

McMaster University Workplace COVID-19 Employee/Researcher Checklist

ACTION	Y	N
1) Complete daily screening using the MacCheck digital tool no more than 1 hour before you plan to come to the University.		
2) Follow the applicable actions below based on the direction you have received from the MacCheck digital tool : A. If you received clearance through the MacCheck digital tool to attend 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 in any indoor space • Monitor your health and if you begin to feel unwell while at work, immediately notify your supervisor B. If you do NOT receive clearance through the MacCheck digital tool to attend the workplace: <ul style="list-style-type: none"> • Do NOT attend the workplace • Complete the Ontario COVID-19 Self Assessment tool for further direction. 		

Section A			
Question	Y	N	
<p>1) Are you familiar with the workplace requirements for physical distancing?</p> <p>Physical Distancing required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.)</p>			<p>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>
<p>2) Are you familiar with procedures for appropriate hand hygiene?</p>			<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>
<p>3) Are you familiar with the requirements to wear a face covering or mask in all McMaster indoor spaces?</p>			<p>The University requires face coverings or masks be worn in all indoor spaces at all McMaster locations, with limited exceptions. Exemptions include those who should not wear a mask for health reasons or for religious considerations. Individuals working within 2 meters of others who are unmasked must also wear eye protection.</p> <p>Wearing a mask does not replace the need for physical distancing or all other health and safety measures.</p>
<p>4) Have you completed the COVID-19 training?</p>			<p>COVID-19 training is mandatory for individuals currently working on campus or before returning to campus for work purposes.</p> <p>Register for the COVID-19 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.