

Faculty of Environment (Non-Lab) On-Campus Research

Roles & Responsibilities Related to Covid-19

This document outlines the duties that each individual/ group must adhere to in accessing Environment buildings. The Safety Office has implemented [protocols](#) in order to prevent the spread of COVID-19. Each person granted on-campus access has a responsibility to the university community, and greater public, to follow social distancing and safety guidelines. During this difficult time, there will be additional cleaning and sanitization requirements that users of space will be required to maintain.

General Information

- Occupancy limits will be posted on all buildings, washrooms and graduate cluster rooms.
- Each researcher will be advised as to which desk to use in each room. In cases where the applicant has a dedicated desk, this will be their work space; in situations where the applicant was using a hot desk, a specific desk will be allocated.
- Time of usage is restricted to authorized times in order to maintain social distancing.
- Environment buildings hours of operation are from 8:00am - 4:30pm, Monday - Friday. Use of space outside these hours is prohibited.
- Directional signage for one-way traffic flow, where possible, will be installed across campus.
- Sanitizer stations will be placed at the designated entrance to each building. Sanitizer and cleaning supplies will be provided in all research cluster rooms.
- Hand hygiene must be performed regularly throughout the day. At minimum anyone using campus facilities must perform hand sanitization when entering or leaving a new space, removing gloves, and after using shared equipment
- [Face mask](#) must be worn in all common use areas of University buildings. This includes corridors, lobbies, washrooms, elevators and meeting rooms, other shared-usage areas. If you maintain a physical distance of at least two meters in your research cluster/office, you may remove your mask when working in these spaces.

Graduate Student Responsibilities

Whenever possible, students should continue to work from home. As we will be operating at a reduced capacity, space will be allocated with priority given to those who demonstrate that working remotely significantly compromises research productivity.

Requirements:

1. Prior to coming back to campus, students using graduate cluster space must have completed all mandatory university training. Proof of completion must be submitted by attaching a screen shot of your training records showing your name and passing grade, to your application.

[Return to Campus Safety during COVID-19](#)

[WHMIS](#)

[Employee Safety Orientation](#)

[Workplace Violence Awareness](#)

Complete the [Request to Resume On-campus Research](#) to apply for study space and wait for approval. Graduate students with no research supervisor should seek sign-off from the [Associate Dean of Graduate Studies](#)

2. When conducting research on campus,
 - Complete the [online Check in/ out & Disinfection Checklist form](#) each day when arriving on and leaving campus.
 - Ensure appropriate hand hygiene and surface decontamination is performed at the prescribed schedule.
 - Notify the [Dean's Office](#) if supplies are not sufficient to maintain hand hygiene and surface decontamination requirements.
 - Notify the [Dean's Office](#) of any hazards that are discovered while working.
 - Do not come to work if ill, and report all illnesses to your supervisor.
 - Adhere to UW's Working Alone Guide: <https://uwaterloo.ca/safety-office/occupational-health-safety/working-alone-guideline>. In the case of research cluster/office space, desk work would fall in to the low risk category, and thus a written plan is not required providing that the following guidelines are followed: “**Low risk:** May work alone, however minimal precautions are required, including periodic check-in (using the [online check-in/ out tool](#)), access to phone and security measures to protect against theft, property damage or personal injury due to intruder.” Individuals should follow the University Police [Personal Safety Guide](#). A campus safety app is also available for download, which includes emergency tools, notifications, and tips for staying safe. Visit the [WatSafe web page](#) for more information.
 - Working in close proximity (closer than 2 meters) to others is not currently allowed, even if these same people are part of your ‘social bubble’. Research cluster space will be monitored and lack of adherence to the above requirements may result in revocation of permission to be on campus.
 - Under no circumstances may any individual provide room or building access to someone who is not authorized to be in Environment buildings. Failure to comply with this may result in access being revoked.
 - Plan for the safe shutdown of your work space should another shutdown of campus be required
3. Monitor yourself daily for symptoms of COVID-19. The Ontario Health [COVID-19 self-assessment tool](#), found in the WatSAFE app or on the University's Health & Travel Guidance site, provides clear directions on how to self-assess and provides steps to take in various circumstances. Employees and students will also be reminded to conduct self-assessment at building entrances.

All employees and students must be aware of the symptoms and the importance of reporting symptoms and/or absences to their supervisors or delegates before the beginning of the first day absent.

Supervisors

- Must communicate any health and safety or space related concerns reported by students to the [Environment Research Restart Committee](#) for review
- Must follow protocol for [individual disclosures of COVID-19](#) and ensure all student illnesses are reported.
- Must advise the [Environment Research Restart Committee](#) if any of their students are advised to quarantine or are diagnosed with COVID-19, and must confirm that the student has reported their illness to their local health authority. *Due to privacy, names do not have to be provided to the committee.*
- All employees and students must be aware of the symptoms and the importance of reporting symptoms and/or absences to their supervisors or delegates before the beginning of the first day absent.
- If individuals are working alone, a working alone plan may be required.
 - To determine if you need a plan, refer to UW's [Working Alone Guide](#).
 - In the case of research cluster space, desk would fall in to the low risk category, and thus a written plan is not required providing that the following guidelines are followed: “**Low risk:** May work alone, however minimal precautions are required, including periodic check-in (using the [online check-in/ out tool](#)), access to phone and security measures to protect against theft, property damage or personal injury due to intruder.” Individuals should follow the University Police [Personal Safety Guide](#). A campus safety app is also available for download, which includes emergency tools, notifications, and tips for staying safe. Visit the [WatSafe web page](#) for more information.

Environment Research Restart Committee Roles and Responsibilities

- Review all applications for restarting research or access to research cluster
- Contact approved applicants with details of their approval and instructions on which room and desk to use
- Communicate all changes being made due to COVID-19 to all occupants/workers
- Schedule use of research cluster/office space in order to maintain physical distancing and ensure equity of shared space
- Respond to any issues raised through the channels outlined above or escalate to the Safety Office where required.

The Dean's Office Roles and Responsibilities

- Monitor space usage and notify supervisors of non-compliance
- Ensure appropriate hand hygiene and surface disinfection supplies are provided for workers
- Physically visit and inspect cluster space that is in use to identify hazards as per the Occupational Health and Safety Act; and to ensure the adequacy and adherence to the approved work plan.

Supervisor Acknowledgement: I acknowledge that I am responsible for the implementation of all procedures outlined in this document to reduce infection risk of COVID-19.

Signed _____

Name Printed _____

Date _____

Student Acknowledgement:

I acknowledge that I have reviewed this document and understand the responsibilities and duties that will be expected of me to reduce infection risk of COVID-19.

Signed _____

Name Printed _____

Date _____