

The Edward S. Rogers Sr. Department of Electrical and Computer Engineering

Welcome Back Information

The purpose of this package is to relay important information to you in regards to the re-opening of research spaces, administrative areas, offices, and more. This is in conjunction [with COVID measures](#) that have been put in place for the safety of our faculty, staff and students.

Please note that the pandemic situation is being monitored closely; we will let you know if the policy for access to buildings changes in response.

For the latest information about U of T's COVID-19 response, please see the [UTogether2020 page](#), and the [Environmental Health & Safety](#) information. Please take the time to review the Frequently Asked Questions ([FAQs](#)) and the [Human Resources & Equity page on COVID-19](#) (e.g. Return to Work Processes during COVID-19 Response document).

Building Access:

- A) ECE building hours, effective September 7, 2021:

Sandford Fleming Building
8AM-9PM

Pratt Building
8AM-8PM

Galbraith Building
8AM-9PM

Engineering Annex
8AM-6PM

Bahen Centre for Information Technology
8AM-10PM

Wallberg
8AM-8PM

Buildings can be accessed by authorized personnel after hours.

- B) Effective Tuesday, September 7, 2021, the university is open to the university community. Everyone who comes to campus will need to complete uCheck.
- C) Coffee/Lunch rooms are closed. Please plan accordingly.
- I. Meals are not to be consumed within labs.
- II. Individuals can remove their face coverings to eat or drink in common-use areas of U of T Engineering buildings with fixed seating that is not signed as restricted.
- III. They can also eat in approved areas within each Department, Institute or Division, as well as in on-campus food locations provided by U of T Food Services.
- D) Access to research offices/graduate student rooms is not allowed unless previously approved.

Building Patrol:

In effect since on or around September 3, 2020 on a continuing basis:

All buildings with FASE occupancies: Two daily (Monday to Sunday) patrol shifts from 8 am to 12 midnight.

Mailroom Operation:

The ECE mailroom is in full operation on site during regular University business hours, 8:45 am to 5 pm. Where feasible, please include the mailroom telephone number in delivery instructions: 416-978-0694.

Deliveries – best practices:

1. Delivery personnel must wear a non-medical mask
2. Deliveries should be completed under 15 minutes
3. Follow contactless delivery such as posting a phone number for the delivery personnel to call, designating a physically distanced drop-off point and staff members retrieving the items after the delivery personnel has left.
4. Delivery personnel are expected to self-screen at the building entrance. Please ensure that the [COVID-19 Restricted Access Self-Screening Poster](#) is posted at every entrance including loading docks or other access points.

Masks:

Wearing non-medical masks or face coverings is required in all common-use indoor University spaces, including classrooms, graduate student offices, and common areas in residences.

Policy: <https://governingcouncil.utoronto.ca/secretariat/policies/non-medical-masks-or-face-coverings-policy>

Guideline: <https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-facemasks-at-the-university-of-toronto/>

Eye Protection Tipsheet for COVID-19:

<https://ehs.utoronto.ca/wp-content/uploads/2021/04/COVID-19-Eye-Protection-Tipsheet.pdf>

Please note that in some research spaces, eye protection (e.g. goggles) is required in some specific labs. Please speak to your supervisor or lab manager if this applies to you.

General Assessment Tool (GAT):

GATs are used to determine and apply COVID-19 exposure-reducing controls, strategies and precautions in our operations. Once approved, you will receive the GAT that covers your work area.

General Workplace Guideline (GWG):

Outlines the University's strategies and best practices for making our workplaces ready for increased occupancy, and for addressing the needs of employees who will be returning the workplace.

<https://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-General-Workplace-Guideline.pdf>

Enforcement plan (masks, distancing, non-compliance):

- A) All researchers signed off on responsibilities confirming that they will comply with all procedural and safety guidelines from the University, Faculty, and Department.

- B) All administrative areas have been reviewed and a GAT submitted and approved. It is the responsibility of those coming to campus to comply with all procedural and safety guidelines that are outlined in the GAT.
- C) It is our expectation that for the restart to be effective and safe, all members of our community will act as good citizens and take their responsibilities seriously. ECE will revoke access for anyone who repeats breaking the rules.
- D) Everyone has the responsibility to report non-compliance to their supervisor and/or to the ECE [Health & Safety \(H&S\) committee](#).
- E) ECE H&S Committee member performs random checks for compliance.
- F) Students/workers can report non compliance issues with the mask policy or group gathering, etc. in the following way:

If you see someone you know and/or feel comfortable approaching indoors in common-use spaces on University property not wearing a mask you may remind them in a friendly manner or talk to their supervisor or call campus police non-urgent line at 416-978-2323 to report the incident. Suggested scripts are below for reference:

“Hello, just a reminder that masks are required for this activity. You’ll need to put on your mask”.

