities on campus (research/UG labs/Field Work/Placements) – area specific SOPs**

How we're making sure our plan is working

- **Crisis Management Group**
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