### Toolkit: Preparing for the resumption of on-campus activities

This toolkit is intended to equip faculties/units to plan for and execute the resumption of on-campus activities.

Section A guides the user through the basic planning process and key considerations for the resumption of on-campus activities. The intended audience includes supervisors, unit heads, and those planning for the return of staff and students.

Section B consists of checklists and signage templates for preparing physical spaces. The intended audience includes Building Directors and all staff responsible for preparing campus spaces for the return of staff and students.

If you have any questions about this Toolkit, please contact emergency.mgmt@mcgill.ca

### Section A: Planning

<table>
<thead>
<tr>
<th>Review relevant University Directives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directives: Preventing the spread of COVID-19 on campus</td>
</tr>
<tr>
<td>Directives: Resumption of on-campus activities</td>
</tr>
<tr>
<td>All COVID-19 related directives are available at <a href="https://www.mcgill.ca/coronavirus/">https://www.mcgill.ca/coronavirus/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment &amp; Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the activities require interpretation of specific health and safety regulations beyond general prevention measures, i.e. staying home if sick, physical distancing, washing hands, cough etiquette, cleaning workspace and high-touch surfaces?</td>
</tr>
</tbody>
</table>
| Sector-specific guidance is available from: CNESST [https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx](https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/toolkit.aspx)  
INSPQ [https://www.inspq.qc.ca/covid-19/sante-au-travail](https://www.inspq.qc.ca/covid-19/sante-au-travail) |
| Determine which activities can be completed while respecting the 2m physical distancing requirement |
| Planning Considerations: |
| • Re-arrange workspaces to ensure 2m distancing – i.e. moving desks, re-assigning workspaces, etc. |
| • Schedule staff on alternate days to reduce the number of individuals in a space at one time and to ensure physical distancing. |
| • A general guideline is that, in most cases, 30% of the normal occupancy will lead to scenarios in which the 2m distancing can be respected. This acceptable percentage may be higher or lower depending on specific circumstances. |
- Stagger start and end times to help reduce bottlenecks at building entrances, in elevators/stairwells, and in hallways during peak hours.
- When staff work at the same time, establish small, stable teams.
- Revise work processes to promote physical distancing and limit the use of shared equipment.
- Avoid side-by-side seating at adjacent computers.
- For client-facing activities where an in-person service is being provided, use a scheduling system wherever possible to manage participant numbers.
  - See Reception / Client Services / Service Counters in Section B.
- Stagger breaks and mealtimes.
  - See Kitchenettes / Break Rooms in Section B.
- If a workspace is shared with other unit(s), the use of common spaces must be discussed and coordinated.
- See more on preparing Office Space in Section B.

| Determine which tasks cannot respect 2m physical distancing and require a physical barrier |
| Planning Considerations: |
| • Physical barriers or use of Personal Protective Equipment (below) should only be considered after thorough re-consideration of work processes. |
| • Do activity-specific public health directives require the installation of physical barriers? |
| • For client-facing activities that require frequent interaction with others, use physical barriers (ex. Plexiglas) to create a physical separation to limit possible transmission. |
  - See Reception / Client Services / Service Counters in Section B. |
| • If a required work area does not allow for 2m distancing, a physical barrier between workstations can be considered. |
| • The installation of physical barriers requires intervention by Facilities Management & Ancillary Services. |

| Determine which activities cannot respect the 2m physical distancing and require personal protective equipment (PPE) |
| Planning Considerations: |
| • Situations where 2m physical distancing cannot be respected but a physical barrier is in place do not require PPE. |
| • As per provincial directives, masks or face coverings must be worn when entering and circulating in all public buildings, including university buildings. |
  - Community members are expected to bring their own masks or face coverings. |
• As per university directives, masks must be worn for any activity where 2m physical distancing cannot be respected (unless there is a physical barrier in place).

• In rare cases, additional PPE such as protective eyewear (goggles, or visor / face shield) may be required depending on the nature of the activity (i.e. creation of aerosols, risk of contamination with bodily fluids, others not wearing masks, etc). A risk assessment must be conducted.

• Public health authorities do not recommend wearing gloves to prevent the spread of COVID-19 as this can create a false sense of security and it can potentially spread the virus when used by individuals who are not used to wearing gloves. Frequent hand washing and avoiding touching the face and mouth remain crucial prevention measures.

• Generally, units are responsible for procuring their own PPE. These should be ordered as soon as possible as high demand may lead to delays. Use of the McGill MarketPlace (MMP) is recommended.

Identify environmental cleaning needs including high touch surfaces in the workspace and strategies to clean them

Planning Considerations:

• In High Traffic Buildings, Building Services staff clean high touch surfaces in common areas every two hours and complete regular cleaning once per day.

• In Limited Traffic Buildings, Building Services staff complete regular cleaning of common areas, including washrooms, once per day.

• Staff must also implement an enhanced cleaning process for their workspaces including:
  o Cleaning of personal workspace at the end of each shift
  o Disinfecting high touch surfaces in the immediate workspace using a disinfectant wipe or other cleaning product.
    ▪ This includes administrative as well as research and teaching equipment - tables / desks, keyboards, telephones, interior door handles, faucets, etc.
  o Any equipment (i.e. printers, computers, microwaves, lab equipment) used by multiple users must be disinfected using a disinfectant wipe or similar cleaning product between each user.

• All McGill-owned vehicles must be disinfected at the beginning of a shift and between drivers. High-touch surfaces in vehicles must be regularly cleaned including but not limited to: keys or FOBs, steering wheel, door handles, and dashboard.

