



# Safety Plan: General University Operations

## 1.0 Scope

Describe the department to which this procedure applies.

This Safety Plan applies to general university operations on the St. George, Scarborough, Mississauga and Victoria University in the University of Toronto campuses. Where applicable, please refer to the University of Toronto Safety Plans for specific operations on the [EHS Safety Plans](https://ehs.utoronto.ca/covid-19-information/safety_plans/) webpage ([https://ehs.utoronto.ca/covid-19-information/safety\\_plans/](https://ehs.utoronto.ca/covid-19-information/safety_plans/)). For any specific questions about your particular environment, please refer to your supervisor or <https://www.vicu.utoronto.ca/phased-return-to-campus/>.

## 2.0 Screening

Describe how screening will be conducted.

1. All individuals are to complete health screening prior to coming onto university owned/operated premises. The UofT Self-Screening Poster (<https://ehs.utoronto.ca/covid-19-information/posters/>) will be posted at all entrances and reminds all entrants to self-screen prior to entry. Victoria University employees are required to complete the COVID-19 Screening Tool (<https://vicu.utoronto.ca/assets/PDFs/HR/COVID-19-Screening-Tool.pdf>) and return it to their manager by email before arriving at work. Hard copies are also available from managers. Students are to use Ucheck (<https://www.utoronto.ca/utogether2020/ucheck>) or the paper-based or offline self-assessment log for self-screening
2. Contractors and others who are external to the University who are required to physically attend Victoria University premises to carry out contractually agreed upon activities are to complete the **Victoria University COVID-19 Contractor/External Acknowledgement form** from the Director of Physical Plant which affirms their self-screening process and other COVID-19 measures.
3. Anyone with COVID symptoms should stay at home as communicated through postings and other communications (e.g. the UTogether2020 page: <https://www.utoronto.ca/utogether2020> and <https://www.vicu.utoronto.ca/phased-return-to-campus/>).
4. Procedures in the event of a confirmed COVID-19 case or COVID-19 symptoms are available on the EHS website: <https://ehs.utoronto.ca/covid-19-information/ProceduresUcheck-confirmedcase-symptoms-illness/> and the Victoria University website: <https://www.vicu.utoronto.ca/phased-return-to-campus/>.

## 3.0 Physical Environment/Physical Distancing

Describe measures that will be put in place to provide for physical distancing.

Physical distancing, adjustments to physical layouts to allow for distancing and other measures are outlined in various University guidelines including but not limited to: the COVID-19 General Workplace Guideline, the Events Guideline and the In-class Instruction and Teaching Guideline. Detailed re-entry plans are captured through self-assessments tools (e.g. General Assessment Tool, 'GAT'). These guidelines and tools are available on the [HR&E Returning-to-Campus webpage](https://hrandequity.utoronto.ca/covid-19/returning-to-campus/) (<https://hrandequity.utoronto.ca/covid-19/returning-to-campus/>). Depending on the operations of each unit, COVID-19 measures will include a combination of the following:

- 1) Impermeable barriers (e.g. sneeze guard) will be installed at reception or other public-facing service points as applicable and appropriate.

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- 2) Staff shift start time, end time and break/lunch times will be staggered as appropriate.
- 3) Physical indicators will be placed where applicable to ensure 2 metre physical distancing (e.g., floor decals, tape, tables, stanchions, visual cues or other markers), for example in waiting areas/reception/public-facing service points and where line-ups may occur. Where applicable and appropriate, clear demarcations will be used to maintain a physical distance of at least 2 metres (e.g. strategically placed tables and stanchions) between staff and clients, for example.
- 4) Excess furniture will be removed where possible.
- 5) Fixed or excess furniture that cannot be removed will have a sign saying “do not use” or a [Restricted Seating sign \(https://ehs.utoronto.ca/covid-19-information/posters/\)](https://ehs.utoronto.ca/covid-19-information/posters/).
- 6) Maximum occupancy signs, based on physical distancing, will be posted in common areas (e.g. meeting rooms, elevators, washrooms, staff kitchenettes, storage rooms).
- 7) Seating plans will follow physical distancing and allowable limits under provincial regulation and public health directives. Signage will be applied as appropriate (e.g. [Restricted Seating sign](#)).
- 8) Physical distancing signage reminders will be posted throughout the facility including stairwells.
- 9) Where possible, booking systems will be used to limit the number of individuals on-site in common use areas (e.g. booking a meeting room).
- 10) Where possible, tasks have been modified to be done virtually, by phone or by email to reduce the number of staff on-site at one time.

