

*** S-49 has been suspended as of July 1, 2022 until further notice**

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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Safety Procedure	EFFECTIVE: March 1, 2022
			SUPERSEDES: February 1, 2022

COVID-19, a disease caused by the coronavirus SARS-CoV-2, was declared a global pandemic by the World Health Organization (WHO) on March 11th, 2020.

To help ensure the safety of all staff and the required operation of our department during these extraordinary times, the following protocols will be in place until further notice:

1. Stay home if you are feeling unwell and report your absence through the Absence Notification Tool as well as follow your standard departmental communication channels. The Absence Notification Tool can be accessed by the following link:
https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html
2. A COVID-19 self-assessment must be completed by all employees prior to reporting to work each day and can be accessed through the email sent daily titled "Action Required: COVID-19 self-assessment and absence notification" or at the following link:
<https://www.uwo.ca/coronavirus/self-assessment.html>
3. Western University has implemented a COVID-19 Vaccination Policy (MAPP 3.1.1) effective September 7, 2021, which must be complied with in order to attend campus. This policy is inclusive of procedures relating to events and visitors on campus
(https://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp311_covid19.pdf)
4. In compliance with Western's mandate, FM requires the use of Medical-grade (ASTM Level 3) masks, or higher-level mask, such as a N-95 mask, in the presence of others and in common and shared spaces on campus, including multiple occupancy in vehicles. These act as a personal protective measure to protect others from potential infectious droplets.
(<https://www.uwo.ca/coronavirus/health-safety/index.html>)
5. Food and beverages shall not be prepared or consumed in shops or work areas. Only approved locations such as lunch rooms or designated spaces shall be used to prepare and consume food and beverages. Wash your hands with soap and water and/or use hand sanitizer frequently. Avoid touching surfaces where possible and disinfect frequently touched surfaces before and after use.
6. FM vehicles and landscape equipment shall have frequently touched surfaces (such as steering wheel, controls, door handles, keys) disinfected by the operator of the vehicle before and after each use. In the case of the FM Personnel Shuttle, it will operate with reduced capacity and a plexiglass barrier has been installed and will serve in place of required eye protection for the driver. Masks are required for all occupants of shared vehicles.

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7. Protocol for responding to Residences/Housing:

Residents/ occupants must display a cleared COVID-19 Self-Assessment (<https://www.uwo.ca/coronavirus/self-assessment.html>) to FM personnel prior to entering the room/suite/unit. In the case that the resident is unable to produce a cleared health screening result the FM personnel will not enter room/suite/unit.

Appendix A (Residence/Housing Maintenance Response Flowchart) provides additional information to assist FM employees with their response and preparedness.

The FM employee will be provided with a wallet-sized card containing a QR code for Ontario’s COVID-19 Self-Assessment (<https://www.uwo.ca/coronavirus/self-assessment.html>) (Appendix B).

Personal Protective Equipment (PPE) including a Medical-grade (ASTM Level 3) mask, face shield, safety glasses/goggles or mask with integrated eye protection, disposable gloves, and a disposable gown is available to FM personnel through Stores. This PPE is not required but is available as an added level of protection. This PPE measure is not intended to be used for a confirmed self-isolation or quarantine as Western’s Occupational Health Physician and Biological Safety Officer OR Hazmat team will be contacted and provide direction and support.

In traditional style buildings, where staff are working on occupied floors, a face shield, safety glasses, goggles or mask with integrated eye protection must be worn. Such eye protection is not required in lobbies/loading docks/offices, etc., only in residential areas (it remains optional in non-residential areas).

Residents/Occupants not isolating/quarantining (No known symptoms, no recent close contact within 5 days, and have not been told to isolate):

- Confirmation of cleared COVID-19 Self-Assessment.
- In traditional style residences, the occupants will be required to vacate the room while any work is being performed to allow physical distancing.
- In suites/units, residents/occupants will be asked to vacate the room where the work is taking place. Work may take place in an occupied unit provided the resident/occupant remains in a separate room.

Residents/Occupants in self-isolation/quarantine (Positive case, known symptoms, recent close contact within 5 days or told to isolate):

- Confirmation of failed COVID-19 Self-Assessment or known self-isolation/quarantine.

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- Routine maintenance and repair will not take place during the quarantine/isolation period. Maintenance will only be provided to restore a service/utility.
- Residents/Occupants under self-isolation/quarantine shall advise of their status when submitting their service request.
- In instances where FM personnel are dispatched to access a room where self-isolation or quarantine procedures are in place, Western’s Occupational Health Physician and Biological Safety Officer will be contacted to provide direction and support.
- In the event of an emergency repair outside of regular business hours requiring access to a room where self-isolation or quarantine procedures are in place, Western’s HazMat team will be contacted to assist through WSCS.
- In the event of a positive case off campus, service requests will be triaged by FM leadership to determine appropriate response, and as such, FM personnel will be provided direction on a case-by-case basis.

