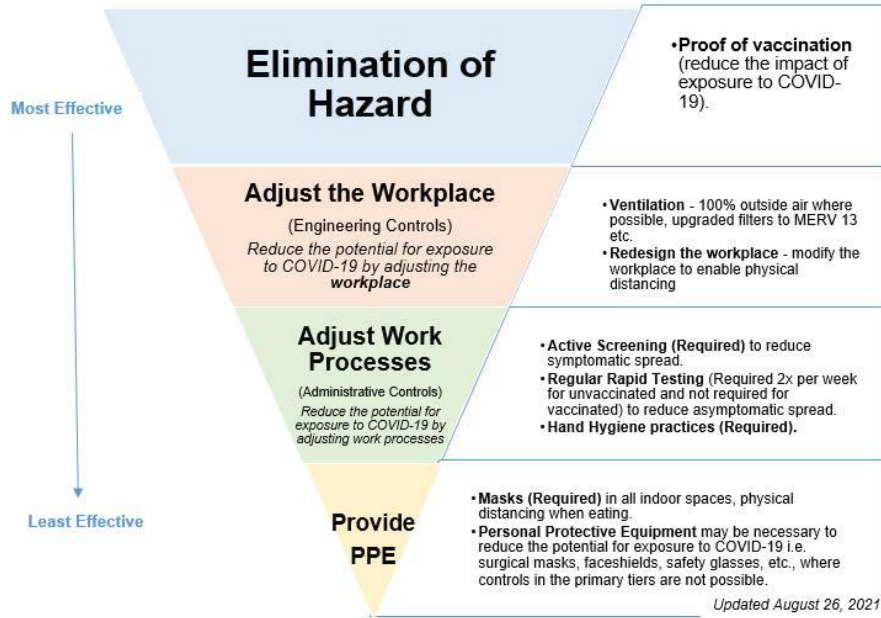


McMaster University Workplace COVID-19 Instructor Checklist

Department:	Location:
Completed by:	Date:

Hierarchy of Hazard Control

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.



Description	Y	N	N/A	Notes
Proof of Vaccination (Elimination of Hazard)				
Reduce the impact of exposure to COVID-19. Ensure students are informed of the McMaster Vaccination Policy requirements and have completed the MacCheck digital tool for clearance to attend campus.				
Adjust the Workplace (Engineering Controls)				
Barriers are only to be considered for areas that cannot be appropriately spaced such as client/student facing areas. <ul style="list-style-type: none"> If after other considerations barriers are necessary, submit a work order with Facility Services (or location-specific building services) for materials and installation. Guidance on barriers can be found here. If barriers are required, appropriate cleaning materials and procedures must be available. 				

For more information, contact [Environmental and Occupational Health Support Services \(EOHSS\)](#) September 1st, 2021

<ul style="list-style-type: none"> For guidance related to barriers in Faculty of Health Sciences areas (MUMC and MDCL buildings), please refer to the following: https://fhs.mcmaster.ca/corporate/furniture_requests.html 				
Physical Distancing is required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.)				
Building air handling system operations are guided by ASHRAE standards and maintained for proper operation. In all cases, where possible, air recirculation is kept at a minimum and fresh air is maximized. Buildings will have been inspected prior to arrival back on campus. Only contact Facility Services (or location-specific building services) if there is a system malfunction or you detect little to no air circulation.				
Adjust Work Processes (Administrative Controls)				
Resources are available for students to conduct appropriate hand hygiene, proximity to a sink with soap and water or availability of hand sanitizer. Disinfectant wipes are available for cleaning high touch services.				
Remind students of the requirement for self-screening and to stay home if sick.				
Remind students of the requirement to use the self-reporting tool in Mosaic to report a confirmed COVID-19 test result.				
Signage posted in the area to promote face masks, appropriate hand hygiene and self-screening. <ul style="list-style-type: none"> Inform Facility Services if signage is absent. 				
Provide Personal Protective Equipment				
<p>In accordance with current provincial protocols every person is required to wear a face covering or mask in all indoor areas with limited exceptions.</p> <p>Instructor to wear a face covering or mask.</p> <p>If plexiglass barrier is in place, instructor may be unmasked for ease of teaching provided instructor remains behind barrier at all times, otherwise must be masked.</p> <p>Remind students of the requirement to wear face coverings or masks in the classroom and all other indoor spaces.</p> <p>Inform any students who cannot wear a face covering or mask due to an exemption to contact Student Accessibility Services (SAS) for an accommodation.</p> <p>Personal protective equipment can be purchased through the Campus Store. Face coverings with clear windows are also available through Facility Services.</p> <p>Additional guidance for masks and face coverings can be found here.</p>				
Communications and Training				
Learning expectations communicated to students prior to return.				

For more information, contact [Environmental and Occupational Health Support Services \(EOHSS\)](#) September 1st, 2021

All individuals accessing campus have completed the mandatory COVID-19 training and are aware of the requirement to complete the **MacCheck digital tool** within 1 hour of accessing campus.

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