



Mount Royal University - Environmental Health & Safety – Safe Work Guideline		
Pandemic Expectation for Contractors		
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SAFE WORK GUIDELINE: PANDEMIC EXPECTATIONS FOR CONTRACTORS

Due to the coronavirus pandemic, additional requirements have been put in place for contractors coming to perform work on Mount Royal University campus.

GENERAL CAMPUS PROTOCOLS

Access to campus buildings is only available through West Gate between the hours of 8 am and 5 pm, Monday through Friday. Contractors may be approved for work outside of these hours when required. Approval must be granted in conjunction with the Project Manager, EH&S and Security.

All employees, students, contractors and visitors to campus are expected to follow the protocols outlined below:

- Disinfect your hands with sanitizer upon entering the building.
- Frequently wash your hands thoroughly for a minimum of 20 seconds (or apply hand sanitizer), particularly if you have touched items in public or common areas.
- Avoid touching your face, nose or mouth with unwashed hands.
- Practice physical distancing when on campus, staying a minimum of 2 m / 6 ft from others.
- Limit interactions on campus by only visiting areas that you need to go to (e.g. work area, nearest washroom, nearest smoking area).
- Stay at home and away from others if you feel unwell and avoid close contact with others who are sick.

Contractors will be provided a map during their site safety orientation highlighting the areas on campus they are permitted to visit. Contractor employees are expected to go directly to their work area and confine themselves to their assigned work area, along with the nearest restroom facilities and smoking areas for the duration of their time on site. Contractors who need to work in multiple areas of campus must coordinate this with their Project Manager prior to work start and communicate this to the EH&S Representative during the Safety Orientation.

As per guidelines provided by [Alberta Health Services](#) (AHS), MRU has enhanced cleaning protocols across campus. Extra attention is being paid to high touch and high traffic areas.

FACE MASKS

Face masks must be worn by all contractors for the duration of their time on campus.

- When work zone is under the direction of a prime contractor other than MRU, this requirement only applies when contractor employees are on campus but outside of the work zone.
- While inside a work zone managed by a non-MRU prime contractor, contractors must follow the direction of the prime contractor.

Contractors must provide PPE for their employees, including face masks. These may be N95, reusable cloth masks, or something comparable.



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[AHS recommends](#) that masks only be worn for short periods, as masks can trap virus particles when damp and put the wearer at greater risk. It's suggested that each contractor employee is provided with multiple masks that they can trade out as needed throughout the day.

Masks shall be treated as contaminated and should only be used once before disposing or cleaning. For reusable masks, AHS recommends carrying a bag with several clean masks and a second, plastic bag to store used masks in until they can be washed at home.

Upon arrival to campus, contractors shall:

- Enter at West Gate
- Immediately sterilize their hands at the sanitation station
- Don their face masks
- Re-sterilize their hands
- Proceed to Security to obtain keys or cards, as needed

CONTRACTOR KEYS

Research suggests that the coronavirus can remain for an extended time on most metal surfaces.

To prevent contamination, contractors must sterilize their keys immediately after removing from the key box and again just prior to returning them to the key box at the end of their shift. A key sanitation station has been set up at West Gate Security.

WHAT TO DO IF YOU FEEL SICK

If a contractor employee starts to feel unwell when on campus, the contractor must immediately report this to Security by phone, [403.440.5900](tel:403.440.5900). Please do NOT approach the Security window if you are feeling ill. Security will work with EH&S to determine the extent of possible contamination. Work in the area shall cease until this assessment is complete.

If a contractor employee who has worked on campus starts to feel unwell or show signs or symptoms of coronavirus infection within 48 hours of being on campus, the contractor must contact their MRU Project Manager. The Project Manager will then work with Security and EH&S to determine the extent of possible contamination and next steps for MRU employees.

Contractor employees who are sick shall follow AHS guidelines regarding testing, [isolation](#) and return to work. At this time, MRU requires clearance from a medical doctor if a contractor employee will be returning to site after a positive test result.

DEFINITIONS

Contractor: An independent legal entity that is engaged in the business of providing work in exchange for payment. An independent legal entity includes an individual, sole proprietorship, partnership or a corporation.



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Employee: Volunteers or individuals who are engaged to work for the University under an employment or apprenticeship contract, including Faculty, Staff, exempt Employees, Management Employees, and Undergraduate, Graduate or Postgraduate students carrying out work for the University.

Prime Contractor: A contractor that has been assigned health and safety responsibility for a defined work zone, as outlined in the Alberta Occupational Health and Safety Code.

Project Manager: MRU representative who engaged the contractor to perform work at the University.

Student: Any individual who maintains an affiliation as a learner in the University educational community. Students are not workers, but receive credits, grades and fulfills tasks as a requirement of graduation. Work experience and Co-op students are treated as “workers”.

Visitor: An individual on campus who does not fall into the categories of employee, contractor or student, as defined above.

Work Zone: An area in which work is occurring; specifically, a limited area on campus in which maintenance, construction or renovation tasks are occurring, which requires some sort of isolation to prevent unauthorized people from entering.

REVISION HISTORY

Date	Revision	Notes
May 2020	01	Creation of Safe Work Guideline