Laboratory Safety Manual: COVID-19 Pandemic Supplement

2020

Created By: SAFETY RESOURCES
# Table of Contents

1. **INTRODUCTION: PURPOSE** .................................................................................................................. 3

2. **REQUEST TO ACCESS CAMPUS** ........................................................................................................... 3

   2.1  **REQUEST TO ACCESS CAMPUS APPLICATION PROCESS** ................................................................. 3

   2.2  **POST APPROVAL................................................................................................................................. 3

3. **ADMINISTRATION ..................................................................................................................................... 4

   3.1  **TEMPORARY CAMPUS ID CARDS......................................................................................................... 4

   3.2  **REQUIRED HEALTH AND SAFETY TRAINING...................................................................................... 4

   3.3  **WORKING ALONE AND AFTERHOURS PLAN UPDATES........................................................................ 4

4. **UPDATED EMERGENCY RESPONSE ...................................................................................................... 5

   4.1  **CREATE AND REVIEW CONTINGENCY PLANS AND EMERGENCY PROCEDURES................................. 5

   4.2  **UPDATE EMERGENCY CONTACTS AND PROCEDURES........................................................................ 5

   4.3  **INCIDENT REPORTING............................................................................................................................ 5

5. **SAFETY RESOURCES ............................................................................................................................. 6

   5.1  **INSPECTIONS ...................................................................................................................................... 6

   5.2  **SAFETY RESOURCES SERVICES AVAILABLE.................................................................................... 6

6. **SAFE WORK PRACTICES ........................................................................................................................ 7

   6.1  **Mandatory Person Protective Equipment .............................................................................................. 7

   6.2  **Personal Hygiene .................................................................................................................................. 7

   6.3  **Personal Health Surveillance .................................................................................................................. 8

   6.4  **Work Location Journals.......................................................................................................................... 8

   6.5  **Physical Distancing Requirements ......................................................................................................... 9

   6.6  **Face Masks .......................................................................................................................................... 9

   6.7  **Cleaning and Disinfection in Multiuser Laboratory Spaces .................................................................... 10

7. **REVISIONS................................................................................................................................................ 11

APPENDIX A: **WORKING ALONE AND/OR AFTER-HOURS PLAN** ............................................................ 12

APPENDIX B: **DONNING AND DOFFING FACE MASKS** .............................................................................. 16

   Donning or Putting on a Face Mask .................................................................................................................. 16

   Doffing or Taking off a Face Mask .................................................................................................................... 17

   Cleaning and Storage ....................................................................................................................................... 17

APPENDIX C: **COVID-19 SELF-MONITORING CHECKLIST** .......................................................................... 18

APPENDIX D: **WORK LOCATION JOURNAL TEMPLATE** .............................................................................. 20

APPENDIX E: **CLEANING AND DISINFECTANT LOG** ................................................................................... 21
1 Introduction: Purpose

The Laboratory Safety Manual Covid-19 Pandemic Supplement is intended to provide updates to fundamental health and safety practices for approved researchers during the 2020 Covid-19 Pandemic.

We are truly working in unprecedented times and adjusting to major changes in our research operations. As always, the University of Saskatchewan is committed to providing a safe and healthy work environment for all members of the campus community. We appreciate your continued patience and cooperation as we work through these times as a community.

During these unprecedented times, it is imperative that:

- Sick personnel do not enter campus;
- Personal protective equipment is confirmed to be available before any experimentation begins; If adequate PPE is not available, contact Safety Resources to access contingency PPE supplies that may be available;
- Only preapproved and documented research can be conducted; and
- Communication is open between researchers, Deans, and if necessary Safety Resources about any research activities.

Safety Resources continues to work with the campus leaders along with local and national health officials to implement safety management processes as we transition to Re-Open Saskatchewan as a province.

For more information or assistance, contact Safety Resources at safetyresources@usask.ca. Please check https://updates.usask.ca/ for the most up to date information.

2 Request to Access Campus

Keeping our researchers and campus community healthy is non-negotiable as we progress through this time together. As such, each research group commencing and continuing research is required to follow strict health, safety, and physical distancing requirements. Failure to do so will result in further delays to individual research laboratory restart.

