**COVID-19 General assessment tool (GAT)** (August 20, 2021)

**There are a number of different tools for different groups at the University for different times of activities (e.g. units vs. student societies or regular operations vs. events). Before proceeding, please review the** [**instructional guidance (Table 1)**](https://ehs.utoronto.ca/wp-content/uploads/2020/10/Tables-1-2_Instructions-and-Limits.pdf)**.** [**For guidance of maximum attendees or gathering limits, please refer to Table 2 in the same document**](https://ehs.utoronto.ca/wp-content/uploads/2020/10/Tables-1-2_Instructions-and-Limits.pdf)**.**

An electronic version of this WORD document is available: [General Assessment Tool](http://ehs.utoronto.ca/wp-content/uploads/2020/05/COVID-19-General-Assessment-Tool-20200528.docx) – please use the most recent version each time you submit. *Please submit the GAT* ***at least*** *7 business days in advance of planned re-opening to ensure adequate time for feedback, clarifications and implementing recommendations.* For future amendments, please ensure you always use/down the most recent version of the form. **Please prepare/finalize GATs with the understanding that you may be asked to share these documents with others upon request (e.g. Joint Health and Safety Committees (JHSCs), employees, collaborating units etc.). Please provide as PDFs and verify it is the most updated version of the GAT. Please contact EHS if you have any questions regarding a request for a GAT.**

**Other forms (based on activities) in lieu of the GAT:**

**Student Societies** should fill out the [Student Society Assessment Acknowledgement Tool (SAT)](http://ehs.utoronto.ca/covid-19-information/covid-19-sat/) for any resumption of in-person activities that is not related to an event instead of a GAT.

**Field (Off-Campus) Research or Face-to-Face research**: please refer to the [EHS Field (Off-Campus) Research Safety](https://ehs.utoronto.ca/field-research-safety/) webpage (detailed information on planning) and the [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form.](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4)

**Non-Research Travel:**

1. **Non-research domestic or international travel (e.g. conferences, symposiums, workshops):** please complete the [Face-to-Face and Off-Campus (F2FOC) COVID-19 Review Form.](https://redcap.utoronto.ca/surveys/?s=KFMARCXWD4)
2. **Non-research Field Trip & Excursions (local travel – international or interprovincial travel):** complete the [University of Toronto Field Trip & Excursion Safety Planning Record (Risk Assessment).](file:///\\forum1.utorcsi.utoronto.ca\EHS$\Occupational%20Hygiene%20and%20Safety%20Services\COVID-19\General%20Assessment%20Tool\Field%20Trip%20&%20Excursion%20Safety%20Planning%20Record%20for%20Non-Research%20Activities) This form is designed to guide units in assessing potential risks (COVID-19 and non-COVID-19 hazards). Non-COVID-19 hazards may include chemical and biological agents, remote travel, wild life, equipment/tools, etc.

**This document is an assessment tool for assisting unit leads in applying COVID-19 exposure-reducing controls, strategies and precautions in their operations.** GATs document specific details regarding the unit staff who will be onsite, the work they will perform and the facilities to be used. Facilities used may include spaces controlled by/allocated to the unit, or other spaces, including temporary work spaces and shared spaces such as meeting rooms. If using a space not controlled by or allocated to your unit for an activity covered by a GAT prepared for your unit, ensure that you have communicated with the space owner to identify any controls, strategies and precautions identified in any GAT they have prepared which covers the space, and to advise them of the GAT your unit has prepared and will be following when in the space. Ownership of spaces and roles and responsibilities for allocation of space vary across organizations within UofT. For example spaces may be owned by the University, college or other entity. For the purposes of this guideline: A space owner is the party which owns or controls allocation or assignment of a space in accordance with local space management allocation procedures. A space user is a party to whom a space is allocated or assigned. Processes and responsibilities for allocation may differ across and within campuses and should be accurately reflected in GATs. **Please also discuss your return-to-work plans with your local facilities group to ensure spaces (including common use spaces such as entrances, elevators, washrooms) are prepared accordingly and confirm these details in the GAT.**

There is a large variety of different operations and physical work environments across the campuses and each unit should review their specific operations and physical environment to determine which of the controls below can be implemented. The Toronto Public Health document [Strategies to Increase Physical Distancing and Spread Reduction for Community Partners](https://www.toronto.ca/wp-content/uploads/2020/04/87e3-covid-19-community-partners-physical-distancing-spread-reduction.pdf) is also an excellent resource for workplaces. **If you have questions or require assistance in completing this tool, please contact your local Environmental Health and Safety designate, or you can reach out to EHS at** [**ehs.office@utoronto.ca**](mailto:ehs.office@utoronto.ca)**.** If you would like to see a sample of a completed General Assessment Tool, please contact EHS.

Please note, this GAT template will be reviewed and updated on an ongoing basis based upon changes to legal requirements, public health advice, operational needs, and other circumstances. For the same reasons, GATs completed and submitted by units, including the control measures set out in completed GATs, are expected to evolve and change over time. Policies and procedures may change due to public health directives. Please refer to the latest version of guidelines and assessment tools which can be found here: <https://hrandequity.utoronto.ca/covid-19/returning-to-campus/>. **It is the responsibility of the unit or division to update their GATs as required to reflect changes to public health, provincial directives and/or University polices/procedures. For units or divisions wishing to plan ahead, or where, as a result of changes to public health and provincial directives or University polices/procedure, activities in an approved GAT are (temporarily) not allowed, it is the unit/division’s responsibility to ensure measures outlined in the GAT align with public health/provincial directives that are in effect at the time when activities are taking place.**

Please note that submission of the General Assessment Tool is not required unless a unit is requesting to resume on-campus operations. For more information on how to request approval to resume on-campus activities, access the [COVID-19 Leadership Toolkit](https://uthrprod.service-now.com/esc?id=kb_article&sysparm_article=KB0011233) and review information on what documents must be submitted to HR & Equity for approval. Information on how to submit these documents to HR & Equity is available in the Toolkit.

