



## Pandemic Expectations for Employees

Rev: 07

Date: July 2021

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### SAFE WORK GUIDELINE: PANDEMIC EXPECTATIONS FOR EMPLOYEES

Due to the pandemic, additional requirements have been put in place for employees performing work on the Mount Royal University campus. This document reflects current restrictions that may change if the situation evolves. Mount Royal University requires employees to be respectful when dealing with all employees, students, contractors and visitors. Please watch for new Covid-19 updates from Environmental Health & Safety (EH&S) and monitor the [Employee Welcome Back webpage](#).

If you have questions about safety protocols being implemented in your work area, please contact EH&S ([ehs@mtroyal.ca](mailto:ehs@mtroyal.ca)) for discussion or assessment.

#### GENERAL CAMPUS PROTOCOLS

All individuals returning to campus must complete the [Welcome Back Orientation](#) and [COVID-19 Hazard Assessment](#) prior to arrival on campus. Once these are completed, sign off to validate your completion using the [employee EHS task/training completion form](#).

Current safety protocols and information on campus hours, access, parking and services can be found on the [MRU Welcome Back webpage](#).

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

- Screen yourself daily for COVID-19 symptoms as outlined on the [AHS website](#). If you have any symptoms or need to isolate due to close contact or travel, DO NOT ENTER CAMPUS BUILDINGS. Return home and self-isolate as advised by Alberta Health Services.
- Disinfect your hands with sanitizer as soon as you enter any building.
- Wash your hands frequently and thoroughly for at least 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.
- Be aware of different comfort levels and maintain a respectful distance when interacting with people.
- Limit your socializing on campus and minimize the time spent in public spaces to reduce contact with others.
- Do not stop in walkways, stairwells, doorways or congested areas.
- Impromptu meetings in hallways are to be taken out of the flow of traffic off to the side.
- Follow all signage and occupancies posted across campus.
- Respect your neighbour. Not everyone is comfortable around other people.
- Stay at home and away from others if you feel unwell and avoid close contact with others who are sick.

As per guidelines provided by [Alberta Health Services](#) (AHS), attention is being paid by Environmental Services to high-traffic areas. Environmental Services cannot do it alone – employees must also participate in cleaning and hygiene measures within their offices and departments.

#### WORKING IN SHARED SPACES

##### Shared Spaces:

People will return with different levels of comfort in shared spaces and when interacting with others. Areas are assessed as provincial guidelines are determined. Please review [current restrictions](#) regarding requirements for

individuals sharing space. If the current office or classroom setup does not support current restrictions, contact your supervisor and EH&S for an assessment of the space.

#### **Workstation Guidelines:**

- This document reflects current guidelines and restrictions that could change over time.
- Controlled movement of people is required in common and shared workspaces. Please follow the traffic flow explained by your manager or posted in common areas.

#### **Occupancy in rooms/areas:**

- Specific University area seating has been pre-distanced and arranged for different comfort levels. Do not rearrange furniture.
- Contact [EHS@mtroyal.ca](mailto:EHS@mtroyal.ca) for assessment of occupational limits where applicable. Any required limits will be posted at entrances to the space.

#### **Meetings and Meeting Rooms:**

- When meeting, be aware of different comfort levels and maintain a respectful distance. Meet in rooms/spaces that will allow for additional spacing or meet online.
- See [current restrictions](#) for more information

#### **Shared Equipment:**

Eliminate or reduce shared equipment in your workspace where possible. This includes items such as office supplies or dishes. Copiers, printers, kitchen appliances and other items that must be shared should be wiped down with sanitary wipes or spray before use, and users should wash or sterilize their hands before and after each use. Detailed information on cleaning shared workspaces can be found in the [Cleaning Shared Workspaces During COVID-19 Safe Work Guideline](#) document.

Ensure a supply of disposable wipes or disposable towels and spray cleaners are on hand to regularly clean/disinfect commonly used surfaces. Supplies are available through EH&S. Dispose of used materials in landfill bins provided.

#### **Vehicles:**

- Vehicles used for transportation during faculty and student activities and research are considered shared spaces.
- [Follow current restrictions for face masks and physical distancing](#), if applicable
- The responsibility for cleaning and disinfecting MRU or rented vehicles is the same as department spaces on campus (i.e., the users).
- See [Safe Use & Cleaning of Passenger Vans During COVID-19 Safe Work Procedure](#).

## **FACE MASKS**

Please follow the [current restrictions](#) in conjunction with the COVID-19 hazard assessment regarding face masks. Some areas of MRU may still require masking (e.g., on field schools or when performing group tasks). Please respect an individual's choice to wear a mask on campus in the absence of a mask requirement.

MRU employees are encouraged to provide their own reusable cloth masks. If an employee forgets or damages their mask, a replacement disposable mask can be obtained through Security, EH&S or other identifiable locations on campus. Employees in departments with special personal protective equipment (PPE) requirements will receive masks that meet those standards.

## WHAT TO DO IF YOU FEEL SICK

If an employee starts to feel unwell when on campus, they must immediately report this to their supervisor. Report by phone if possible.

After reporting to their supervisor, employees must leave campus and head directly home. They should NOT go to the Wellness Services clinic on campus if they are experiencing any Covid-19 symptoms (see below).

If an employee who has worked on campus starts to feel unwell or shows signs or symptoms of coronavirus infection within 48 hours of being on campus, they must contact their supervisor to report the illness.

### [Self Isolation Report form](#)

Visit the [AHS site](#) to complete the self-assessment and follow the advice for [isolation](#), treatment and return to work. It's also recommended that ill employees make a list of people they spent time with over the previous 72 hours which can be presented to AHS to assist with contact tracing in the event of a positive COVID-19 test result.

