

Northern Ontario School of Medicine

École de médecine du Nord de l'Ontario

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## **COVID19: RETURNING TO CAMPUS**

**Mandatory Training Package For NOSM Employees** 

July 2020 – Version 1

## **Welcome Back to Campus**

The NOSM *Human Resources (HR) Unit* has developed this training presentation to help the NOSM community work safely on campus during the coronavirus pandemic. This training presentation covers critical COVID-19 health and safety information, including social distancing, self-care and workplace cleaning.

The goal of the training is to provide a baseline set of practices to be followed by everyone returning to campus and to assure you of the extra precautions NOSM is undertaking to keep you safe. Once you have completed this training you will be directed to an **Attestation** link, where you will confirm that this training has been completed and that you commit to daily self-assessment/monitoring for COVID-19 symptoms.

By completing this *Attestation*, this will inform your Supervisor and HR that you have participated in this training presentation which is a requirement to Return to Campus and gain access to the buildings through security. The *Attestation* is required to Return to Campus and is your assurance that we are following our moral and ethical responsibility to prevent the spread of COVID-19 by practicing proper social distancing and using the recommended personal protective equipment provided by NOSM.

We understand that returning to campus may create fears about associated health risks. NOSM is taking appropriate measures to ensure that employees and learners are returning to a safe workplace and this presentation will outline the enhanced safety measures and protocols NOSM is undertaking. The measures that have been put in place are meant to limit the propagation of the virus. Therefore, we ask all NOSM Community members who are coming into work or learn to apply the basic hygiene precautions, such as hand washing and physical distancing, as recommended by public health authorities.

All information will be held in the strictest confidence within the HR Unit.



## **Agenda**

- Preparing to Return
- Virus Transmission
- Preventing COVID-19
- Personal Protective Equipment
- Building Cleaning and Disinfection
- Symptom Monitoring
- Experiencing COVID-19 Symptoms
- Resources / Contacts
- Attestation Link



## **Preparing to Return**

- As the Ontario Government is "gradually" allowing organizations and businesses a return to "limited" operations, NOSM's plan is to restore operations on campus in a staged approach, to ensure appropriate physical distancing, enhanced safety measures and availability of personal protective equipment (PPE).
- Plans for restoring operations on campus will need to be flexible as circumstances change. The scenarios in the table below were intended for planning purposes only and contingent on many factors. Resuming work on campus will be difficult to plan for, as there will be situations and forces beyond the control of staff and faculty that may affect their ability or willingness to return. In addition, it is possible that a Wave 2 of COVID-19 will require NOSM to return to operations working remotely from home. A contingency plan for immediate return to remote work will be in place in each Unit.

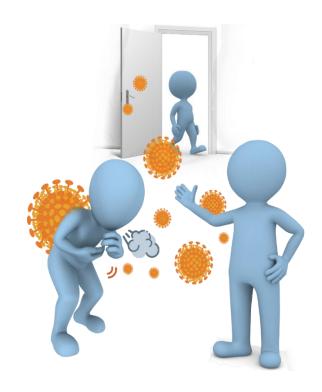
Stage	Possible Scenario	Date Range
1	30% of employees working on site	July/Aug 2020
2	50% of employees working on site	Sept/Oct 2020
3	75% of employees working on site	Nov/Dec 2020
4	100% of employees working on site	Jan-Mar 2021

- Individuals will return to campus based on operational needs (i.e. activities they support can only be delivered on-campus).
- Staff will be informed by their supervisors when and under what circumstances they are to return to campus and must not return until authorized. You must have supervisor authorization to be on campus. This will be tightly coordinated/monitored to mitigate potential risks and ensure the safety of our campus and the communities we serve.
- Supervisors cannot unilaterally increase staffing levels beyond current needs (or staged approvals)
   without authorization from the Office of the Dean, President and CEO, or designate.