• Units are responsible for procuring their own cleaning supplies. These should be ordered as soon as possible as high demand may lead to delays.

Coordinate with the Building Director for building access before the activity resumes

Health & Safety
Certified First Aiders in the Workplace
CNESST First Aider Requirements (1 First Aider for every 20 employees) must be met when staff are working on campus. If sufficient numbers of certified First Aiders are not available, units must designate and send staff for training.

EHS: [https://www.mcgill.ca/ehs/training/firstaid/certified](https://www.mcgill.ca/ehs/training/firstaid/certified)

Building Evacuation Teams
In the event of a fire or other emergency, Building Evacuation Teams support the swift orderly evacuation of building occupants. If sufficient numbers of evacuation team members are not available, units must designate staff and coordinate with the Building Emergency Warden / Building Director.

Required Support Services

Does the resumption plan require any of the following?
- Installation of physical barriers / Plexiglas partitions?
- Removing desks or furniture?
- Installation of decals or signage?
- Additional cleaning from Building Services beyond what is currently being done?
- Other support / resources beyond the unit-level?

If Yes, the resumption plan must be submitted to the Emergency Operations Centre via [emergency.mgmt@mcgill.ca](mailto:emergency.mgmt@mcgill.ca) for review and coordination.

Reminders: Returning to campus

Supervisors must ensure that their employees are aware of the prevention measures in place before coming to campus
- Consult the Employee Guide - Return to Campus

All those coming to campus must:
- Be aware of the Directives: Preventing the Spread of COVID-19 on campus
- Watch the training videos for preventing the spread of COVID-19

All campus members must stay home if they have COVID symptoms.
Staff coming to campus must fill in the daily self-assessment form on Minerva

Supervisors must be aware of the protocol for dealing with reports of COVID symptoms or positive cases and their role in the process.

Section B: Preparing Physical Spaces

Review relevant University Directives

Directives: Preventing the Spread of COVID-19 on campus
All COVID-19 related directives are available at https://www.mcgill.ca/coronavirus/

### Posters & Signage

- **High Traffic Buildings** have signage installed in common spaces throughout the building indicating distancing and other prevention measures. Additional signage in faculty/unit-specific spaces will need to be posted by the faculty/unit as per below.

  Limited Traffic Buildings have basic signage installed at the building entrance. Additional signage in common spaces will need to be posted by Building Directors, and in faculty/unit-specific spaces by the faculty/unit as per below.

  All poster templates are available on the COVID-19 webpage.

### Office Space

- Ensure prevention measures including physical distancing requirements are posted in common areas (poster available)
- For conference rooms, ensure prevention measures and maximum occupancy are posted (poster available)
- At shared equipment (ex: printers)
  - ensure requirement to clean before use is posted (poster available)
  - ensure cleaning supplies are available

### Reception / Client Services / Service Counters

- Implement an appointment-based scheduling system wherever possible to avoid large lineups
- Install physical barriers / partitions (i.e. Plexiglas) to maintain physical distancing between staff and the client being served
- Ensure prevention measures including physical distancing requirements are posted where clients can see them (poster available)
- Install signage to manage lineups and ensure physical distancing is respected (poster available)
- Restrict use of waiting areas by removing chairs or blocking off seating (poster available)
- Remove items like magazines or reading material from common areas

### Kitchenettes / Break Rooms

- Kitchenettes and break rooms can be used, but physical distancing guidelines (2 meters) must be followed, and users must wipe down surfaces before & after use.
- In kitchenettes, ensure relevant prevention measures sign including maximum occupancy is posted (poster available)
- In Limited Traffic Buildings, ensure sign is posted reminding users to run water for 5 minutes before consumption (poster available)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakrooms</td>
<td>In breakrooms, ensure relevant prevention measures sign including maximum occupancy is posted (poster available)</td>
</tr>
<tr>
<td>Washrooms (handled by Facilities Management &amp; Ancillary Services in High Traffic Buildings)</td>
<td>In limited traffic buildings, ensure relevant prevention measures sign including maximum occupancy is posted (poster available)</td>
</tr>
<tr>
<td>Water Fountains (handled by Facilities Management &amp; Ancillary Services in High Traffic Buildings)</td>
<td>Water fountains should be used to fill a bottle, not to drink from directly. Ensure reminder sign is posted at all water fountains (poster available). In limited traffic buildings, must also include the poster reminding users to run water for 5 minutes before consumption (poster available).</td>
</tr>
<tr>
<td>Elevators (handled by Facilities Management &amp; Ancillary Services in High Traffic Buildings)</td>
<td>FMAS is reviewing and posting maximum elevator capacity for all elevators on campus. The default capacity is 30% of normal capacity or 4 people, whichever is the smallest. In Limited Traffic Buildings, if FMAS has not posted capacity, ensure sign is posted at elevators (poster available).</td>
</tr>
<tr>
<td>Teaching Hubs (handled by Facilities Management &amp; Ancillary Services) / Classrooms</td>
<td>Physical distancing for classrooms is 1.5 metres for static activities (i.e. lectures, exams) and 2 metres for interactive activities (i.e. seminars, discussion groups). A COVID-19 Design standard for preparation of classrooms / teaching spaces is being developed. Generally, teaching hub classrooms are configured for 2-metre distancing.</td>
</tr>
<tr>
<td>Study Hubs (handled by Facilities Management &amp; Ancillary Services) / Designated Study Spaces</td>
<td>2m physical distancing must be maintained. A COVID-19 Design Standard for preparation of study hubs / designated study spaces is being developed.</td>
</tr>
</tbody>
</table>