2.1 Request to Access Campus Application Process

Each Researcher/Manager wishing to access campus will need to complete the Request to Access Campus Application. Their Appropriate Unit Leader (e.g. Dean) will review each application.

2.2 Post Approval

Only preapproved research will commence at this time. Upon approval a permit is issued. Safety Resources will work with each Laboratory group to ensure safe working conditions. Each group must document a disinfection plan, a working alone or after hours plan, completed COVID-19 Health and Safety training, and implement a work travel journal. Once conditions are met, work may commence. Fillable versions of these documents can be found on the COVID-19 Updates pages.

Personnel are only approved to access their immediate working area(s) and are not permitted in other areas of campus.

Please note: All personnel authorized on the permit, including the permit holder must take the online course COVID-19 Health and Safety course (more information in Section 3.2) and review this Laboratory Supplement.
3 Administration

3.1 Temporary Campus ID cards

Campus ID cards have been issued to personnel who required access to workspaces or buildings on campus during Phase 1 but will be replaced by a work permit system for future phases. For the safety of all members of the university community, and in support of protocols established by the Government of Saskatchewan to help prevent the spread of COVID-19, access to buildings is restricted to those who are authorized, and all buildings will remain closed to the public until further notice. If you require additional accommodations to complete approved research, please contact Safety Resources at safetyresources@usask.ca.

Personnel are only approved to access their immediate working area(s) and are not permitted in other areas of campus.

3.2 Required Health and Safety Training

In addition to the required safety courses outlined in The Laboratory Safety Manual the short course COVID-19 Health and Safety will be mandatory to continue to participate and approved research.

For more information or assistance, contact Safety Resources at safetyresources@usask.ca or visit our website, http://safetyresources.usask.ca.

3.3 Working Alone and Afterhours Plan Updates

Working Alone refers to any time personnel is alone on a worksite or is working in circumstances where assistance is not readily available to the person in the event of injury, ill health, or emergency. Working after hours refers to any work done outside of normal business hours. Normal University Business hours are 8 am-5 pm Monday-Friday. Any researchers wishing to work outside of these hours and has unit approval will need to complete a Working Alone and Afterhours Plan.

A fillable Working Alone and Afterhours Plan and signature sheet can be found at the end of this document (See Appendix A). This document allows personnel and supervisors to go through a job safety analysis, identify tasks and assign them to Low, Moderate, or High Hazard activities.

For more information or assistance, contact Safety Resources at safetyresources@usask.ca or visit our website, http://safetyresources.usask.ca.
4 Updated Emergency Response

4.1 Create and Review contingency plans and emergency procedures

Creating or reviewing contingency plans and emergency procedures for each lab will help avoid unnecessary stress in the future. Please take the time to update emergency and contingency plans for individual labs and answer the following questions. How have they changed with non-normal operations? Are the same people alerted to incidents in the same order? All updated plans must include work to:

- Maintain an updated list of everyone who works in the lab or research facility.
  - Include home and cell phone numbers and ensure access to the information even while away from the lab.
  - Create a phone tree or email group to facilitate emergency communication amongst lab researchers and staff.
- Cross-train research staff to fill in for others who may be out sick or unable to come to work.
- Consider documenting either via video or written documentation critical step-by-step instructions.
- Coordinate with colleagues who have similar research activities to identify ways to ensure coverage of critical activities or sharing of personnel.
- Communicate significant planned absences and/or lab closures to your PI/Lab Manager/designee. Maintain a system to know the whereabouts of all members.

Recognize that events like these can cause anxiety and emotional strain and your colleagues may be dealing with other difficult situations outside of work. The USask Employee and Family Assistance Program (EFAP) is a great resource available 24/7 through phone 306-966-4300, online, or by App. Please visit https://wellness.usask.ca/help/efap.php#Accessingservices for more information and to learn about all options available to members of the USASK community.

Contact Safety Resources with any questions or concerns at safetyresources@usask.ca.

