Recipient Data:

Response ID	R_3KBnxn6bV5QFaNd
End Date	2021-09-21T17:49:27Z
IP Address	130.15.33.73

Response Summary:

COVID-19 Safety Plan for On-Campus Operations

All units on campus are required to have detailed COVID-19 safety plans in place prior to resuming operations on campus. This following template should be used to create your unit safety plan and will assist you with identifying safety protocols for on-campus operations.

This plan reflects **current** public health guidelines. This plan will be required to be updated as public health guidelines evolve so that it always reflects the regulations currently in force.

This plan is to be completed by the unit lead, and a copy must be shared with all team members. A copy should also be posted on the unit's Health and Safety Board. A team education session on the safety plan is required.

A copy of this submission will be sent to the unit email address provided; please retain the submission summary for potential reporting purposes (e.g., Ministry requirements). After submitting information, you will have the option to return and resubmit additional safety plan information.

This plan may be subject to third-party scrutiny, including Ministry of Labour inspection. Provide as much detail as possible to ensure protocols are clearly articulated.

Refer to the Queen's [Safe Return to Campus website](#) for up-to-date information and additional resources to help you plan for a safe return to campus.

Please directed questions relating to the completion of this safety plan template to campus.restart@queensu.ca.

.. Your Unit's Details

Unit/Department Name	School of Computing
Faculty/VP Portfolio	Faculty of Arts & Science
Submitter Name	Robin Tippett
Email (One address please)	robin.tippett@queensu.ca

.. Additional Recipient (Optional)

If another person within your unit or leadership team should receive a copy of this submission, please provide contact information.

Name	Hossam Hassenein
Role	Director
Email (One address please)	hassanh@queensu.ca

.. Plan type

N/A

..
Plan Approval

Indicate who has approved this safety plan for your unit.

Hossam Hassenein

.. Plan Effective Date

Please indicate the date on which your plan takes effect.

Month	September
Day	20
Year	2021

.. Team Operations

What percentage of your team is currently - or soon will be - working at the Kingston campus? This context will help you to develop your safety plan based on the number of people anticipated within your unit's space(s).

Please indicate if some or all team members are continuing remote work on an ongoing basis. Provide details, as applicable.

Please refer to [Resources for Managers on the HR website](#).

Provide details specific to your unit.

50%

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Active Screening

By keeping symptomatic workers and other people from entering the workplace, you can help to reduce possible transmission of COVID-19. Know the symptoms, and plan for screening and monitoring employees and others who enter your workplace.

All team members must actively screen for COVID-19 BEFORE coming on to campus.

How are you ensuring team members are daily completing the screening assessment? Provide details, as applicable.

- All team members working onsite are familiar with and daily completing a COVID-19 screening assessment before coming to campus (e.g., SeQure App).

  Unit leadership is regularly reviewing their team's screening assessment data (e.g., within the Power BI dashboard for SeQure app assessment results).:
    All those accessing university space are aware of the requirement to complete a daily screening assessment prior to arriving on campus. Supervisors will monitor the dashboard on a regular basis to ensure compliance by direct reports.
- Regular email check-ins with employees.
  :
    Email check-ins occur regularly throughout the week. An ongoing Teams chat keeps the team connected throughout the workday.
- Regular virtual check-ins with employees (using Zoom or Teams meetings).
  :
    Holding daily (optional) team meetings as well as ad hoc individual meetings throughout the week. The team meets virtually every Thursday morning.
- Regular in-person check-ins with employees.
  :
    Those working on campus will check in with each other and will encourage anyone who may develop symptoms associated with COVID-19 to leave campus and to use the Ontario COVID-19 self-assessment tool which provides recommendations on what steps to follow

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Passive Screening

Measures are outlined through signage that has been posted throughout the university, with particular focus on entrance doors to buildings. Signage provides a clear and visible reminder to all individuals to not enter the facility if they are exhibiting any symptoms of COVID-19 and to practice the required public health measures such as standard precautions, face covering, physical distancing, hand hygiene, respiratory etiquette, etc., when in the facility.

Provide a detailed list of what signage is being used within your teams' work space(s), and who is responsible for posting the signage.

The School Manager has ensured signage is updated and refreshed as we re-open. All relevant signs on the "Resources" page have been posted at entrances to work areas, outside break rooms, next to hand sanitizer, etc. Additional signs have been created to ask students to enter the main office individually. The SMART boards outside the office and in the waiting room are being used to reinforce physical distancing and mask wearing.