Employees who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should contact U of T Health and Well-Being for guidance: [hwb@utoronto.ca](mailto:hwb@utoronto.ca) or 416-978-2149.

Unit: **ECE/FASE** Date: **August 23rd 2021**

Assessed by: **Bianca Britten** Job Title: **Facilities Coordinator**

Activities covered by this GAT: **Meeting rooms controlled by ECE. Within the meeting rooms, colleagues discuss and collaborate on projects/ideas.**

Locations (room #, building) covered by this GAT: **BA7180, SF1022, SF2104, SFB560**

**Scheduling/Workflow/Task Assessment**

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| 1. Tasks have been assessed and classified to determine which tasks must be performed on-site versus off-site.\* Tasks which must be done on-site are further sorted into critical and non-critical tasks. Non-critical on-site tasks may be delayed until after the pandemic as appropriate and determined by unit lead. General visitors, volunteers and guests should be prohibited unless critical or essential to be on-site.   \*. Unit leads to confirm that operations/tasks may legally occur on-site in keeping with applicable legislation and directives. Please consult with the relevant HR Director for more information  *Instruction: List out job titles or type of role, the # of employees expected in-person and what on-site tasks they will be performing (i.e. tasks that are critical or essential.) In general, please avoid using specific names of individuals within the GAT tables since this document may be widely distributed.).* | All meetings at ECE have been fully online. Now that some staff will be coming back to campus in September 2021, it is important to establish a safe place to conduct meetings, in-person. A message will be communicated to all groups, which have or will be given permission to be on-site, that all meeting should continue to take place online and in-person meetings should only occur if absolutely necessary.  Only one room can be booked for any one particular meeting, per day. At the end of each day, caretaking will clean the space.  Critical meetings may include:   * Meeting with a high profile external person, * Meeting to discuss and showcase a physical item that needs to be seen in-person (e.g. a new piece of scientific equipment), * Conducting a thesis defense for Masters or PhD students. *Currently these are done at home but in a special circumstance (no internet or reliable equipment) an in-person meeting can occur,* * A meeting may be booked because someone is coming in that has a shared or open office and privacy is required (e.g. HR related matters).   Appropriate PPE will be used at all times, including face masks. We will also supply each space with hand sanitizer and sanitization wipes.  Staff/Faculty will be advised to clean the tables/AV equipment before and after each meeting with the sanitization wipes available in the room. There will also be a garage bin in the room for the wipes after they are used.  2-meter physical distancing will be maintained at all times in all areas of the space and excess furniture will be removed where possible. Fixed or excess furniture that cannot be removed will have a do not use or have a Restricted Seating sign. Maximum occupancy signs, based on physical distancing, will be posted on the meeting room doors, as well as, the booking system online. The booking and check-in processes will limit the number of participants at the facilities at one time to allowable limits under provincial regulation and public health directives. Physical distancing signage reminders will be posted throughout the facility including stairwells.  Anyone booking a space will also remind others to use ucheck before coming to campus. | Not completed. |
| 1. For the purpose of contact tracing, ensure there is process in place for the supervisor to document the employee’s updated contact information at all times, when the employee is on-site and where they are working. This information must be immediately available to EHS/occupational health upon request. Employees are to update their contact information regularly as required. | When a space is booked via the RRS System, which is the university’s online booking system for meeting room spaces, the person’s name/email is saved to the system (see a snapshot below of an example):    It will be the responsibility of the meeting room booker (in the example above, it would be Professor Joyce Poon) to keep a record of who is in the meeting and if it is requested by Occupational Health or EHS, they will have the list readily available to share. | Not yet communicated. |
| 1. Activities/tasks have been assessed and where appropriate, modified to reduce direct contact with persons and to follow physical distancing (>2m). Evaluate the total number of individuals covered in this GAT for in-person activities and develop a physical distancing plan. Examples are:    * Change services (partial or all) to online, over-phone, virtual meetings or by appointment only.    * Use strategies such as working at home, staggering or using rotational shifts to reduce the number of employees present at one time.    * Physically space out tasks while following physical distancing.    * Documents – modify processes to allow for electronic confirmation or photos of signed documents.    * Cash – determine if cashless payment can be implemented.    * Redesign tasks to reduce overall handling of objects.    * Reduce shared equipment and personal protective equipment (PPE) and providing individual equipment where applicable.    * Implement contactless delivery; instruct delivery person to call/text when package is ready for drop off; have a designated drop-off where delivery people leave the package and staff retrieve packages after the delivery person has left    * Limit or close off areas that encourage large gatherings.    * Review upcoming events and cancel, modify and plan events using strategies listed in this document. Reschedule or cancel non-essential in-person group activities.    * Schedule groups of staff in teams to limit rotation between teams. In the event a COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams.    * Arrange traffic flow to reduce face-to-face discussions where appropriate (e.g. stand diagonally, one-way traffic flow where applicable). | A minimum of 2 meters will be maintained between members when working.  