



# KING'S

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Western University · Canada

# COVID-19

# Returning to Work on

# Campus

Protecting Yourself and Others

August 2021

# Returning to Work on Campus

- About COVID-19
- Protecting yourself and others
- Use of a three layer non-medical mask
- Changes on campus and signage
- Resources and support

# Vaccine Procedure

- All King's students and employees should have received an email from Western, stating that [proof of vaccination is required for campus access](#).
- We will be adopting Western's vaccination policy as it applies to King's. [Click here for the full message](#).
- Please search our [FAQs](#) for the answers to any questions about the implementation of our vaccination procedure. If you have any questions not answered in the FAQs, please send them to [ReturntoCampus@kings.uwo.ca](mailto:ReturntoCampus@kings.uwo.ca).

# Typical Symptoms of COVID-19

- Those who are infected with COVID-19 may have little-to-no symptoms.
- Symptoms may take up to 14 days to appear after exposure to the virus.
- It is important to self-monitor for symptoms.

## Typical symptoms include:

- fever
- new or worsening cough
- difficulty breathing

Monitor for symptoms for 14 days after exposure



Fever



Cough



Difficulty breathing

# Other Signs and Symptoms

- There are many other signs and symptoms related to COVID-19, such as: loss of sense of taste or smell, sore throat, nausea/vomiting, worsening of chronic conditions, conjunctivitis
- The list has evolved throughout the pandemic.
- To see the complete list, please see <https://www.healthunit.com/covid-19-concerns#COVID-19-symptoms>

# How does COVID-19 spread?

- Through respiratory droplets generated by a cough or a sneeze.
- Touching objects on which droplets have been deposited
- The highest risk is within 2 meters (6 feet) of someone who is contagious.

# How does COVID-19 spread?

- Close personal contact with others.
- Shaking hands.
- Touching objects that others have touched, such as equipment, tools, door handles, surfaces in common areas.
- Sharing objects with others, or taking meals close to others.
- Attending meetings in person without proper physical distancing.



# How to Protect Yourself

- Practice physical distancing (2 meters/6 feet).
- Wear a three layer non-medical mask when on campus.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands frequently, especially after touching objects, door knobs, and before eating.

# How to Protect Yourself

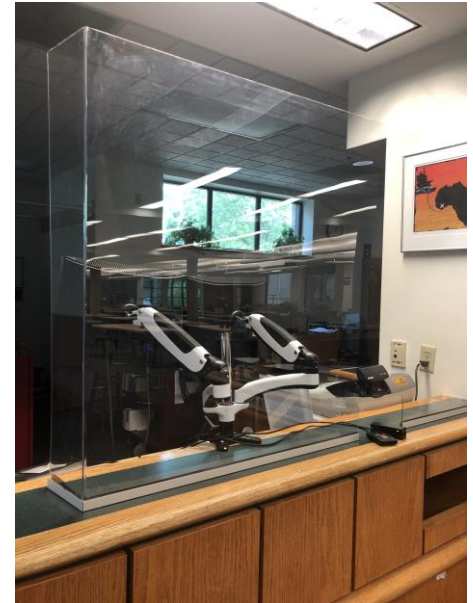
- Cough or sneeze into a tissue, then immediately place the tissue in the trash and wash your hands.
- Cough or sneeze in the bend of your arm, not on your hands.
- Read and review the Self-Assessment Survey before arriving on campus.
- Stay home if you are sick.

# Physical Distancing

- Physical distancing is currently the most effective way of limiting the spread of the virus.
- Physical distancing means limiting the number of people you come in close contact with and maintaining at least two meters (six feet) away from those around you.

## Physical Distancing on Campus

- Report to your designated workplace or work site.
- Limit your movements from this area to other areas unless such movement is essential.
- If a barrier has been installed in your work area, try to remain behind it when communicating with others. This is for your protection.