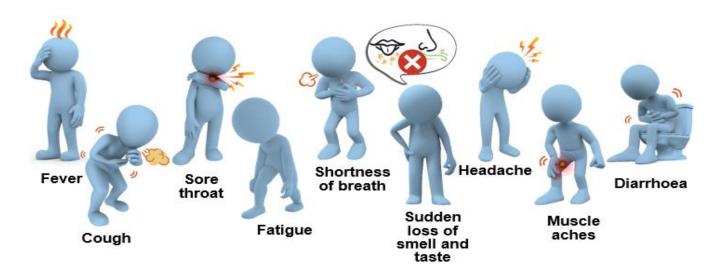
### **Virus Transmission**

- Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:
  - ✓ respiratory droplets generated when you cough or sneeze
  - close, prolonged personal contact, such as touching or shaking hands
  - touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands
- Current evidence suggests person-to-person spread of COVID-19 is efficient when there is close contact which makes physical distancing an important prevention measure.
- Respiratory droplets of relevant size can travel a few feet before falling to the ground or evaporating so the 2 metre (6 feet) physical distancing rule is based on this. Proper handwashing, cough hygiene and cleaning with an appropriate disinfectant are also key to limiting virus transmission.





## Symptoms can start like many other illnesses



Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms include:

- Cough, fever, difficulty breathing
- Symptoms may take up to 14 days to appear after exposure to COVID-19
- Symptoms start about one day after exposure, but can be as long as 14 days
- Some people have no symptoms, most have a mild illness. It can be severe and sometimes fatal.



### **To Prevent COVID-19**

### Maintain good personal hygiene

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing or sneezing; and before and after eating. Restroom doors on campus will be left open to avoid touching handles (limit one person in the restroom at a time). Hands should be washed:

- Upon arrival in the workplace
- After work in close contact with another employee (less than 2 meters)
- If hands become soiled/dirty
- After using the bathroom
- At the end of the day
- Upon arrival at home

In washrooms, the following items shall be available:

- soap or another cleaning product;
- paper towels or hand dryers;
- where paper towels are used, waste paper baskets for disposal of such towels.

Hand sanitizer stations have been made available at the entrance of all campus buildings.





### **To Prevent COVID-19**

### **Avoid Exposure**

- Do not share food, drinks and personal items including mobile phones. Avoid community coffee pots, tea pots, and shared dishes in lunch rooms. Eating alone is encouraged.
- Lunch / break rooms can be used, but physical distancing guidelines (2 meters)
   must be followed, and surfaces must be wiped down after use
- Keep 1-2 meters (3-6 feet) away from others, even if they appear well, and avoid direct contact with them.
- Avoid touching your face (eyes, nose and mouth) especially if you have touched objects handled by many people (such as handrails, door handles).
- Avoid shaking hands; instead wave, bow, nod or use any other culturally appropriate gesture to greet visitors
- Rearrange workspaces or adjust work times to ensure physical distancing (2 meters or 1 person per 16m2) can be respected.



### **To Prevent COVID-19**

### **Avoid Exposure**

- Clean and disinfect frequently touched surfaces each day, more often if you think they've been contaminated. When using community/shared printers, please wipe down the printer after use and be sure to use hand sanitizer before and after use, this includes the use of any fridges to store lunches. Additional cleaning supplies will be provided by NOSM for additional cleaning of personal office spaces.
- Meetings and other encounters that would require people to be in an enclosed space should be organized online for stage 1 re-entry and until further notice.
- Limit the number of visitors, clients, and others coming to the office.
- Keep away from people who are sick don't let them cough or sneeze on you.
- Avoid visiting hospitals and other medical facilities unless you need medical care.
- Avoid activities which expose you to large groups of people and avoid non-essential travel



# **Personal Protective Equipment (PPE)**

With the current COVID-19 situation there are additional circumstances where public health authorities recommend PPE use, namely the wearing of masks if 2-meter physical distancing cannot be achieved. NOSM will be issuing returning Staff, Faculty & Learners with two cloth face coverings (non-medical grade). Disposable masks will also be available if needed. You also may wear personally acquired face coverings that adhere to CDC and other public health standards

#### To Mask or not to Mask?

Wearing a face covering, also called a handcrafted mask, in public, is strongly recommended especially when physical distancing (2 meters) is not possible, such as when you go to the grocery store or take public transit.

When you wear a mask or a face covering in public, you must also follow other safety measures, such as hygiene and physical distancing measures (2 metres). It is important to realize that these masks typically do not prevent the individual wearing them from being infected, the mask is meant to protect others from the wearer's respiratory droplets.