Signage will indicate “x person maximum”. Signage also indicates position in the room and proper hygiene procedures.  It is important to establish a safe place to conduct meetings, in-person. A message will be communicated to all groups, which have or will be given permission to be on-site, that all meeting should continue to take place online and in-person meetings should only occur if absolutely necessary.  Only one room can be booked for any one particular meeting, per day.  Maximum capacity for each space is (see photos of each space attached):  **BA7180** – This space can hold 14 people, however, in order to maintain a 2 meter distance, we will be allowing 7 people maximum in the space (50%).    **SF1022** – This space can hold 16 people, however, in order to maintain a 2 meter distance, we will be allowing 8 people maximum in the space (50%).    **SF2104** – This space can hold 16 people, however, in order to maintain a 2 meter distance, we will be allowing 8 people maximum in the space (50%). **\*This space is currently under construction and will not be open in September, however, it will be open in October 2021\***      **SFB560** – This space can hold 20 people, however, in order to maintain a 2 meter distance, we will be allowing 10 people maximum in the space (50%).  All meeting will be booked by ECE personnel only and all names/bookings will be saved the RRS lite booking system.      Eating and/or drinking will not be permitted.  If symptoms are felt after the meeting, those in the meeting will be advised to contact the EH&S Occupational Health Nurse at [ehs.occhealth@utoronto.ca](mailto:ehs.occhealth@utoronto.ca). | Not completed |
| 1. Teaching environments (please also review the [In-Class Instruction and Teaching Lab Guideline](https://ehs.utoronto.ca/wp-content/uploads/2020/07/COVID-19-In-Class-Instruction-and-Teaching-Lab-Guideline-FINAL.pdf) for more detailed guidance):  * Please ensure that: * The activity will be conducted under supervision (for example: space manager, team Lead, TA, etc.); OR, * The activity will be conducted without supervisor presence: however, a mechanism is in place to oversee the appropriate procedures/workflow being perform (frequent visits to the space by supervisor, de-brief before and after the work shift, direct contact with the supervisor by phone/email, assigning for each shift a lead, etc.). * Maximum occupancy must be compliant with current government directives on the permissible size of in-person instruction (please refer to [O. Reg. 82/20](https://www.ontario.ca/laws/regulation/200082)). These limits may change over time. Please also refer to [In-class Instruction and Teaching Lab Guideline](https://ehs.utoronto.ca/wp-content/uploads/2020/07/COVID-19-In-Class-Instruction-and-Teaching-Lab-Guideline-FINAL.pdf) for more information. For clarification, the number of persons refer to the number of students. * A barrier may be installed if warranted by risk assessment and public health requirements/guidance (e.g. singing, playing wind instruments). * Provide instruction to students to contact instructor by virtual means for assistance instead of approaching the instructor (close-contact) at the podium. | N/A | Not completed |
| 1. If your work requires you to use a uniform or protective clothing such as lab coats, bag personal attire and uniform separately before storing in your locker room. Clean uniform daily if feasible. Wash at highest temperature. Launder items according to the manufacturer’s instructions. Please also discuss proper storage of used personal protective equipment with your supervisor. | Wearing non-medical masks or face coverings is required in all common-use indoor University spaces, including meeting rooms:  https://governingcouncil.utoronto.ca/secretariat/policies/non-medical-masks-or-face-coverings-policy  Commuters via public transportation will be advised to change their mask upon arrival on campus. | Not completed |
| 1. Develop an enforcement plan for physical distancing which embeds an equity lens (e.g. how to engage with community members who will not maintain physical distancing, preparing scripts/standard verbiage for front line staff to use, who staff and students can contact to resolve continuing non-compliance). Ensure adequate processes/procedures with equity in mind are in place (please consult with HR & Equity). For employees, engage with the appropriate supervisor/management and where applicable, campus police. For students, engage with the applicable academic unit and where applicable, campus police. The plan should include a mechanism for reporting non-compliance and developing a script for reminding others of physical distancing. | **Enforcement plan (masks, distancing, non-compliance):**   1. A) All ECE personnel that book a meeting, sign off on the responsibilities confirming that they will comply with all procedural and safety guidelines from the University, Faculty, and Department. 2. B) 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. 3. C) Everyone has the responsibility to report non-compliance to their supervisor and/or to the ECE Health & Safety (H&S) committee. 4. D) ECE H&S Committee member performs random checks for compliance. 5. E) 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. | Enforcement plan has been shared with those that are on campus. |

**Physical Environment/Physical Distancing**

Prior to making any physical changes to the workplace, any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Always work with your local property manager or local facilities group to ensure proper procedures are followed, including the applicable process for management approval. Please also work with your property manager or local facilities group for moving any furniture or heavy items to reduce the risk of injury. Consideration must be given to accessibility requirements when making changes to physical workspaces – please contact HR or the AODA office for assistance. **Three (3) metres physical distancing (not 2 metres) is recommended for: 1) for in-person singing or playing a brass/wind instrument, where persons are not separated by an impermeable barrier; and 2) for live entertainment, between the performer and the spectators if not separated by an impermeable barrier, persons participating in a fitness or exercise class. Please contact EHS if you require further assistance.**