4.2 Update Emergency Contacts and procedures

In PAWS, under the individual’s name, there is an option for “My profile”. Under “My Profile” researchers can set an emergency contact. It is important to make sure this information is updated periodically, especially during times of uncertainty.

4.3 Incident Reporting

Faculty, staff or students involved in an incident, spill, or near-miss incident while engaged in activities at, or while conducting work for the university, shall adhere to the following incident response and reporting processes.

The individuals involved in the incident are responsible for:

- Seek appropriate medical attention. In a medical emergency, call 911;
  - Notify Protective Services at 306-966-5555 of medical personnel on campus;
  - Send a representative to meet medical personnel at a predetermined entrance;
- Notify the person’s supervisor as soon as possible;
- Contact Safety Resources in the event of a spill or major injury;
- Complete an incident report via the university’s online incident reporting system at http://www.safetyresources.usask.ca/. For assistance in completing an incident report, please contact Safety Resources at safetyresources@usask.ca;
Participate and cooperate with their supervisor and Safety Resources representatives on the review of the incident, and the determination and implementation of appropriate corrective and preventative measures to minimize a recurrence.

5 Safety Resources

Safety Resources is working both on campus and remotely to keep approved research up and running with limited disruptions. During these unprecedented times, it is imperative to focus on individual safety. This includes conducting ONLY approved research and following all health and safety procedures put in place by the University of Saskatchewan.

5.1 Inspections

Representatives from Safety Resources will be conducting inspections of lab spaces to assist labs in implementing safety procedures. Inspections may include but are not limited to, adherence to COVID-19 protocols, review of COVID-19 training, hazardous materials inspections, and regular eyewash, safety shower, fume hood and other fire and life safety equipment checks.

5.2 Safety Resources Services Available

- Safety Resources will continue with AED, fumehood, and fire extinguisher inspections;
- Permit Amendments and Regulatory approvals (Biosafety and Radiation);
- Additional laboratory inspections, and;
- Safety Resources is providing hazardous waste management service to researchers at a reduced frequency.
  - Chemical waste pick-up and supplies delivery as requested. Please submit an online request for this service.
  - Biological waste pick-up/supplies delivery as requested. Please submit an online request for this service.
  - Emergency spill response and clean-up. Please contact Protective Services at 966-5555
  - Additional services available as requested through email.
  - Please contact waste_management@usask.ca with any additional questions or hazardous material service requests.
6 Safe Work Practices

No research personnel will be required to come to campus, their usual work location, or go into the field unless they are part of preapproved research activities. However, if critical and preapproved employees are in a high-risk category or are concerned about safety, supervisors are asked to do their best to accommodate their employees without impacting critical operations. If accommodations are not possible, please identify alternates and contact Human Resources for support.

6.1 Mandatory Person Protective Equipment

Avoid unnecessary meetings and limit personal interactions. Two-meter (six feet) distancing between individuals in the workplace shall be maintained unless it is not possible for safety reasons (ex. two-person lifts). Operations may need to be altered or postponed to maintain social and physical distancing. This may include postponing work or working in shifts. Unnecessarily working in close quarters or choosing to ignore physical distancing measures puts all personnel at risk and this behavior will not be tolerated.

Mandatory Personal Protective Equipment

During the COVID-19 Pandemic, the following lab PPE is required whenever in a lab, regardless of the materials being handled or the type of work being competed:

- Lab coat – must be worn upon entering the lab and completely fastened. Lab coats must include full sleeve coverage and cannot be altered;
- Safety Glasses – must be worn upon entering the lab. Over-glasses must be used over any prescription glasses that are not CSA approved.
- Non-medical mask or face covering—must be worn in all indoor common spaces including, hallways, lobbies, libraries, classrooms, labs, study spaces, elevators, and other designated shared spaces. Donning, doffing, and usage standards must be applied (see Appendix B).
  - Please note: face mask material should match laboratory coat material. e.g. if fire resistant lab coats are worn the accompanying face mask should be fire resistant.

Lab coats and PPE should always be stored separately (e.g. individual hooks or hangers) in designated areas for each personnel to avoid cross contamination of clothing surfaces. Launder when visibly soiled.