“Hello, this group activity is not maintaining physical distancing rules. Can you continue this online?”

“Hello, the building is currently closed to the general public. If you don’t have fob access, you are not approved to be in the building at this time”.

“When all of us wear masks, we protect each other. Wearing a mask is not just about keeping ourselves safe, it’s about keeping everyone safe in the community. Wearing a mask sends a visual signal that you understand the importance of physical distancing and following healthy behaviors. Wearing a mask is a way to show support for everyone else in our community. Please do wear a mask unless there is a medical reason why you would not.”

It is acceptable not to wear masks when eating/drinking.

UCheck: <https://www.utoronto.ca/utogether/ucheck>

Provincial regulation and [public health guidance](#) require that post-secondary institutions implement COVID-19 health screening for anyone coming to campus. In order to comply with these directives, a health screening is required for all members of our community, including faculty members, librarians, staff, and students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T.

There are two ways that individuals can complete the required health screening and generate a risk status each time they come to U of T: [by using UCheck](#) to conduct a self-assessment online, or by completing [a paper based or offline assessment log](#).

The vaccine declaration & upload system will be available the week of September 6, 2021. Please also visit the Provost’s office FAQs on vaccination: <https://www.vicprovoststudents.utoronto.ca/covid-19/>

Please be aware that the Ucheck Visitor form is now available on the UofT UCheck [COVID-19 self-assessments](#) webpage. Paper versions of the assessments must be kept for auditing purposes and emailed to ece2020@utoronto.ca; tsa@ece.utoronto.ca; remigiusz.wolowiec@utoronto.ca; ehs.office@utoronto.ca.

Training:

COVID-19 Awareness Video for Research Laboratories:

<https://web.microsoftstream.com/video/57d71a9f-0b37-4387-9b9b-36796b2bc0f7>

COVID-19 Awareness Video for St. George Campus:

<https://www.utoronto.ca/news/video-how-u-t-s-three-campuses-are-keeping-you-safe-fall>

Mental Health Resources:

The University is committed to supporting community members and their mental health, and is committed to fostering a culture of care and support. If you or someone you know is experiencing stress, or would benefit from mental health resources, please review the many resources available at <https://www.engineering.utoronto.ca/mental-health-wellness/>

Obtaining PPE for Research Labs and Graduate Student Spaces

A) Research Labs (first week of re-entry only)

- The Department has procured a limited amount of PPE and equipment/surface disinfectant items: Hand sanitizer 500ml pump bottles; ULINE Hand soap 222ml pump bottle, Disposable Powder Free Nitrile Gloves box of 100 (sizes: M/L/XL); Disposable Face Mask with Ear Loops box of 50, Isopropyl Alcohol 70% 4L; PREempt RTU Disinfectant 1L; PREempt RTU Disinfectant Wipes; Certainty plus disinfectant wipes; Solvent resistant spray bottles 946ml.
- PIs should designate one group member to request any of the above items needed prior to labs opening. Please send PPE requests in required quantities to ECE Purchasing ece.purchasing@utoronto.ca.
- Obtaining PPE for Research Labs **after the first week**: PPE can be purchased through the researcher's existing supply chain (e.g. [MedStore](#), [ChemStore](#)).

B) Graduate Student Spaces & Administrative Offices

- The Department has provided disinfectant wipes and hand sanitizer that have been placed in approved graduate student spaces and administrative offices,
- Graduate students may request ongoing replenishment of these items from the ECE mailroom SFB540 as needed.

Signage:

- A) When you arrive to campus, you will see signage, posters for COVID-19 on U of T buildings. If you'd like to add more signage to your area, please find all the posters [here](#).
- B) To all PIs and lab managers: please ensure that you post a sign *inside and on the door* of your research space(s), indicating how many people are allowed within the space. This should be done as soon as your research space opens.
The maximum occupancy poster can be found [here](#).

Visitors & Contractors (relevant for faculty and staff only):

Internal UofT visitors to ECE: To request approval for planned visits, please submit the **Internal Visitor Access Request Form** at <https://hub.engineering.utoronto.ca/research-services/research-continuity-covid-19-information/> (if you encounter an error, please paste the url into your browser) in advance to ece.research@utoronto.ca for review and approval. For rush (same day) visits, when advance approval is not possible, the form may be submitted within 24 hours after the visit.