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| * Strategies/measures to encourage physical distancing have been implemented. Examples are: * Use protective barrier such as a stanchion, chairs or tables with sign indicating the need to maintain physical distance (ensure any changes contemplate accessibility of the modified space and for specific questions about accessibility, contact the AODA office) * Use tables or labels to mark floors to maintain physical distancing * Scheduling/staggering use of common areas (e.g. lunchrooms, kitchenettes). * Review space inventory and repurpose areas to support physical distancing (e.g. provide desk in meeting room to enable physical distancing between co-workers). Contact the applicable facilities group to move furniture and other heavy items. * Consider the distance of occupied workstations. This distance must be a minimum of 2m. Use tape or other markings to denote individual space as appropriate. * Adjust (move) workstations to enable the physical distancing as appropriate. Engage with the applicable property/facilities management group and/or facilities design group. * Convert small meetings rooms to one-person offices where appropriate. * Remind staff to practice physical distancing during meetings. * Schedule more frequent meetings with fewer participants and using virtual meetings as much as possible. * Schedule groups of staff in teams to limit rotation between teams. In the event of COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams. * Post signage with maximum number of persons based on 2-m physical distancing in common areas (e.g. lounges, kitchenettes, reception areas). **For common areas** (e.g. lunchrooms, change rooms, cafeterias, staff kitchens but not including areas where persons regularly work), capacity should not exceed 25% capacity (total square metres of floor area, divided by 16 and rounding the result down to the nearest whole number) – for more information, please refer to [Toronto Public Health Class Order 22](https://www.toronto.ca/news/medical-officer-of-health-implements-section-22-class-order-for-workplaces-as-province-considers-moving-toronto-into-grey-zone-of-provincial-covid-19-response-framework/). If you require assistance for the calculation, please [download the 25% Capacity Spreadsheet/Calculator](https://ehs.utoronto.ca/25-percent-capacity-calcuator/). The maximum capacity may be lower once physical distancing is accounted for but should not exceed 25% capacity in any case and consistent physical distancing 2-m must be applied.     **For other areas of the workplace** (e.g. offices, open-concept cubicle areas, meeting rooms, storage rooms, classrooms, teaching labs), capacity is determined based on 2-m physical distancing. As an optional planning tool you may use a guide/rough first-cut to calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable social distance (e.g., for a 2m physical distance: a 40 m2 room divided by 4 m2 would have a calculated maximum capacity of 10 people). After this calculation, include other considerations such as pathways around furniture and exit/entrance which may reduce this number.]. Consistent physical distancing 2-m must be applied.  **\*For Research labs, please refer to your Research Re-entry plan.** Consistent physical distancing 2-m must be applied. You may use the above optional planning tool if applicable/appropriate.   * If applicable, review the [COVID-19 Procedure for Non-Clinic Employees Working in Clinics](https://ehs.utoronto.ca/wp-content/uploads/2021/03/Procedure_NonClinicEmployees__FINAL.pdf). | Posters will be placed on the meeting room’s doors, as well as, inside, advising those of the current COVID-19 guidelines.  Such posters will include:   * The importance of mask wearing, * Reminder to use hand sanitizer and to wash your hands, * Reminder to use uCheck.   Excess furniture will be removed where possible. Fixed or excess furniture that cannot be removed will have a do not use or have a Restricted Seating sign. Maximum occupancy signs, based on physical distancing, will be posted.  Distance between chairs will be minimally 2 meters.  Staff/Faculty & Students will be encouraged to schedule only critical meetings with fewer participants and using virtual meetings as much as possible.  Appropriate PPE will be used at all times, including face masks. We will also supply each space with hand sanitizer and sanitization wipes.  Staff/Faculty will be advised to clean the tables/AV equipment before and after each meeting with the sanitization wipes available in the room. There will also be a garage bin in the room for the wipes after they are used. | Not completed |
| 1. Staff in public facing positions (e.g. reception, service desk) have been advised on where to position themselves to maintain physical/distancing, including how documents/objects can be dropped-off and picked up. Examples are:  * When a protective barrier is not feasible and documents/objects are exchanged, between staff and visitor can stand diagonally across the counter. * Designated drop-off points at the end of the counter to allow staff to walk away while the visitor walks toward the drop-off point for pick up. * Signs/tape/instructions are posted with instructions to the visitor on this process. * Identify physical distancing strategies for locker rooms (e.g. staggering, maximum occupancy, signage). | N/A |  |
| 1. There is a procedure to limit the number of drop-in visitors (i.e. no appointments) where applicable. Examples are:  * Limit/monitor the number of visitors allowed into reception by posting maximum occupancy. * Use contactless ticketing system. * Direct and control traffic flow (e.g. staff stationed to instruct visitors, arrows/signs to direct flow of traffic to reduce visitors from crossing paths with each or staff). | Meeting rooms are locked and only those with the code/physical key, or t-card can have access. There are no drop-in visitors. | Not completed |
| 1. Strategies/measures for physical distancing and directing the flow of traffic in common areas such as elevators, hallways, stairwells, lobbies and other common areas have been implemented. Examples are:  * Establish and post clear procedures (e.g. stay to the right, no passing, follow physical distancing while queuing). * Post maximum occupancy (e.g. maximum 2 at a time in the elevator). * Station a staff member, security or patrol to direct flow, explain procedures and enforcing procedures. * Plan should include building access control where appropriate (e.g. security at the entrances, door/fob access only. * Identify dedicated entry and exit doors were possible. * Where facilities allow, consider designating “up” and “down” stairwells. | N/A |  |
| 1. Remove non-essential items from reception/service counter/desks. (e.g. pencils, magazines for browsing, extra copies of brochures).   Essential items are placed in such a way that it does not promote flow towards staff. E.g. provide a small separate table for these items away from the counter so that visitors are not working towards the staff member to obtain items. | N/A |  |
| 1. Assess if non-essential high touch services can be removed (e.g. if possible, remove or leave open doors and cabinet doors that are not required for security) | Hand sanitizer and sanitization wipes will be available to reduce risk of transmission via high touch surfaces. | Not completed |
| 1. In common areas (e.g. waiting areas, reception areas, lunchrooms, locker rooms, lounges), tape off, remove or modify tables and chairs to follow physical distancing. Examples below (reference: [Toronto Public Health](ttps://www.toronto.ca/wp-content/uploads/2020/04/87e3-covid-19-community-partners-physical-distancing-spread-reduction.pdf)): | In the meeting area, certain seats will be marked off as inaccessible with tape to implement staggered seating so as to maintain social distancing. | Not completed |
| 1. Washrooms have been prepared with COVID-19 measures such as:  * Posting maximum occupancy to maintain physical distancing). * Posting instructions (e.g. ways to announce yourself). Ensure accessibility is considered. * Single staff all gender washrooms and accessible washrooms may be used more frequently. Ensure a mechanism is in place to deter inappropriate use (e.g. signage). * Ensure these washrooms are included when posting instructions and creating procedures and that signage is placed at an accessible height and in different modes of communication. Refer to the AODA office for guidance and support. | N/A |  |
| 1. Due to physical distancing and staggering of work shifts, consider if employees may be working. Where applicable, working alone procedures have been implemented and communicated (refer to the [Working Alone Guidelines](https://ehs.utoronto.ca/wp-content/uploads/2020/03/Working-Alone-Guidelines.pdf) for more information and definitions). | N/A |  |
| 1. Develop a plan for controlling access points (e.g. what doors will be locked and require key or fobs to access). Engage the appropriate property or building management group and with campus police and facilities/fire prevention where applicable. | All meetings rooms are locked and will continue to be locked. Only those that have booked the space will be permitted in the meeting room areas. | Not completed |