In addition (and as always in USask labs), proper lab attire must be utilized including long pants (that cover the wearer to the ankle) as well as closed-toed and heeled shoes (with socks).

6.2 Personal Hygiene

Personal hygiene is critical for the continuation of work at the University of Saskatchewan during the COVID-19 pandemic. In addition to standard good laboratory practices, please adhere to the following practices:

- Practice physical distancing at work:
  - Avoid handshakes and any other physical contact with others;
  - Remain at least two meters (six feet) apart from others;
  - Do not leave assigned workspaces for visits throughout the campus. Your approved access is only for your work area.
- Follow proper hand hygiene and respiratory etiquette including:
  - Wash your hands including the back of hands, palms, nails, etc. often with soap and water. Scrub for a minimum of 20 seconds;
  - Use hand sanitizer when hands are not visibly dirty and handwashing is not available;
Only use hand sanitizer approved by Health Canada (Look for DIN or NPN on the bottle);
- Avoid touching your face, mouth, nose, and eyes;
- Cover your coughs and sneezes, then wash hands with soap and water;
- Wash hands after touching communal surfaces, computers, doorknobs, pens, etc.;
- Avoid sharing office supplies, if not feasible thoroughly disinfect between each person’s use;
- Always wash hands upon entry and before exiting a laboratory.

The following are general hygiene practices that shall be followed by all individuals working/learning in laboratory environments in addition to the COVID-19 specific conditions listed above:

- Follow laboratory access procedures and PPE requirements;
- Do not smoke (includes e-cigarettes), drink, chew gum, eat or store food or drinks in any laboratory where hazardous materials are handled or stored;
- Avoid contacting yourself with contaminated hands;
- Wash hands regularly after removing PPE and before leaving the laboratory, and before eating, drinking, smoking or going to the washroom. Use soap and water and wash for a minimum of 20 seconds;
- Practice good housekeeping - regularly wash/decontaminate work surfaces;
- Do not wear laboratory coats or protective clothing outside laboratory areas;
- Ensure you clean up completely and store materials before leaving the lab;
- Remove and clean contaminated clothing before wearing it again, or dispose of it in accordance with the university’s Hazardous Waste Disposal Standard; and
- Immediately report to your supervisor if you have been exposed to hazardous materials, or if you are experiencing adverse medical symptoms that may have resulted from work activities in the laboratory.

### 6.3 Personal Health Surveillance

To prevent the spread of COVID-19, it is mandatory all faculty, staff, and students who are working on campus during this time to self-monitor for the development of COVID-19 symptoms. The COVID-19 Self-Monitoring Checklist (see Appendix C) or the Daily Pre-screening Log in PAWS must be completed daily by all personnel.

In alignment with the Government of Saskatchewan the University of Saskatchewan requires the following:

1. Personnel returning from international travel must go into mandatory self-isolation for 14 days from the date of arrival back into Canada.
2. Personnel identified by a Medical Health Officer as having COVID-19 or a close contact to someone with COVID-19 must immediately go into mandatory self-isolation until it is determined they no longer pose a public health threat.
3. Personnel who are household members or close contacts of a person with COVID-19 must immediately go into mandatory self-isolation for 14 days from the last date of exposure and call HealthLine 811 if they become symptomatic.

Self-isolation means personnel are required to stay home and avoid contact with others. If personnel are returning from inter-provincial travel they are required to self-monitor and self-isolate at the first sign of symptoms no matter how mild. Consult with the Saskatchewan Healthline 811, for further medical advice.

### 6.4 Work Location Journals

All faculty, staff, and students who are working on campus must keep a work location journal (see Appendix D) or use the Daily Pre-screening Log in PAWS, recording what rooms, offices, laboratories, and buildings are visited each day. This will enable targeted health surveillance by Saskatchewan Health Authority if there is an outbreak on the University of
Saskatchewan Campus; allowing for open and informed communication with anyone who may have been exposed and decreasing the chance of larger outbreaks.

6.5 Physical distancing Requirements

If work can be done remotely, please work remotely. Do not spend more time than necessary on campus or in the laboratory. Time in the laboratory should be limited to setting up, conducting, and cleaning up experiments only.

