

Updated Oct. 6, 2020

The measures put in place by the Government of Alberta have so far been very successful in controlling the spread of COVID-19 and flattening the curve in our province. It's essential that as restrictions are lifted and University of Calgary operations return to a "new normal", we all protect our campus community by doing our part to reduce the UC risk of infection and transmission.

This document outlines rules that the campus community must follow when coming onto any UCalgary campus or location with UC operations.

### **MINIMUM STANDARDS**

- Anyone who feels ill, and particularly with COVID-19 type symptoms of cough, fever, shortness of breath, runny nose or sore throat, or any of the other symptoms identified by Alberta Health Services [here](#) must not come to the campus.
  - Complete the Alberta Health Services online screening survey daily at:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

When on campus the following minimum standards must be observed at all times:

- Maintain a physical distance of 2 metres from other people.
- In alignment with the UCalgary face covering protocol, a non-medical mask is required to be worn in all public, indoor locations on-campus. More information on this policy can be found [here](#).
- Avoid touching your face or rubbing your eyes.
- Wash your hands thoroughly and frequently, especially before and after coming into frequent contact with high-touch point surfaces like door handles, bannisters, elevator buttons, kitchens and equipment.
- If you are unable to wash your hands, use the hand sanitizer stations that are located around campus inside main building entrances, near elevators and office spaces.
- Practice respiratory etiquette including coughing and sneezing into bent elbow and prompt disposal of tissues in the trash.
- Follow the signage and floor markings when moving around campus spaces and buildings.
- Follow all public health guidelines with respect to restrictions on gatherings, both indoors and outdoors identified [here](#).

### **PREPARE TO RETURN TO CAMPUS**

- Ensure you are familiar with the requirements laid out by your department/faculty. Familiarize yourself with the Workspace Safety Plans approved for your work areas – these will lay out the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

### **CONSIDERATIONS FOR MAKING YOUR WAY TO CAMPUS**

- To minimize the risk of exposure, consider cycling, walking or driving by yourself.
- Public transit providers have introduced measures to minimize passenger exposure including reducing capacity on buses/trains and regular cleaning. It is important to take proper precautions when commuting via bus or train. This includes maintaining physical distance from others, consider wearing a protective mask and wash your hands thoroughly upon arrival to campus.

## MOVING AROUND CAMPUS

- Walk on the right-hand-side of the street/hallway wherever possible - creating one-way pedestrian traffic and minimizing contact with passersby.
- Keep to the right-hand-side of sidewalks and pathways as well, allowing faster walkers to pass you, just like a multi-lane roadway with a slow and passing lane. Most campus sidewalks are at least 2 metres wide, allowing for physical distancing to be maintained.

## NAVIGATING COMMON SPACES

### Elevators

- Minimize the use of elevators wherever possible and use the stairs.
- Limit capacity to the number of people able to maintain a 2 metre distance while in use. Unless there is sufficient space for two people to stand diagonally, no more than one person may use the elevator at any time.
- Where possible, use an object to press elevator buttons. Be sure to immediately wash hands or use a hand sanitizer soon after exiting the elevator.

### Entry/Exit

- Use automatic door buttons wherever possible to reduce touchpoints, otherwise open doors using hands and wash hands or use hand sanitizer soon after.
- Entry and exit doors as well as fire and smoke separation doors must not be propped open. This not only effects airflows and ventilation within building spaces but also presents a life safety hazard and is a violation of building fire codes.
- Follow any “In” and “Out” signs posted on building doors to allow people to keep their distance when entering and exiting.
- In the event of a fire alarm, follow normal evacuation procedures for that building while maintaining physical distancing protocols if possible.

### Hallways and Stairwells

- Practice walking on the right in stairwells and hallways. If there is not sufficient space to maintain a 2 metre distance, yield to oncoming traffic.
- Be sure to wash hands or use a hand sanitizer after touching handrails or other hallway or stairwell surfaces.
- Follow any directional tape or signage indicating traffic flow.
- Refrain from storing any office equipment or other material in hallways. **Washrooms**
- Follow all signage indicating sink and stall closures to maintain proper distancing.

## USING YOUR WORKSPACE

### Direction of Travel

- Follow the assigned direction of travel around your workspace, paying attention to relevant signage and floor markings.
- In the absence of signage or floor markings, stay to the right and yield to oncoming traffic.

### Shared offices and open-area workstations

- Unless a shared office is large enough to allow for 2 metre distancing, it must only be occupied by one person per work interval.
- Review circulation paths within open office areas to ensure circulation does not impede adjacent workstations.
- Where sit stand stations are used and physical distancing is not possible, make sure any dividers between stations work for the full range of heights.

### Office Kitchens

- Shared meal preparation and eating areas pose a risk of spreading COVID-19. Transmission risk can be decreased by not using shared office kitchen/meal preparation areas.
- If you chose to use meal preparation and eating areas, follow the [UCalgary Meal \(including beverage\) preparation and eating space COVID-19 guidance for on-campus staff and faculty](#) to reduce your COVID-19 transmission risk.

### Other Shared Spaces (i.e. lunchrooms, copy rooms, mail rooms)

- Limit the occupancy of shared spaces such as copy, mail and lunchrooms to allow for 2 metre distancing. This may mean that only one person can access the space at a time.
- Disinfect (e.g. wipe down) any equipment in the space before and after use.

### Meetings & Meeting Rooms

- Every attempt should be made to continue the use of video-conferencing tools (such as Teams & Zoom) instead of physical meetings.
- Instead of using meeting rooms, hold outdoor meetings where possible, which allow for easier physical distancing. If meeting indoors, entry and exit from the meeting room must be considered to ensure distances are respected.
- Where there are meetings required in enclosed offices, review the distance between the workstation and guest chair, if 2 metres cannot be accommodated remove the guest chair from the office.

### Use of University Vehicles or Vehicles for University Business

- In University vehicles, there should only be one person per vehicle, unless the vehicle is large enough to maintain 2 metres between occupants.
- If you are using a personal vehicle for University business, please maintain the same social distancing measures as outlined above.

### Additional Future Guidance

**The University will provide updated information and guidance from time to time related to COVID-19 as government advice and direction changes through the course of the pandemic. All members of the campus community must ensure they read, understand and follow updated guidance from the University. If anyone has any questions about University guidance they should consult with their supervisor.**