While NOSM has not made this mandatory, you are strongly encouraged to consider wearing masks when you are entering and exiting the building. You may remove the mask when you enter an enclosed office area. Other situations you are encouraged to mask in are:

- If someone enters into your work or learning space or you enter into another's work or learning space.
- If you are traveling anywhere within campus
- Entering a lunchroom
- Using washroom facilities



# Non-Medical Reusable Face Masks: Instruction on How to Put Mask On

Clean hands with alcohol based hand rub or soap. Wash your hands with warm water and soap for at least 20 seconds before touching the mask. If none is available, use hand sanitizer with a minimum 60% alcohol base.

Place the face covering over your nose and mouth. Ensure your hair is away from your face. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK Before putting on a mask, clean hands with alcoholbased hand rub or soap and water

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK **Cover mouth and nose** with mask and make sure there are no gaps between your face and the mask

# Non medical Reusable Face Masks Instructions on How to Remove a Mask

While wearing a non-medical mask or face covering, it is important to avoid touching your face

How to remove a non-medical mask or face covering

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK **Avoid touching the mask** while using it; if you do, clean your hands with alcohol-based hand rub or soap and water

HOW TO PUT ON. USE. TAKE OFF AND DISPOSE OF A MASK To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcoholbased hand rub or soap and water



## **Building Cleaning and Disinfection Protocols**

- Building Services will be completing increased environmental cleaning and disinfection of public spaces and high touch areas including washrooms, doors and entranceways (door handles, plates and push bars), elevators, kitchenettes, handrails, and other high touch horizontal and vertical surfaces.
- Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators.
- Extra cleaning supplies will also be available for offices for staff to wipe down their workspaces for additional cleaning.
- Staff are asked to clear their desks off at the end of the day to assist cleaning staff in sanitizing surfaces.



## While on Campus

- Buildings will be closed (locked) to the public Access cards will be required for entry to all buildings.
- After entering a building, sanitize your hands at the nearest sanitizer station and follow signage and all physical distancing guidelines
- Arrival and departure times should be coordinated to reduce congestion during typical "rush hours"
- Staggered schedules should be considered for lunch and break times
- Buildings will include visible markers and signage for directional and distancing requirements
- Be mindful of the signage instructions and be prepared to change your daily routine to adhere to the new circulation patterns.



# **Symptom Monitoring Requirement**

- Individuals who are authorized to return to (or be on) campus <u>must</u> conduct symptom monitoring every day before coming to campus. Staff and Faculty will be required to self monitor through the Ontario Government's COVID-19 self-assessment tool <a href="https://covid-19.ontario.ca/self-assessment/">https://covid-19.ontario.ca/self-assessment/</a> and as noted on Page 2 of this training presentation, will be required to sign an *Attestation* (just once) committing to daily self-monitoring. <a href="https://covid-19.ontario.ca/self-assessment/">The Attestation link is located at the end of this presentation</a>.
- Staff and faculty who are unable to be on campus because they are experiencing symptoms will be guided by the instructions provided by the Ontario Government's COVID-19 link (after completing the self-assessment) and will be required to notify their Supervisor, who will then liaise with their HR consultant for monitoring and follow up.
- For staff and faculty who have other risk considerations (e.g. childcare obligations, pregnancy, compromised health considerations, or other special concerns, and do not feel they can return to campus, will be asked to inform their Supervisor, who will liaise with their HR consultant for monitoring and follow-up.



# **Experiencing COVID-19 Symptoms**

- Individuals who have returned to work and begin to develop symptoms or have been exposed off campus, may contact Human Resources for COVID-19 testing locations in their area, and information/guidance for next steps.
- If a NOSM member believes they have contracted COVID-19 after exposure to a known COVID-positive person on campus and/or while performing job duties, Supervisors may direct the individual to complete a WSIB Form 7.
- If you have been exposed, you must immediately remove yourself from campus, even if you are not showing symptoms. Please notify your supervisor (via email or telephone) that you are leaving.
- While you await test results, you must remain at home in self-isolation and keep your supervisor informed of your status.