If the following physical distancing requirements are not followed, research privileges may be postponed.

The following physical distancing requirements must be maintained:

- Ensure at least two meters (six feet) of distance between individuals;
- Minimum two metres (six feet) of bench space for each personnel. Personnel cannot work back-to-back at parallel benches;
- Spread out throughout the lab space;
- Work rotations with assigned working times are encouraged;
- One person per fume hood or biosafety cabinet;
- One person in walkways or enclosed spaces;
- Eliminate unnecessary sharing of equipment or supplies;
- Assign personnel to a rotation if sharing cannot be avoided;
- Lab coats and PPE should be stored separately in designated areas for each personnel to avoid contaminating clothing surfaces.

If physical distancing cannot be achieved, alternative measures, such as PPE, must be implemented. These alternative measures must be approved by Safety Resources before implementation.

If unable to maintain these standards, you may not continue to operate on-site research projects and must either reduce your research efforts to a level meeting that meets safety standards or shut down your on-campus research entirely.

6.6 Face Masks

Effective Nov. 6, all faculty, staff and students—as well as visitors, contractors and vendors—who are approved to be on USask campuses in Saskatoon, Regina and Prince Albert will be expected to wear a face mask (non-medical mask or cloth face covering) in all USask spaces.

Face masks must:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be comfortable and not require frequent adjustment
- not impair vision or interfere with tasks
- recommended to be made of multiple layers (3) of breathable cotton fabric or linen (ie. not plastic). The Government of Canada recommends 2 layers of tightly-woven fabric and a third (middle) layer of a filter-type fabric such as non-woven polypropylene or a disposable filter
- not be a neck warmer, neck gaiter, bandana, scarf, or other clothing not designed to act as a face mask
- not be shared with others

For additional information please visit [Masks](#) on the COVID-19 Updates page.
6.7 Cleaning and Disinfection in Multiuser Laboratory Spaces

Multiuser Laboratory Spaces refers to any space where more than one user works regardless of the laboratory group. The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection are important to prevent the spread of disease.

- Workplaces must implement enhanced environmental cleaning. Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, or when visibly soiled.
- Wherever possible, discourage personnel from sharing phones, desks, offices, and other tools and equipment.
- Lab coats should be washed according to the University of Saskatchewan Laboratory Coat Washing Guidelines.

Cleaning commonly touched areas and shared equipment within multiuser spaces such as labs is the responsibility of the users. Each user must clean any commonly touched areas and shared equipment at least twice a day and before leaving, this includes but is not limited to: Computers, keyboards, mice, printers, sinks/faucets, cabinets and handles, doorknobs, ovens, phones, light switches, refrigerator/freezer handles, lab benches and equipment, touch-points in research and animal areas, desk and lab phones, personal lockers, shared PPE, and touch screens/mobile devices.

Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70%) and peroxide solutions. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants. Only products with an NPN or DIN have been approved by Health Canada.

If suitable cleaning solutions are not available please contact Safety Resources at safetyresources@usask.ca.

All completed disinfection practices must be documented using the USask Disinfection Log (See Appendix E) and posted in the laboratory/work area.

Custodial Services has increased the frequency of common touchpoints on campus, including light switches, doorknobs, toilets, sinks and faucets, and handrails.

For more information please review the Lab Cleaning and Disinfectant Guidance.
## 7 Revisions

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Revision Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2.0</td>
<td>2020-05-15</td>
<td>Changes reflecting the Request Increase Activity on Campus.</td>
</tr>
<tr>
<td>2020-2.1</td>
<td>2020-05-27</td>
<td>Changes to reflect health privacy</td>
</tr>
<tr>
<td>2020-3.1</td>
<td>2020-09-01</td>
<td>Necessary updates</td>
</tr>
<tr>
<td>2020-3.3</td>
<td>2020-12-01</td>
<td>Language updates for requesting campus access, masking,</td>
</tr>
</tbody>
</table>
Appendix A: Working Alone and/or After-Hours Plan

1. It is the responsibility of the personnel and the supervisor to identify hazardous agents or activities which arise from the conditions and circumstances of the work to be completed alone and/or after hours.
2. It is expected the only work that cannot be reasonably completed during normal working hours be considered.
3. Handling hazardous substances, using hazardous equipment and/or performing hazardous activities are prohibited if working alone (at least two trained personnel are required for these activities).

