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 not feeling well 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](https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html).

2. A Health Assessment Questionnaire must be completed by all employees prior to reporting to work each day and can be accessed by the following link [https://myhr.uwo.ca](https://myhr.uwo.ca) (see Appendix A).

3. Western requires the use of non-medical masks/face coverings in the presence of others and in common and shared spaces on campus. These act as a personal hygiene measure to protect others from potential infectious droplets.

4. Maintain physical distancing of 2 meters and limit gatherings in work areas, washrooms, change rooms, lunch rooms and on job sites by staggering shifts, breaks, lunches and job tasks. Lunch rooms will have a reduced number of chairs available to assist in providing a 2m separation.

5. 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, golf carts and landscape equipment shall be used by a single occupant when possible, and frequently touched surfaces (such as steering wheel, controls, door handles, keys) shall be disinfected before and after each use. **The use of non-medical masks/face coverings is required in all enclosed FM vehicles. The FM Personnel Shuttle will operate under reduced occupancy levels and routine disinfectant and physical distancing protocols.**

7. With regard to service calls to campus buildings, Facilities Management employees are
operating under the presumption that all Western employees have completed the required Health Assessment Questionnaire and have been deemed fit to return to work on campus.

8. Building Services have increased cleaning and disinfecting frequencies within high use areas.

9. Additional disinfecting wipes, hand sanitizer and gloves have been obtained and are available for staff. It is required that staff clean their equipment (vehicles, tools, computer keyboards, phones, radios, laptops, seating, etc.) before and after use.

10. Protocol for responding to Residences/Housing:

A screening checklist (Appendix B) was developed in consultation with Dr. Sidney Siu, Western University’s occupational physician, and will assist in determining FM Operations personnel in their preparedness when responding to calls and meeting with persons in the area.

This checklist will help determine if the person requesting service is in self-isolation, has a fever, new cough or shortness of breath, or has been away from Canada within the last 14 days.

Communication Operators in CCPS and Client Services Representatives will be required to ask the questions of persons requesting the services of FM Operations staff.

- Students/Occupants in self-isolation or quarantine have been issued masks to wear if they are required to leave the room or evacuate during a fire alarm.
- Students/Occupants to be provided with cleaning supplies to maintain the room. Routine cleaning by FM staff will not take place.
- Students/Occupants will be advised to warn staff attempting entry to provide service that they are undergoing self-isolation.
- Students/Occupants will be advised to leave the room prior to repairs proceeding. FM staff will not enter a room if occupied to adhere to social distancing protocol.
- In instances where Facilities Operations 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 requiring access to a room where self-isolation or quarantine procedures are in place, Western’s HazMat team will be contacted to assist.
- The following facilities are being used to support healthcare workers and City of London emergency management teams: Windermere Manor, Delaware Hall Residence, Perth Hall Residence.
## Resources:

- Western University
  [https://www.uwo.ca/coronavirus/](https://www.uwo.ca/coronavirus/)

- Middlesex-London Health Unit

- Public Health Ontario

- Western HR Absence Notification Tool
  [https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html](https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html)

- Western Health Assessment Questionnaire
  [https://myhr.uwo.ca](https://myhr.uwo.ca)

- Workplace Safety & Preventive Services

- Public Health Agency of Canada

- Centers for Disease Control and Prevention (CDC)

- World Health Organization (WHO)
Health Assessment Questionnaire – COVID-19

Do you answer “YES” to any of the following questions?

1. Are you experiencing a fever (37.8 C or greater)?
2. Are you experiencing any new/worsening respiratory illness symptoms, such as: a cough, sore throat, runny nose or shortness of breath?
3. Do you have any new, unexplainable symptoms of fatigue and generalized muscle aches?
4. Are you experiencing new vomiting/diarrhea/abdominal pain?
5. Are you experiencing new loss of smell/taste disturbance?
6. Have you travelled outside Canada within the last 14 days?
7. Have you had close unprotected contact with a confirmed case or probable case of COVID-19 within the last 14 days?
8. Have you had close unprotected contact with a person with acute respiratory illness who has been to a country/region where COVID-19 is present within the last 14 days?

If you answer YES to any of these questions, stay home and report your illness through your regular reporting channels and the Absence Notification Tool at https://www.uwo.ca/hr/safety/topics/covid_19/absence_tool.html. Please contact your physician for clarification when you can return to work.

If all answers are NO, please report to work when indicated by your supervisor.

If you have medical questions, please contact your family doctor, Telehealth Ontario at 1-866-797-0000 or Workplace Health at Western at workplacehealth@uwo.ca.
Screening Checklist for Service Calls to Housing/Residences on Campus – COVID-19

Checklist is applicable to persons requesting FM attendance to their residence on campus for assistance.

Screening will involve the following questions:

Do you or the person you are calling for answer “Yes” to any of the following questions?

1. Are you currently self isolating?
2. Are you experiencing a fever, new cough or shortness of breath?
3. Have you been away from Canada within the last 14 days?

If all answers are no, unlikely a COVID-19 related call.