### **Positive Case at NOSM Scenario**

- A positive test for COVID-19 at NOSM will require the individual to self-isolate at home until they have recovered.
- To help determine the risk of potential exposure to coworkers and others on campus, the Director Human Resources or designate will work the associated Supervisor Staff member following the Public Health guidelines for any NOSM member who has tested positive
- Exposed individuals will be given the name of the individual who tested positive so that their risk can be assessed.
- Public Health may contact the supervisor if further contact tracing of the COVID 19 positive individual is needed; however, the actual test result (and any other protected health information) will not be disclosed.





### **Positive Case at NOSM Scenario**

If an individual has been exposed to a COVID-19 positive person they will be asked to follow the guidance from the Ontario Government's website listed at https://covid-19.ontario.ca/. The individual will be considered recovered (and cleared to return to work) when:

- the individual remains fever-free without the use of fever reducers for 72 hours
- the individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath)
- it has been at least 10 days since their symptoms first appeared
- they can provide a negative COVID-19 test
- Notification for return to on-campus activities are directed through the Human Resources Office.



### **Additional Resources**

COVID-19 can be stressful, the effects can be both physical and emotional.

Things you can do to reduce stress:

- Take breaks from listening to, watching or reading about COVID-19 frequently, including social media.
- Focus on the facts of COVID-19 and understand the risk to yourself and those you care about.
- Separate facts from rumours. Gather information from reliable sources.
- If stress continues to hamper your daily activities, talk to a doctor, or someone you can trust.
- For additional information including FAQ's, please see <a href="https://www.nosm.ca/our-community/coronavirus-information-for-nosm-community/">https://www.nosm.ca/our-community/coronavirus-information-for-nosm-community/</a>



Keep yourself in the best possible health.
Sleep well, eat healthy and be physically active.



## Who to Contact for Concerns or Inquiries

Workload or working environment/sick leave (or exposure to COVID)	Facilities at both campuses in case there is a problem (e.g. problem with an access card)	General concerns, complaints or unanticipated issues		
<ol> <li>Your direct supervisor</li> <li>Your HR Consultant         <ul> <li>tcarswell@nosm.ca</li> <li>rcampbell@nosm.ca</li> </ul> </li> <li>kawakefield@nosm.ca</li> <li>cc: hr@nosm.ca</li> <li>cc: laubryyates@nosm.ca</li> </ol>	<ol> <li>Your direct supervisor</li> <li>Bonnie Chimenti (West)         <ul> <li>bchimenti@nosm.ca</li> </ul> </li> <li>Charlie Armstrong (East)</li></ol>	<ol> <li>Your direct supervisor</li> <li>Ray Hunt –         <ul> <li>rhunt@nosm.ca</li> </ul> </li> <li>Lyne Aubry-Yates –</li></ol>		
For each of the three scenarios above please include all names noted in your email inquiry				

For each of the three scenarios above, please include all names noted in your email inquiry

#### **EMERGENCY CONTACT PHONE NUMBERS:**

Ray Hunt: 705-923-4443

Lyne Aubry-Yates: 705-280-7023

Joe Lipinski: 807-621-9454 Grace Vita: 807-252-7455



### **Conclusion and Attestation**

Thank you for completing this training module. By completing this training, it will help to ensure that you and your co-workers/co-learners are in a safe and healthy work and learning environment.

<u>Please click on the following link below</u> to verify you have reviewed this training presentation and to verify that you will self-monitor for COVID-19 symptoms, on a daily basis, prior to returning to campus.

All completed *Attestations* will be collected by the Human Resources Unit in the strictest of confidence. <u>You will only be required to complete this Attestation once</u>.

Thank you, Miigwetch, Merci

https://www.surveymonkey.com/r/339R8MD



### References

- 1. 2019 Novel Coronavirus (2019NCoV) Strategic Preparedness and Response Plan: <u>COVID-19 Strategy update</u>. <u>World Health</u> <u>Organization</u>, <u>April 14th</u>, <u>2020</u>.
- 2. Resources to Prevent COVID-19 in the Workplace, <a href="https://www.ontario.ca/page/resources-prevent-covid-19-workplace">https://www.ontario.ca/page/resources-prevent-covid-19-workplace</a>
- 3. Coronavirus disease (COVID-19): <a href="https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html">https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html</a>
- 4. Coronavirus (PHSD): <a href="https://www.phsd.ca/health-topics-programs/diseases-infections/coronavirus">https://www.phsd.ca/health-topics-programs/diseases-infections/coronavirus</a>