Personnel information

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Phone # or email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Name</td>
<td>Phone # or email</td>
</tr>
<tr>
<td>Lab Manager’s Name</td>
<td>Phone # or email</td>
</tr>
</tbody>
</table>

Work Duration

Work Location

Working Conditions

- [ ] Alone
- [ ] After Hours

Communication Plan

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe your communication plan (including times and intervals for regular check-ins)

Please include one designate (PI/Lab Manager) that all personnel report and check in with:
### Risk Level

<table>
<thead>
<tr>
<th>Classification</th>
<th>Examples</th>
<th>Applicable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Hazard Activities</td>
<td>- Use of computers</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td>- Use of low hazard materials</td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td>- Use of low hazard tools and/or equipment</td>
<td></td>
</tr>
<tr>
<td>Moderate Hazard Activities</td>
<td>- Use of hazardous materials</td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td>- Use of power tools and equipment</td>
<td>□ Two workers will be present</td>
</tr>
<tr>
<td></td>
<td>- Use of ladders</td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td>- Physical labour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Other identified activities</td>
<td></td>
</tr>
<tr>
<td>High Risk / Prohibited Activities</td>
<td>- Entering confined spaces</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td></td>
<td>- Hoisting materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Working at heights</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Working in or over water</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Other identified activities</td>
<td></td>
</tr>
</tbody>
</table>

### Specific restrictions and/or prohibited activities

### Job Safety Analysis

<table>
<thead>
<tr>
<th>Work Activity</th>
<th>Related Hazards</th>
<th>Hazard Control Measures</th>
<th>SOP Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ No</td>
</tr>
</tbody>
</table>
## Acknowledgements

**Supervisor:**

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee or Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

When the involved personnel and supervisor sign this record they approve and agree to abide by the conditions set out in the plan. Comments and/or concerns may be raised by anyone acknowledging this plan. Steps shall be taken to resolve all concerns prior to the commencement of work activity.
When the involved personnel and supervisor sign this record they approve and agree to abide by the conditions set out in the Working Alone Policy. Comments and/or concerns may be raised by anyone acknowledging this plan. Steps shall be taken to resolve all concerns prior to the commencement of work activities.

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Donning and Doffing Face Masks

For those who are required to be on campus, the university requires the use of face masks. Wearing a face mask in the USask campus community may prevent an asymptomatic carrier of the disease from infecting others. Strict hygiene and public health measures, including frequent hand washing and physical distancing, refraining from going out if you are symptomatic and/or have been exposed to a confirmed case, will reduce your chance of being exposed to the COVID-19 virus. Do not use medical masks designed for health-care worker.

Donning or Putting on a Face Mask

1. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.
2. Remove the face mask from the clean bag.
3. Check the face mask for any rips or tears. Make sure the face mask exterior is facing out.
4. Place face mask on your face, while holding on to the edges. Check the fit in a mirror if necessary. Put one loop around ear, or tie the upper ties behind your head.
5. If the face mask has a bendable nose piece pinch it around the bridge of your nose and tie the lower ties around your head.
6. Make sure the face mask covers your nose and mouth so that the bottom edge is under your chin.
7. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.

Remove the face mask from the clean bag.
5. Place face mask on your face, while holding on to the edges. Check the fit in a mirror if necessary.
6. Put one loop around ear, or tie the upper ties behind your head.
7. If the face mask has a bendable nose piece pinch it around the bridge of your nose and tie the lower ties around your head.
8. Make sure the face mask covers your nose and mouth so that the bottom edge is under your chin.
9. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.

**Doffing or Taking off a Face Mask**

1. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.
2. Do not touch the part of the face mask covering the nose and mouth, it may be contaminated.
3. Untie or remove the ear loops and remove the mask by the straps.
4. Put in a designated “dirty bag” like a zip-top plastic or cotton bag.
5. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.