**Vehicles**

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| 1. Encourage employees to walk whenever possible. Where possible, only one staff member in the vehicle at one time to maintain physical distancing. We request managers be flexible regarding approval of multiple vehicles to be used in order to facilitate physical distancing. For further questions, please contact HR. | N/A |  |
| 1. If it is not possible to avoid employees riding together in a vehicle, where possible, group the same employees together. Where possible, use seating arrangements that provide the greatest amount of separation between workers. Driver and passenger positions remain unchanged during the shift. | N/A |  |
| 1. Where possible, keep windows open when there is more than one person in the vehicle. | N/A |  |
| 1. Where possible, avoiding facing each other while talking due to proximity in vehicles. | N/A |  |
| 1. Where applicable and feasible plexiglass barriers may be considered for use in vehicles. Plexiglass type and installation must be appropriate for vehicle use as per manufacturers instructions. Barriers mounted in vehicles should not interfere with the safe operation of the vehicle, should not impair the driver’s ability to see or move freely and should not prevent the driver or passengers from exiting the vehicle in an emergency | N/A |  |
| 1. Procedure for vehicle use include disinfecting high touch surfaces between operators (e.g. keys, steering wheel, turn signals, climate control buttons, radio buttons, light buttons windshield control buttons, gear shifter, seat belt bucket). | N/A |  |
| 1. Remove unnecessary belongings/clutter, eliminate items not required as part of the job. Place a garbage bag or wastebasket in a convenient spot to avoid trash (e.g. used gloves, wipes, etc.) piling up and regularly dispose the trash. | N/A |  |
| 1. Where possible, arrange for the same driver throughout a shift. Where possible, assign the same vehicle to the same person on consecutive days. If it is not possible to avoid employees riding together in a vehicle, where possible, group the same employees together. | N/A |  |
| 1. Be mindful that public equipment/surfaces may be contamination sources (e.g. pump handle for nozzle, keypad). Make payment using contactless or electronic means as much as possible. Wear gloves and disinfect public equipment/surfaces if feasible. If not feasible, wear gloves. Do not touch face and sanitize hands after touching public equipment/common surfaces. | N/A |  |
| 1. Similar to common areas such as lunchrooms, implement physical distancing strategies for terminal points and loading docks. | N/A |  |