COVID-19 Contractor/Externals Safety Acknowledgement

(Contractor/Externals are external parties who may have the following agreements with the University of Toronto: Contract Agreement (Research as well), Service Agreement, or general contractor in a project work). The U of T Contact Person is any University representative who engages in the agreement with the Contractor/External. Prior to Contractors/Externals coming to campus, U of T Contact Person must ensure [this document](https://ehs.utoronto.ca/wp-content/uploads/2020/08/UofT-Contractor-COVID-safety-acknowledgement-form-August-10-2020_Final.pdf) (https://ehs.utoronto.ca/wp-content/uploads/2020/08/UofT-Contractor-COVID-safety-acknowledgement-form-August-10-2020_Final.pdf) is completed. This document is an acknowledgement form for assisting the U of T Contact Person to confirm that Contractor/Externals are responsible for and applying COVID-19 exposure-reducing controls, strategies and precautions for all on-campus contract related activities. U of T Contact Person to please attach any related/associated/pre-existing contracts signed between the external contractor and the University to this acknowledgment form. Copies of the form must be sent to EHS and U of T legal counsel. Please contact K. Hayward for assistance.

Information about Legionella:

[Water Maintenance Program and Testing for Presence of Legionella](#)

[Potable Water Maintenance Program – Legionella FAQs](#)

Fire and emergency evacuation plan:

We will use the same emergency evacuation plan as we have in the past. The fire alarm will be used to clear the building when it is a life-threatening situation.

- i. In other cases, we call each person who is currently at the workplace and ask to leave the space (like one floor, or a section of the building).
- ii. The Critical Contact List includes Facilities Coordinator, Bianca Nagy who will be aware of the people in the building and can facilitate evacuation of some labs without evacuating the entire building when the issue is contained.

Heating, ventilation and air conditioning (HVAC) strategy:

<https://www.fs.utoronto.ca/services/hvac-mechanical-utilities/covid-hvac-strategy/>

HVAC Strategy for Classrooms:

<https://www.fs.utoronto.ca/services/hvac-mechanical-utilities/covid-hvac-strategy/classroom-ventilation/>

Meetings & Meeting Rooms:

- A. ECE's meeting rooms are closed.

- B. All meetings should continue to take place online.
- C. If you have a meeting in your office, please ensure that everyone is abiding by the 2-meter distancing rule and that everyone is wearing a mask. Furthermore, please record everyone's name, email and telephone number. This information may be required at any point by the Occupational Health Nurse/Environmental Health & Safety.

Emergency Notifications:

- A. In the case of a life-threatening emergency (e.g. fire, natural gas leak, explosion etc.) we would use our fire alarm to evacuate the building.
- B. In the case of things less severe where there is no immediate threat to human life any person can and should call Campus Police emergency line (416-978-2222) or non-emergency line (416-978-2323) and/or Facilities & Services (416-978-3000); for large chemical spills call Environmental Protection Services (EPS) at 416-978-7000. Please also contact Bianca Nagy so the Chair's office is aware and can arrange for internal (to ECE) notifications if needed.

Procedures in the Event of a UCheck red screen, Confirmed Case and/or COVID-19 Symptoms

When an employee receives a red status from UCheck or after completing the offline or paper-based self-assessment log, they are instructed to stay home and immediately contact their manager, supervisor, Dean, Chair or Academic Director who will instruct them to contact the occupational health nurse (OHN) ehs.occhealth@utoronto.ca immediately.

When a student receives a red status from UCheck or after completing the offline or paper-based self-assessment log, they are instructed to contact their **Campus Health and Wellness or Health and Counselling Centre who will assess and determine whether the OHN needs to be contacted.**

- **St. George:** 416-978-8030
- **UTSC:** 416 287-7065
- **UTM:** 905-828-5255

The Chair will be informed if a COVID case arises. [University-established procedure](#) and decontamination protocol will be followed with the Occupational Health Nurse being the main lead in the process <https://ehs.utoronto.ca/covid-19-information/ProceduresUcheck-confirmedcase-symptoms-illness/>

In order to protect medical confidentiality, information on red statuses due to potential or confirmed COVID-19 cases should not be shared unless guidance has been provided by the Occupational Health Nurse. Based upon the contact tracing process, the guidance provided will include who should receive any notification and the language for the notification.

Communication will come directly from Occupational Health Nurse to Chair and PI(s); HR will receive information as FYI.

Management of the Department will be guided as to which portion of the communication can be shared with public.