Risk Mitigation

COVID-19 can spread by people who do not have symptoms. This is why it is very important to have effective control measures in the workplace. Public health guidance on controlling transmission will change over time, and as vaccination rates increase.

How are you controlling the risk of transmission in your workplace? Select all that apply. Provide details, as applicable.

.. Physical Distancing

Please visit the [Campus Operating Guidelines webpage](#) for more information on physical distancing, and identify what specific steps your unit is taking to ensure appropriate measures are in place.

- A reduced number of people are on-site (e.g., establish a rotational approach; some team members continuing to work remotely).:
  Some team members continue to work remotely (50%) and staff/student meetings are taking place virtually. Most staff and all faculty have single offices. The few shared offices we have will be occupied in shifts.
- The unit has a schedule to rotate breaks and eating times to minimize the number of people at any given time in lunchrooms, breakroom and other common spaces.
  :
  Those accessing campus space are aware of current group gathering restrictions and comply with those limits accordingly when on campus. Use of individual desks, outdoor spaces or other break areas are also available to provide distancing during food and drink breaks.
- Unit leadership is providing adequate space by using and repurposing all available areas inside our facility and in the surrounding outdoor space to meet physical distancing requirements. Indicate how this is being accomplished.
  :
  Physical distancing is adhered to at all times by managing access to space and ensuring there is adequate space available to accommodate the number of people on campus. Signage is posted widely to remind people that distancing is still required for non-academic purposes.
- Identify how you will prevent gathering and crowds within your unit space(s).:
  Signage is posted to reinforce physical distancing and to limit visitors to the main office. Staff with student-facing roles are working from home to avoid line-ups of students. Communication with students is primarily virtual (email or Teams) to avoid large crowds in the building.
  Access to space is restricted to a minimum compliment of people to limit density on campus. Employees accessing campus space are aware of the current restrictions on indoor and outdoor gatherings and will comply with those limits. Where applicable, furniture has been move/removed or taped off to ensure that physical distancing can be maintained in shared gathering spaces.

.. Face Coverings and Personal Protective Equipment

- **Face coverings**: Unit leadership is staying current on public health requirements and communicating these requirements to team members.

  Please visit the [Campus Operating Guidelines webpage](#) for more information on face coverings, and identify what specific steps your unit is taking to ensure appropriate measures are in place. :
  Reminders of the masking requirement are provided regularly at team and school meetings. Signs and SMART board displays further reinforce this requirement.
  The School of Computing is providing boxes of face coverings in common spaces and in research labs. Face coverings are informally monitored by everyone. Individuals not wearing a suitable mask are offered one of the extra masks we have available.
- **Other:** If applicable, beyond face coverings, outline the Personal Protective Equipment (PPE) your team is utilizing.

  [Where is PPE being purchased](#)? Who is responsible (e.g., an assigned team member) for ensuring an adequate supply of PPE is available at all times?:
  Research labs and common spaces will have sanitizer and wipes supplied by the School. Erin Gunsinger, our Senior Secretary, will order PPE supplies as needed. The School has a limited supply of fibreglass barriers. These will be placed in high-traffic areas and as request by staff and faculty. The main office has had plexiglass barriers installed at both workstations.

⸗ Cleaning

Custodial Support Services (CSS) [COVID-19 Cleaning Protocols](#) are available on the Facilities website and provide information on what cleaning is the responsibility of CSS and what is the responsibility of the unit. Provide specific details below on the unit-required cleaning protocols.

- Frequently touched surfaces in the unit's workspace (e.g., office door knobs and reception desk surfaces) have been identified and are disinfected with approved cleaning products every four hours by an assigned team member. Describe the process (e.g., Who is doing the cleaning? What is being cleaned? What is the cleaning frequency? What products are being used to clean? etc.):
  Facilities staff will sanitize frequently touched surfaces in common spaces regularly. Sanitizing wipes are available for individuals accessing departmental space to wipe down other frequently touched surfaces as needed. Given most people have access to a personal workstation not shared by others, few surfaces will require frequent disinfection. Those that do are outlined in greater detail in the following sections.
  Cleanliness in Goodwin Hall is a major concern with respect to safety, as common areas are not historically cleaned frequently. We have discussed this with EH&S and Custodial Services and will continue to make every effort we can to ensure that spaces are adequately cleaned.
- Workstations and high-touch equipment and other resources are assigned to a single user or cohort if possible. Describe how this is happening.
  :
  Those who may share space or equipment with others are required to wipe down surfaces before and after use with the provided sanitizing wipes.
- Any shared equipment and tools are disinfected between uses. Describe how this is happening.
  :
  Those who may share space or equipment with others are required to wipe down frequently touched surfaces before and after use with the provided sanitizing wipes.