Any employee who is symptomatic and has been tested for COVID-19 should report the results to the HR Ability Management Consultant at [abilitymanagement@mtroyal.ca](mailto:abilitymanagement@mtroyal.ca). If the result is positive, it allows additional steps in meeting current AHS requirements and supports AHS contact tracing. This information will only be used for these purposes, and to help support the employee returning to work when it is appropriate to do so or to access disability benefits or leaves if applicable. Employees who are deemed a close contact to a confirmed Covid-19 positive person will be notified by AHS or EH&S; the names of individuals will not be shared by or within MRU.

## COVID-19 SYMPTOMS

Symptoms for COVID-19 are similar to those for influenza and other respiratory diseases. Specific symptoms may change with emerging variants. The most common symptoms of COVID-19 are:

- Fever
- Cough (new cough or worsening chronic cough)
- Shortness of breath or difficulty breathing (new or worsening)
- Sore throat
- Runny nose
- Loss of sense of smell or taste

Other symptoms that are less common but may appear include:

- Painful swallowing
- Stuffy nose
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

No single symptom will indicate a positive case of COVID-19, but if you experience any of them, you should self-isolate and follow the instructions provided by [AHS](#). Even if it's not COVID-19, it's better to avoid infecting others by staying home if you feel unwell.

## REFERENCES

Rapid Response Instructions for Employees

[Rapid Response Instructions for Managers or Chairs](#)

Alberta Health Services (AHS), Novel Coronavirus (COVID-19).  
<https://www.albertahealthservices.ca/topics/Page16944.aspx>

Alberta Health Services (AHS), COVID-19 Information: Guidance for Post-Secondary Institutions.

Health Canada, Coronavirus Disease (COVID-19).  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

## DEFINITIONS

**Contractor:** An independent legal entity providing work in exchange for payment. An independent legal entity includes an individual, sole proprietorship, partnership or a corporation.

**Coronavirus:** The newly identified or “novel” virus, SARS-CoV-2, that causes disease in humans. It is spread easily and sustainably between people, and can lead to a variety of negative health effects, including fever and respiratory distress.

**COVID-19:** The disease caused by the novel coronavirus.

**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.

**Student:** Any individual who maintains an affiliation as a learner in the University community. Students are not workers, but receive credits, grades and fulfill 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.

## REVISION HISTORY

Date	Revision	Notes
June 2020	01	Creation of Safe Work Guideline
July 2020	02	Updated mask expectations Moved Appendix B to separate document Updated Working in Shared Spaces information
July 2020	03	Added reference to contractor / consultant / visitor screening form Added information on eating / drinking with masks
September 2020	04	Removed critical information section, moving info to other sections as appropriate Updated “What to do if you feel sick” section to reflect current practice Updated “face masks” section to clarify employee requirements References - added links to rapid response guides
November 2020	05	Removed requirement for daily health check

May 2021	06	Updated restriction information
July 2021	07	Updated masking information

## APPENDIX A: FACEMASK USE AND MAINTENANCE

Current research indicates that the coronavirus is spread through respiratory droplets and may be spread by people without symptoms.

Surgical or cloth masks must be worn in all indoor public spaces on campus. These masks are not considered respirators as they do not have a standards approval rating. They also do not provide the same level of protection as a respirator or N95 particulate mask and are not suitable for all tasks. If you are performing a task that requires particulate protection, then obtain the required protection from your supervisor before continuing.

For some users, facemasks may not be appropriate. If you have difficulty breathing and find the use of a mask to be restrictive, contact your supervisor or EH&S to discuss options. If you require a medical exemption, contact [Ability Management](#) in Human Resources.

Facemasks are a form of personal protective equipment (PPE) and are your last line of defence. To be effective, they should be used in addition to other controls such as:

- Physical distancing
- Regular handwashing
- Not touching your face with unwashed hands
- Self-isolating if you feel unwell

### WHAT TO LOOK FOR IN A FACEMASK

To be effective, facemasks should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Must not be shared.
- Should be changed whenever they get dirty or uncomfortably damp.
- Reusable ones must be able to be laundered and machine dried without damage or change to shape.
- Wash or sanitize your hands immediately before and after handling a mask.

### HOW TO WEAR A FACEMASK

Before putting on the mask, wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with a minimum of 60% alcohol.

- Don a mask each time you enter an indoor public space.
- Wash or sanitize your hands immediately before putting it on.
- Inspect the mask for dirt or damage prior to wearing – if the mask is damaged, discard and replace.
- Ensure the fit is comfortable and snug (but not tight) and covers your face from nose to below the chin.
- Do not touch or adjust the mask when wearing it.
- Wash or sanitize your hands before removing the mask.
- Remove by grasping the elastics or ties, not the front of the mask.
- If removing for only a few moments (e.g. to eat lunch or drink a coffee), carefully place outer side down in a clean location (e.g. on a clean paper towel) until it is put on again.

- o If re-donning a mask, remember to wash or sterilize your hands before putting it on again and avoid touching the outside of the mask.
- If removing at the end of the day, or when too dirty or damp to wear again, immediately put the mask into the wash or a cleanable or disposable bag.
- Wash or sanitize your hands again after discarding the mask.



Figure 1. How to wear a face mask over the nose and chin.

#### CARE AND MAINTENANCE:

- Disposable face masks should be discarded each day.
- Reusable face masks can be washed and dried with regular laundry.
  - Keep one bag or container for clean masks and another for used ones.
  - The bag or container for the used ones should also be cleaned or disposed of regularly.