**Hand Hygiene/Cleaning & Disinfection**

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| 1. Handwashing facilities with soap and water area available (e.g. building washrooms). If soap and water are not available, alcohol-based hand sanitizer are provided. Ensure accessible washrooms are stocked with appropriate materials. Provide disposable paper towel for drying where feasible. | Alcohol-based hand sanitizer are provided at all meeting room entrances. | Not completed |
| 1. [Hand washing posters](https://www.toronto.ca/wp-content/uploads/2017/11/9975-tph-handwashing_poster_eng_Dec_2012_aoda.pdf) are posted at handwashing areas. OPTIONAL: Toronto Public Health [cough/sneeze etiquette](https://www.toronto.ca/wp-content/uploads/2017/11/9929-tph-coveryourcough_poster_eng_Dec-2012_aoda.pdf) poster may also be posted in addition to the [UofT Prevention & Precaution](http://ehs.utoronto.ca/wp-content/uploads/2020/03/Covid-19-Poster_8.5x11_FA.pdf) poster. | Posters will be posted at the entrance, exit and around all meeting rooms. | Not completed |
| 1. Ensure disposable paper towel is available for drying hands as an option. |  |  |
| 1. High touch surfaces are cleaned and disinfected frequently. In addition to the high touch areas (such as: doorknobs, elevator buttons, light switches, handrails, etc.) that is performed by central caretaking (please refer to the [Tri-Campus Caretaking Strategy for Return to the University](https://www.fs.utoronto.ca/services/caretaking/covid-19-caretaking-strategy/) for more information), units are asked to disinfect high touch areas related to their operations (such as: workspace countertops, shared equipment/tools were individual equipment/tools are not feasible, touchscreens, keypads) throughout the day. Units can request cleaning supplies from Caretaking. | Cleaning:   * Before starting the meeting, members will advised to disinfectant the desk/chair arms with disinfectant wipes, including all AV equipment. * After the meeting, members will advised to disinfectant the desk/chair arms with disinfectant wipes, including all AV equipment. | Not completed |
| 1. Where applicable, use disinfectants that have a [DIN (Drug Identification Number in Canada) from Health Canada](https://health-products.canada.ca/dpd-bdpp/index-eng.jsp) and/or listed on Health Canada’s [list](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html) of disinfectants with evidence for use against COVID-19. Use products per manufacturer’s instruction and that are compatible with equipment/material being cleaned/disinfected. | Disinfectants and cleaning supplies will be requested from Caretaking and Facilities | Not completed |
| 1. Where pens are needed for signatures, have two piles. Clean pens can be placed individually on the table, “used” pens can be placed in a “used” bucket. Disinfect “used” pens as needed. Carry own pen to avoid sharing. | If pens are required, people are responsible for bringing their own pens. | Not completed |

**Communication/Self Screening**

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| 1. Ucheck:  * Employees and students have been advised that **a self-assessment 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.** Employees and students have been instructed that there are two ways that individuals can complete the required self-assessment and generate a risk status each time they come to U of T: [by using UCheck, or by completing a paper-based or offline self-assessment log](https://www.utoronto.ca/utogether2020/ucheck). * A copy of the [COVID-19 Ucheck poster](http://ehs.utoronto.ca/wp-content/uploads/2020/09/COVID-19-Recovery-Signage_FA-UCheck-digital.pdf) has been posted at the building entrance. * Units have developed a plan for auditing Ucheck (or paper-based log) compliance. For additional guidance, please contact your local HR office. * Units that have previously submitted GATs must update their GAT to include implementation of Ucheck (see above). Units do not need to re-submit their GATs for EHs review but they should be re-submitted to their unit leadership (e.g. CAO, dean) for their awareness. | All university personnel, including visitors, are required to do a self-assessment before coming to the university.  Ucheck poster will be posted at all meeting rooms.  Meeting room bookers (Faculty/Staff/Students) will remind those in attendance of the rules prior to the meeting to ensure that everything is in accordance to the Health & Safety Guidelines outlined by U of T and the provincial government. |  |
| 1. The Safety Plan for General University Operations has been posted in a conspicuous location (e.g. safety bulletin board) at your workplace and if applicable, additional Safety Plans that apply to your workplace (e.g. athletic/fitness facilities, food operations, renting out of meeting and event space to external parties, conference centre activities and performance art spaces). These plans are available on the EHS website: [UofT Safety Plans](https://ehs.utoronto.ca/covid-19-information/safety_plans/). | Safety Plan for General University Operations have been posted at both H&S bulletin boards (SF&BA). |  |
| 1. COVID-19 prevention/precautions and COVID-19 assessment posters been posted at entrances to the workplace. These and other COVID-19 related posters are available at: <https://ehs.utoronto.ca/covid-19-information/>. | Posters will be posted inside and outside meeting rooms. |  |
| 1. Additional COVID-19 posters prevention/precautions and reminders for physical distancing are posted at counters and service points. | N/A |  |
| 1. When scheduling shipments (e.g package drop-offs) and appointments, parties are screened ( Uof T [COVID-19 Restricted Access Self-Screening Poster](http://ehs.utoronto.ca/wp-content/uploads/2020/03/Restricted-Access-Poster_8.5x11_FA.pdf)) and where applicable, provided with department-specific procedures regarding COVID-19. | N/A |  |
| 1. For regular/repeat visitors (e.g. a contractor or service provider who come on site regularly or repeatedly), there is a process for communicating COVID-19 prevention/precautions (including physical distancing), COVID-19 assessment criteria and other department-specific instructions regarding COVID-19.For the purpose of contact tracing, ensure there is process in place for the UofT contact to document the visitor’s updated contact information, when a visitor is on-site and where they are working/visiting. This information must be immediately available to EHS/occupational health upon request. | All meeting room bookers will be responsible for external visitors. They need to complete the necessary forms and to communicate to the visitors of all U of T COVID guidelines. Moreover, if the information is required, they will be responsible for maintaining the contact information for EHS/occupational health. |  |
| 1. If you oversee contractor or other externals as part of your operations: External groups such as contractors, service providers (e.g. lab equipment) tenants, external groups that have a service agreement, occupancy agreement, lease agreement, etc. are responsible for following UofT procedures in common areas such as elevators, lobbies and hallway (e.g. directional arrows). For spaces under their control, external groups are responsible for assessing their operations and developing/implementing COVID-19 related measures. External groups must also sign and return [COVID-19 Contractor/Externals Safety Acknowledgment Form](http://ehs.utoronto.ca/covid-19-information/uoft-contractor-covid-safety-acknowledgement-form-august-10-2020_final/) and provide a copy to their UofT Contact. | For all eternal visitors, this form will be sent prior to all meetings, to ensure of compliance and completion.  <https://ehs.utoronto.ca/wp-content/uploads/2020/08/UofT-Contractor-COVID-safety-acknowledgement-form-August-10-2020_Final.pdf> |  |
| 1. Communications/procedures/instructions (including department specific instructions) have been communicated to employee:  * Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes. * Employees have been provided with instructions on how to report COVID-19 related absences * Employees know who they can contact if they have questions and concerns (e.g. supervisor.) * Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19 (contact your local HR office for more information). | All communications will be available via the Welcome Back Package (see example attached). This will be updated to include the meeting room guidelines/protocols when the GAT is approved. |  |
| 1. If using a space not allotted for use by your unit for an activity planned in this GAT, ensure that you have communicated with the space owner and the party to whom the space has been allocated that a GAT has been prepared and communicate procedures that your unit will be following when in the space. | N/A |  |
| 1. When returning to an areas that has been unoccupied for a long period of time, occupants have been advised to look out for and how to report signs of water leakage or damage, unusual odours, cleaning needs (e.g. debris, dust, etc.), and electrical equipment (e.g. freezers, fridge) that are not plugged in or functioning properly. | Prior to opening up the meeting rooms, an inspection will be done by the facilities coordinator to check for any issues. Issues will be reported and resolved, accordingly. |  |
| 1. University of Toronto buildings are regularly flushed by local facilities group as per the UofT Portable Water Maintenance Program. In addition, and if applicable, units can consider running all taps over sinks, drinking fountains, water bottle filling stations and eyewashes for 3-5 minutes to get water flowing and pour water in floor drains (if present) to keep plumbing traps functioning. For water coolers that have not been used for a period of time, replace the bottle with a new bottle (if applicable) and flush both the hot and cold water dispensers for 3-5 minutes. | N/A |  |
| 1. Where applicable, contact your local facilities group, notify them of plans for re-entry for space preparation (e.g. washrooms, signage, etc.) and  coordinate caretaking activities if you are accessing the building during off-peak times(e.g. weekends),  holidays and university closures. | Facilities will be updated. |  |
| 1. Where applicable, notify both your CAO and Dean if you plan to increase your occupancy to align with updated public health requirements (e.g. changes in physical distancing requirements). This will assist the unit to plan and prepare for overall division/unit/building level occupancy. | Will notify both CAO and Dean when increasing occupancy to align with updated public health requirements. |  |