**Cleaning and Storage**

If a face mask becomes wet or soiled, immediately replace it with a clean one. Place the wet/soiled one in a designated “dirty bag” until it can be laundered or discarded. Face masks should be laundered when visibly dirty, wet, or when contaminated.

1. Remove face masks from “dirty bag” and immediately put into washing machine.
2. Wash your hands with soap and water for at least 20 seconds, or use an alcohol-based disinfectant.
3. Use your regular laundry detergent and if desired bleach.
4. Wash and tumble dry on hot.
5. Remove from dryer and place into a designated “clean bag”.

Clothing and outerwear that is worn to work or outside the home should be hung to allow for air circulation around all surfaces overnight in an area of low traffic/occupancy e.g. garage.
Appendix C: COVID-19 Self-Monitoring Checklist

To prevent the spread of COVID-19, faculty, staff, and students who are working on campus during this time must self-monitor for the development of COVID-19 symptoms. The COVID-19 Self-Monitoring Checklist is mandatory and must be completed daily by all personnel.

- Self-monitoring means paying attention to your health to identify signs of sickness.
- Everyone should be self-monitoring. It is important to know the symptoms of COVID-19 and to act appropriately if exhibiting symptoms.
- If personnel are returning from inter-provincial travel, they must self-monitor and self-isolate at the first sign of symptoms no matter how mild. Please call the Government of Saskatchewan’s Healthline 8-1-1 and follow medical advice.

If personnel has come in contact with someone who tested positive for COVID-19 they are to follow all advice from the Saskatchewan Health Authority and notify their supervisor of any anticipated absence.

This form serves as a daily personal health checklist to monitor for the development of COVID-19 symptoms to prevent its spread. Personnel must fill out this form daily, before leaving home, to monitor for symptoms of COVID-19. Once the form is full, print a new form and continue to monitor. Although not required to be submitted every time a form is completed/full, personnel should keep all completed checklists for the duration of the COVID-19 pandemic. Supervisors may request an answer as to the presence or absence of symptoms.

Please note: The form is not screening for seasonal or environmental allergies. It is meant to capture new symptoms, or a worsening of long-standing symptoms.

If you experience any of the following, please record on the following page:

- **New or worsening respiratory** symptoms i.e. cough, shortness of breath, or difficulty breathing, runny nose or sneezing, nasal congestion, sore throat, hoarse voice, or difficulty swallowing.

- **Any new onset of atypical** symptoms including but not limited to chills, muscle aches, diarrhea, malaise, fatigue, headache, or loss of sense of smell or taste.
Daily Self-Monitoring Form for COVID-19 Symptoms

Name:_______________________________________

<table>
<thead>
<tr>
<th>Day</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Symptoms

Pay close attention to your health. Each day, check for symptoms below (before leaving home) and answer yes or no for each.

- No Symptoms
- Fever ≥ 38.7 C
- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Runny nose
- Chills
- Aches and pains
- Headache
- Loss of sense of smell or taste
- Other
Appendix D: Work Location Journal Template

All faculty, staff, and students who are working on campus are **required to keep a work location journal, recording what rooms, offices, laboratories, and buildings are visited each day.** This will enable targeted health surveillance if there is an outbreak on the University of Saskatchewan Campus allow for open and informed communication with anyone who may have been exposed and decreasing the chance of larger outbreaks.

Name: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Rooms, Offices, Laboratories, and Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix E: Cleaning and Disinfectant Log

A fillable PDF of this chart can be printed and used to track cleaning and disinfecting in shared laboratory spaces. Although not required to be submitted every time a Log is completed/full, personnel must keep all completed logs for the duration of the COVID-19 pandemic as supervisors can request this form from employees, as required.

Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70%) and peroxide solutions. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants. Only products with an NPN or DIN have been approved by Health Canada.

If suitable cleaning solutions are not available please contact Safety Resources at safetyresources@usask.ca.

<table>
<thead>
<tr>
<th>Area/Equipment</th>
<th>Method Used/Disinfectant</th>
<th>Frequency Twice Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PM</td>
</tr>
</tbody>
</table>