⸗ Hand and Respiratory Hygiene

- Signage is posted in unit spaces (i.e., non-common areas) to provide reminders to frequently wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth. Indicate where reminders will be posted, and who will be responsible for this task.:
  Ben Hall, Aaron Visser, Erin Gunsinger, or Robin Tippett will ensure that informational signage is posted in all appropriate areas as indicated on the 'Posters' section of the resources web page.
- The following measures are in place to allow individuals to properly clean hands - for example, providing regular access to soap and water and, if that is not possible, alcohol-based hand sanitizer. Ensure that workers can clean their hands frequently and whenever needed.:
  Soap and water are available by all sinks and hand sanitizing stations are available at strategic locations.
- All workers and visitors are instructed to properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched. The following measures are in place to enable them to do this. :
  Signage on hand hygiene practices is posted at strategic locations and all those accessing campus space have been made aware of the importance of hand hygiene in preventing the spread of COVID-19.

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Education

Supervisors have a responsibility to ensure all workers are provided information and instruction on all COVID-19 health and safety protocols.

Describe all measures in place to appropriately educate workers on how they can keep themselves safe from exposure to COVID-19. Select all that apply. Provide details, as applicable.

All team members are given clear information and instruction on what they need to do to protect themselves and others. They have been instructed on how to follow all safety measures in the plan.

- Unit leadership is using current internal communication systems to provide frequent reminders and updates (posting notices, email, virtual team meetings, etc.).

  Provide details of the methods being used to communicate with team members.:
  Both unit and Faculty leadership communicate regularly with the teams using various forms of communication to ensure those accessing campus spaces are aware of health and safety measures and updates to procedures. Emails, Teams meetings and ad hoc in-person discussions are the primary communication method, augmented by regular signage.
- Unit leadership is periodically visiting the Queen's Safe Return to Campus website and communicating updates to the team as soon as possible.

  Please note: Siginificant updates to health and safety guidelines will be communicated to you by Risk and Safety Services.

  Provide details of how often information is being reviewed, and what methods are being used to communicate updates to team members.:
  FAS has created a committee to support our community as we transition to returning to campus in greater numbers. Committee members are active participants in the various safe return groups/committees organized by the university and share relevant updates and information with FAS units via email, virtual meetings, town halls and the FAS Return to Campus webpage. Additionally, committee members regularly review the main university safe return site, the KFL&A website and the Government of Ontario website daily for any relevant changes and updates are provided to FAS units as soon as possible.
  The School Manager and School Technology Manager are working in tandem to ensure updates are shared with all team members regularly.
- Unit leadership reminds workers about available social and mental health supports provided by the university.

  Provide details of how this information is being communicated to team members.:
  Employees are aware of the resources available through their EFAP along with other resources available as indicated on the HR employee wellness and support web page. They are reminded of these resources in various ways including links embedded on the FAS Return to Campus web site, communications from their direct supervisor as required, and through our FAS newsletter which highlights these and other supports such as the Heathy Communities initiative developed within FAS.
  Reminders of the EFAP are shared at the weekly team meeting and during one-on-one meetings.

Case and Contact Monitoring

If the department is informed by an employee, student, volunteer, visitor or contractor of a positive COVID-19 test, an assigned person from the unit will immediately contact the Department of Environmental Health and Safety (EHS) at safety@queensu.ca or 613-533-2999. For after-hours or in the event you are not able to reach EHS, contact the Emergency Report Centre at 613-533-6111 and ask to be connected with the Director of Environmental Health and Safety (Dan Langham). Dan Langham will coordinate next steps under the direction of Public Health and in consultation with the appropriate university stakeholders.

In order to support contact tracing by the Kingston, Frontenac, Lennox and Addington Public Health Unit (KFLAPH), the department will provide to EHS the name, phone number, staff or student number and email of the person. This will be provided to EHS in a password protected Word document.

The Director of Environmental Health and Safety will be the lead in contacting KFLAPH and will liaise between them and the department.

If needed, and as instructed by EHS, the department will provide the names and contact numbers for those identified by KFLAPH as contacts during the case and contact management process. That information will be sent in a password protected word document to EHS. The department will also be prepared to review the presence/activity of employees, students, volunteers, visitors and contractors in the department to identify other potential contacts of the identified case.