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| 1. Use of non-medical masks by staff, students, volunteers, externals and visitors in common use spaces has been communicated to these parties will be as required (UofT [Policy](https://governingcouncil.utoronto.ca/secretariat/policies/non-medical-masks-or-face-coverings-policy) and [guidelines](https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/)). Instructions on the use of medical or non-medical masks have been communicated to employees (refer to the [EHS COVID-19](https://ehs.utoronto.ca/covid-19-information/) webpage for posters and instructions) where applicable. | The importance of mask use will be communicated to all members. An online team-wide meeting will be held to go over the importance of mask use and proper mask usage. |  |

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| 1. A procedure is in place for enforcing the use of non-medical masks or. Procedure focuses on education and outlines how to escalate the matter through management if non-compliance continues. Supervisors and faculty contacts are made aware of the medical accommodation process for [employees](https://hrandequity.utoronto.ca/inclusion/accessibility/accommodation/) from Human Resources & Equity and [students](https://www.viceprovoststudents.utoronto.ca/students/academic-accommodation/) from the VP-Provost Students. | **Enforcement plan (masks, distancing, non-compliance):**   1. A) All ECE personnel that book a meeting, sign off on the responsibilities confirming that they will comply with all procedural and safety guidelines from the University, Faculty, and Department. 2. B) 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. 3. C) Everyone has the responsibility to report non-compliance to their supervisor and/or to the ECE Health & Safety (H&S) committee. 4. D) ECE H&S Committee member performs random checks for compliance. 5. E) 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. |  |
| 1. Staff (e.g. reception/service counters) have been provided with scripts to remind visitors about physical distancing. E.g. *Hi, welcome, just a reminder that everyone is being asked to stand two metres apart to keep you safe.* | Within the welcome back package. |  |

**Personal Protective Equipment (PPE)**

This section is not intended for non-medical masks as outlined by the University’s [Policy on Non-Medical Masks](https://governingcouncil.utoronto.ca/secretariat/policies/non-medical-masks-or-face-coverings-policy) and the accompanying [Guideline](https://www.provost.utoronto.ca/planning-policy/joint-provostial-and-human-resources-guideline-on-nonmedical-masks-at-the-university-of-toronto/).