#### 4.0 Hand Hygiene, Cleaning & Disinfection

Describe hygiene facilities and cleaning/disinfection that will be carried out.

- 1) Handwashing facilities are available in washrooms. Washrooms will be checked for soap and paper towels on a regular basis during the day.
- 2) Hand sanitizer stations are available throughout the facility and will be checked regularly during the day.
- 3) High touch surfaces will be disinfected per the Tri-Campus Caretaking Strategy for Return to the University ([https://www.fs.utoronto.ca/wp-content/uploads/CARETAKING/Caretaking\\_Strategy\\_OnePager.pdf](https://www.fs.utoronto.ca/wp-content/uploads/CARETAKING/Caretaking_Strategy_OnePager.pdf)).
- 4) Shared equipment and surfaces, e.g. countertops, will be disinfected by staff before use. Disinfectant will be provided to staff for use.
- 5) Staff will conduct additional disinfection on equipment where needed.
- 6) Where possible, individuals will be encouraged to bring their own equipment (e.g. pens, cup) and will be provided separate/ dedicated individual equipment to reducing handling of shared equipment and materials where possible.

#### 5.0 Mask and Face Covering

Describe mask and face covering requirements that will be in place.

- 1) All individuals will wear a non-medical mask or face covering when they are indoors per provincial regulation the Victoria University Policy on Non-Medical Masks or Face Coverings: [https://vicu.utoronto.ca/assets/Mask\\_guidelines\\_letterhead.pdf](https://vicu.utoronto.ca/assets/Mask_guidelines_letterhead.pdf) and the UofT Joint Provostial and Human Resources Guideline on Non-Medical Mask: <https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/>). People who are exempt from mask wearing pursuant to provincial regulation and the Guideline are required to follow the applicable procedure depending if they are an employee, student, or other.
- 2) Extra non-medical masks will be kept on-site in the event an individual forgets, damages or loses their own non-medical mask or face-covering.
- 3) Information on non-medical masks will be posted: [NON-MEDICAL Cloth Mask Poster \(https://ehs.utoronto.ca/covid-19-information/posters/\)](https://ehs.utoronto.ca/covid-19-information/posters/).

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## 6.0 Personal Protective Equipment (PPE)

Describe any additional PPE that will be needed (if applicable).

- 1) In most circumstances, physical distancing will be followed and non-medical masks and face coverings will be worn. Note: non-medical masks and face coverings are *not* considered PPE.
- 2) If a staff member is not able to maintain physical distancing consistently, a medical grade mask will be used by the staff member. Information on medical masks will be posted: [MEDICAL Mask Poster \(https://ehs.utoronto.ca/covid-19-information/posters/\)](https://ehs.utoronto.ca/covid-19-information/posters/). For specific considerations, please contact the applicable supervisor or unit lead.
- 3) Where first aid is required, staff providing first aid will follow the [Guidance for workplace identified First Aiders during the COVID-19 \(Coronavirus\) Pandemic \(https://ehs.utoronto.ca/training/first-aid-training/\)](https://ehs.utoronto.ca/training/first-aid-training/) and maintain physical distancing if possible. If it is not possible to maintain physical distance due to the circumstances, designated staff will be provided with PPE appropriate to the circumstance. Victoria University is providing ongoing first aid courses.
- 4) Where a service is being provided requiring a service provider to come within 2 metres of a person who is not wearing mask or face covering and is not separated by an impermeable barrier, the service provider will wear appropriate PPE covering their eyes, nose and mouth.

For the latest information about U of T's and Victoria University's COVID-19 response, please see the [UTogether2020 page \(https://www.utoronto.ca/utogether2020\)](https://www.utoronto.ca/utogether2020) and Victoria University's website (<https://www.vicu.utoronto.ca/phased-return-to-campus/>). Additional information is also available on the Human Resources and Equity page on the U of T website ([FAQs: https://www.utoronto.ca/utogether2020/faqs](https://www.utoronto.ca/utogether2020/faqs)) and the [Human Resources & Equity page on COVID-19: https://hrandequity.utoronto.ca/covid-19/](https://hrandequity.utoronto.ca/covid-19/) (e.g. Return to Work Processes during COVID-19 Response document) and Victoria University's Human Resources website (<https://www.vicu.utoronto.ca/about-victoria/human-resources/>). If Victoria University staff or participants have a question that is not covered, please consider using the contact us at [vic.hr@utoronto.ca](mailto:vic.hr@utoronto.ca).

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