EHS, on the advice of KFLAPH, will provide the department an action plan in terms of next steps for a response, cleaning, further communications within the department, etc.

If the department is concerned about reports or information about potential cases connected to the department, the department will contact EHS to discuss and get guidance regarding the situation.

The department will be contacted by The Director of Environmental Health and Safety in the event that a positive case has been identified by KFLAPH as being connected with the department. EHS will lead the department through the processes listed above in support of case and contact management.

Reporting

In the case of a possible or confirmed positive case, follow the procedures outlined above.

Provide details specific to your unit, as applicable.

Personal health information must be treated confidentially.

- Explain the processes that are in place to maintain confidentiality if someone reports potential or confirmed illness. Provide key details, as applicable.:
  No names or other personal details of the infected person will be shared through email. Instead, password protected documents will be used to share confidential information with the relevant parties as needed.
- We have a plan if someone presents with COVID-19 symptoms while on site.

  Outline you unit's response process - including cleaning of shared spaces - and indicate what the affected employee should do (e.g., go home, contact the unit's health and safety representative, etc.).:
  If someone develops symptoms associated with COVID-19 while on campus, the person will go home and follow the instructions in the Ontario COVID-19 self-assessment tool to determine the next steps. If a positive COVID-19 case is confirmed, the School Manager (Robin Tippett) will work with Dan Langham from Environmental Health and Safety to coordinate with KFL&A Public Health on next steps. Cleaning of shared spaces will remain as indicated in the cleaning section above and further deep cleans of the space will be coordinated by Dan Langham and Facilities if required.
- We have a designated contact to notify Environmental Health and Safety of suspected or confirmed COVID-19 case(s).

  Indicate who is responsible for notifying Environmental Health and Safety, and how they will do so. :
  The School Manager, Robin Tippett, will immediately contact the Department of Environmental Health and Safety (EHS) at safety@queensu.ca or 613-533-2999

How will your unit inspect and monitor to ensure compliance with COVID-19 safety protocols? Provide details specific to your unit.

A combination of all the elements contained within this plan will ensure compliance with COVID-19 safety protocols such as: educating our people on the expectations in place for a safe return to campus; monitoring the completion of the daily assessment screening modules; frequent communications with on-site teams using email, virtual meetings and/or in person check-ins; and informational signage posted as a reminder of the protocols in place.

Plan Evaluation

Operating your unit during the pandemic and recovery stages involves different ways of working. Checking to see how your plan is working will help you find the best solutions for your unique situation and adapt to any changes.

You may want to assign a manager or management team to take charge of COVID-related issues.

Schedule regular times with your team to review your safety plan and its effectiveness. Make updates as necessary and communicate those updates to your team.

How are you checking that your plan is working? Select all that apply. Provide details, as applicable.

- We are scheduling ongoing opportunities for unit leadership and team members to discuss compliance and any new developments. Provide details specific to your unit.:
  FAS has organized regular meetings for Department Heads, Department Managers and town halls to keep our community up to date on any changes to protocols or restrictions.
  The School Technology Manager and School Manager are working collaboratively to ensure the School of Computing is adhering to public health measures and Queen's policies/procedures.
- We know the best ways to engage our team members. For example, they are invited to participate in decision making and provide feedback (where applicable). Provide details specific to your unit.:
  Emails, virtual meetings, manager specific meetings and FAS town halls will provide opportunities to receive feedback from our community and make any necessary changes to improve this safety plan.
  As the plan is adapted, team members will be given the opportunity to review and provide feedback.
- We are measuring and monitoring our activities, and continually evaluating how well the new protocols are being followed. Provide details specific to your unit.:
  The weekly team meetings give an opportunity to discuss whether protocols are working and to communicate any changes to protocols.
- We update our plan when updates are provided centrally or when circumstances internal to the unit change, and post the plan in a highly visible area. Provide details specific to your unit.:
  As new directives come out the School Manager and School Technology Manager will review this plan and update it as needed.
- We have a clear process for communicating any unit plan changes or updates. Provide details specific to your unit.:
  There is a standing health and safety agenda item at the weekly team meetings. At these meetings the team will discuss what is and isn't working so the plan can be adjusted as needed. This plan will be reviewed regularly with the team to ensure it continues to be effective.

Additional Information

Please outline any additional safety plan details not captured above.

N/A

If you have a supporting file with additional information, please upload it here (one file please).
N/A

Additional supporting file (one file please)
N/A

⸬ Additional supporting file (one file please)
N/A

Embedded Data:

N/A