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| 1. If applicable, please list any tasks that require individuals to be within 2 metres of others (e.g. carrying heavy equipment) and why physical distancing is not possible. Please provide information on who performs this work (job titles) and what measures will be place - medical masks and eye protection are required. Where applicable, completed the PPE assessment tool in Section 6 of the COVID-19 General Work Guideline. | N/A |  |
| 1. Instructions on the use of medical masks and if applicable, other PPE, have been communicated to employees (for medical masks, refer to the [EHS COVID-19](https://ehs.utoronto.ca/covid-19-information/)  webpage for posters and instructions). | Instructions on proper mask use will be posted around the university and within the meeting rooms and will also be communicated to all ECE personnel. |  |

Administrative and engineering controls listed in the earlier part of the GAT are the most effective ways of reducing transmission. PPE should be considered only when all potential administrative and engineering controls have been applied. The PPE guidance below is for non-healthcare settings. Healthcare providers on-campus should follow the appropriate infection control practices from the Ontario Ministry of Health for healthcare-settings. In addition, workers should follow their unit’s requirements for PPE. If PPE is necessary, training/instructions on usage, maintenance and disinfecting/cleaning (for reusable PPE) must be provided. If using masks, considerations should include the presence of flammables and ignition sources during the activity.

PPE may be an alternative under some circumstances. Some examples are:

* Gloves:
  + Tasks that require frequent handling of mail, packages from unknown or variety of courses
  + Work environments with a lack of handwashing facilities nearby
* Medical (e.g. Surgical) masks
  + Medical masks are required for tasks and activities where physical distancing (2 metres) cannot be maintained (for example, instructional/classroom environments, trades operations, clinics). This includes situations where one of the parties cannot wear a mask due to medical accommodation: Please contact EHS for an assessment if required. Please attain medical grade masks as applicable from your existing supply chains and/or medical stores.
* Eye protection (e.g. goggles and faceshield)
  + Similar to medical masks, eye protection are required for tasks and activities where physical distancing (2 metres) cannot be maintained.

It is essential that individuals use face masks properly so that they are effective and safe. It should fit properly, completely covering the face from bridge of nose to chin. Clean hands properly before putting the face mask on or taking it off. [Instructions on donning and doffing surgical masks are also available from EHS](https://ehs.utoronto.ca/wp-content/uploads/2020/03/How-to-put-on-or-take-off-surgical-masks-and-gloves-20200331.pdf).

**Protective barriers**

Protective barriers such as sneeze guards and Plexiglas may be appropriate under certain circumstances, when all the other controls listed above regarding workflows/tasks modifications and physical distancing (2m) has been reviewed and implemented to the extent possible. Locations where protective barriers should be considered:

* Healthcare setting
* Continuous flow of traffic of external clients (e.g. public/contractors/delivery personnel)
* Frequent activities requiring employee to be in close contact (<2m) from clients:
  + signing (e.g. delivery desks or docks, signing out keys, checking out books)
  + document verification (e.g. need to check drivers’ license)
  + payment (e.g. credit card, T-card, etc.)
  + exchange items with clients (e.g. cash changing, keys, etc.)
  + exchange of information (e.g. information booth, directions, etc.)

Before determining whether a protective barrier is the appropriate options, consider the following:

* Size: Will the employee and other parties be sitting or standing during the interaction (to assess the height of the protective barrier)? The height of the barrier should take into account the tallest user and should consider the user’s breathing zone, which generally extends 30 centimeters or 12 inches around (and above) the mid-point of a person’s face.
* The **width** of the partition should account for user behavior, including the likelihood that users will attempt to move to the side to speak around the barrier. Currently, industry best practice is to make the partition as wide as the surface, desk, or countertop will allow.
* Pass-throughs or openings should be as small as possible and not located in the breathing zone of either user; do not include speaking ports or grates/grills
* Install the partition securely, such that it cannot tip, fall or waft air; do not block or impede emergency egress. Please note that any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Some lab countertops may also contain asbestos. Please always work with your property manager or local facilities group to ensure proper procedures are followed and follow applicable process for management approval.
* Clean the partition at least daily with mild soap and water or a compatible disinfectant; discard or launder the cloths used for cleaning.

Other considerations

* Consider communication between the users. Consider if a microphone or telephone should be installed to assist in communications between the parties. Per above, do not include speaking ports or grates/grills.
* How mobile are the employees in the work area? Are they required to work outside of the protective barrier on a regular basis? Should a portable or temporary barrier be considered (e.g. for events)?
* Ensure any changes also examine impact on of the modified space. Contact the AODA office for assistance: <https://hrandequity.utoronto.ca/inclusion/accessibility/>.

For public-facing operations such as reception desk, porter’s desk and services desk, please work with your local facilities group for purchase and installation. If you require a protective guard in non-public facing locations, please contact your local EHS department for an assessment. You can also reach out to EHS at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca)

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| Assessment | Provide details where applicable (State “n/a” if not applicable) | Status |
| Physical barriers (e.g. plexiglass) will be used |  |  |

**LIst other controls (if applicable)**

Insert floorplan if applicable: Floorplans are available from Campus Facilities and Planning group: <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>

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If applicable and available, complete the table below.

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| --- | --- | --- | --- | --- |
| **Building Name** | **Room Number** | **Type** | **Regular Occupancy (i.e. before physical distancing)** | **Reduced Occupancy** |
|  |  | **Single use office** | **for example, 1** | **For example, 1** |
|  |  | **multi-users; open-concept office** | **For example, 20** | **For example, 10** |
|  |  | **Grad office, multi-users** | **For example, 15** | **For example, 5** |