Definitions:

Quarantine: Quarantine separates and restricts the movement of asymptomatic people who were exposed to a contagious disease to see if they develop symptoms.

Self-isolation: Self-isolation separates sick people with a contagious disease from people who are not sick.

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Resources:

Western University

<https://www.uwo.ca/coronavirus/>

Middlesex-London Health Unit

<https://www.healthunit.com/novel-coronavirus>

Western COVID-19 Vaccination Policy (Procedure for Events, Visitors, Exemptions, Site Specific)

https://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp311_covid19.pdf

Western HR Absence Notification Tool

https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html

COVID-19 Self-Assessment

<https://www.uwo.ca/coronavirus/self-assessment.html>

Centers for Disease Control and Prevention (CDC)

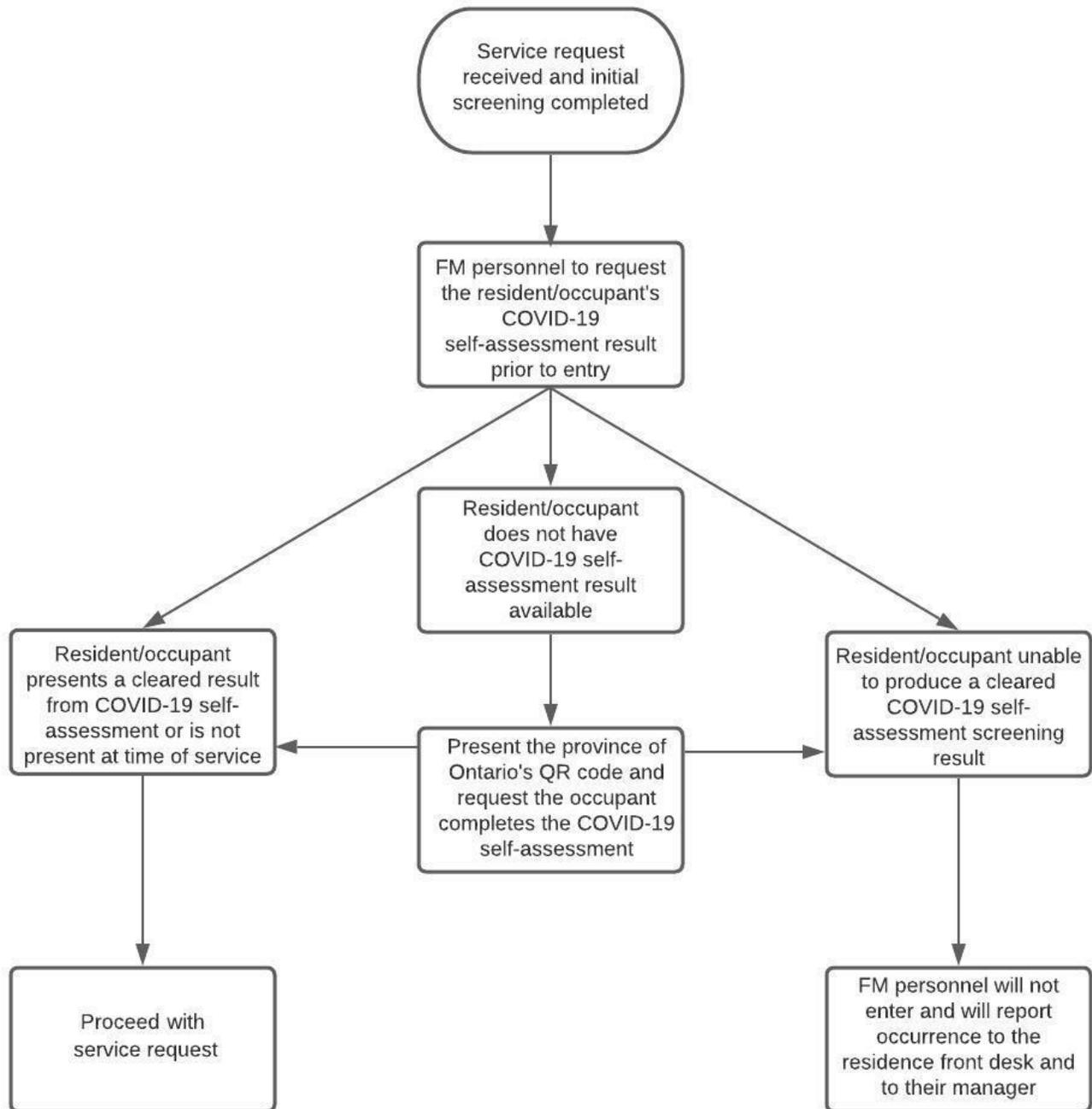
<https://www.cdc.gov/coronavirus/2019-ncov>

World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

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Residence/ Housing Maintenance Response Flowchart



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APPENDIX B

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QR Code for COVID-19 Health Assessment