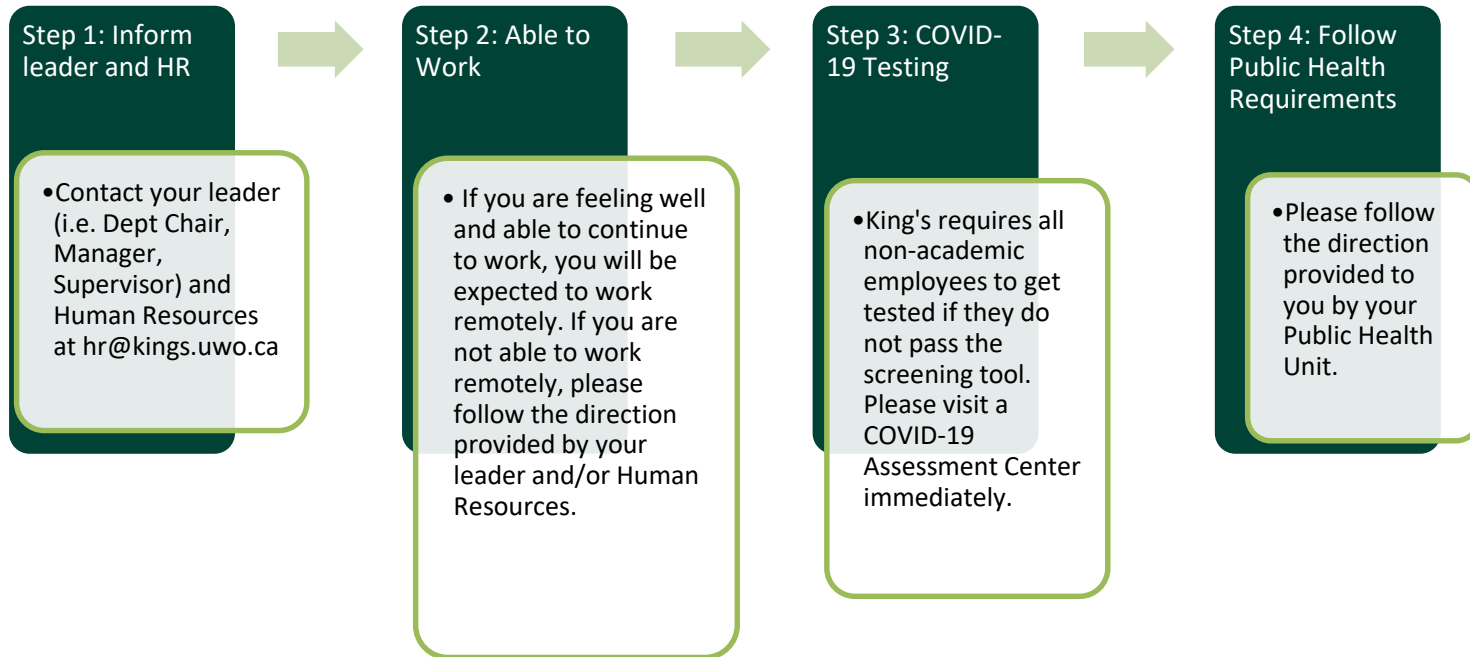


## COVID-19 Screening Tool

Before you arrive on campus, please complete the [self-assessment tool](#).

You are fit to come to campus if you have answered “No” to all the questions.

If you answered “yes” to any of the questions on the COVID-19 Health Assessment Screening Tool, please stay home and follow the steps outlined below:



If you start feeling unwell while at work

- Isolate yourself from others until you can leave campus.
- Notify your leader (i.e. Dept Chair, VP, Manager or Supervisor) immediately for appropriate follow-up action.
- Call Security or 911 if you need immediate assistance.
- As soon as possible, read and review the online screening tool and follow the instructions in the screening tool.

## Hand Hygiene

The proper way to wash your hands is:

1. Wet your hands under running water.
2. Apply liquid soap.
3. Lather and rub your hands for at least 20 seconds.
4. Rinse your hands.
5. Dry your hands with a paper towel.
6. Turn the taps off with a paper towel or your sleeve.
7. Open the door with the paper towel and throw it away.

## Hand Hygiene

Use hand sanitizer only when soap and water are not available

1. Place a quarter-size drop of alcohol-based hand sanitizer in your palm.
2. Rub your hands together, palm to palm.
3. Rub the back of each hand and fingers of the other hand.
4. Rub around each thumb.
5. Rub fingertips of each hand back and forth in the other hand.
6. Rub until hands are dry (at least 20 seconds).





## **Wearing a Mask**

- Wash your hands before putting the mask on.

While wearing the mask:

- Keep your hands away from your face.
- Avoid touching or adjusting your mask.
- Wash your hands after touching your mask.
- Do not leave your mask hanging on your neck, forehead, or hanging from your ear.
- Change your mask as soon as it gets damp or dirty.

## Steps for Removing a Mask

- Wash your hands before removing the mask.
- Avoid touching any part of your face while removing the mask.
- If removing the mask temporarily, place the mask face down in a clean receptacle so that it does not come into contact with any surfaces. DO NOT push it down onto your neck only to bring it back up to your mouth: this could contaminate your mask.
- Wash your hands immediately after removing the mask.
- Take the same care as above when putting the mask back on.

## Sharing or Handling Material

- Encourage proper hand washing.
- Do not share pens, rubber gloves, or any PPE (personal protective equipment).
- Avoid the use of paper documents wherever possible.
- Do not share tools or materials if possible.
- Unshared tools or materials should be sanitized at least once a day.
- Shared tools should be sanitized prior to, and after, every use.
- Sanitize common areas and surfaces, such as tools, door handles, switches, computers, chairs, twice a day.
- Use the cleaning supplies provided by your leader (i.e. Dept Chair, VP, Manager or Supervisor)

## Vehicles

- Minimize the number of passengers to ensure proper physical distancing and maximize the distance between people inside the vehicle (e.g., only one passenger in a four-door or standard-sized vehicle, etc.).
- Wear a cloth mask if two-meter (6 feet) distancing is not possible.
- Clean inside the vehicle frequently.
- If using a shared vehicle, sanitize prior to and after use.
- Cover your hands when pumping fuel or touching door handles.
- Wash hands regularly and whenever they become soiled.
- Use hand sanitizer if you are unable to wash your hands.

## Campus Guidelines and Signage

### Signage and changes in the workplace

- The points of entry and exit of your workplace may have changed. The building you work in may remain locked except for designated points of entry and exit to control access to the building. Check with your leader (i.e. Dept Chair, VP, Manager or Supervisor) before arriving on campus.
- Pay attention to signs that have been posted to inform you of changes in the building you work in and on campus. These signs are there to remind you of steps you need to take to prevent COVID-19 and preserve your health and safety, and that of others.

### Closure of common spaces

- Expect that some common areas, such as coffee shops, some meeting rooms, and other areas, may be closed. Use of areas where physical distancing cannot be maintained will be restricted or modified. Check with your leader (i.e. Dept Chair, VP, Manager or Supervisor) for more information.

Examples of new signage you may see on Campus.



## Elevator Etiquette

Avoid overcrowding

- Take the stairs whenever possible.
- Follow the posted maximum capacities.
- Wait for the next elevator.
- Allow space between you, and for those getting off the elevator.
- Wash your hands frequently (i.e., every time you touch a surface or an object).
- Cough or sneeze into your elbow and wear a cloth mask.
- Avoid touching your face after pushing the button.
- Wash or sanitize your hands after leaving the elevator.

## COVID Alert

COVID Alert helps us break the cycle of infection. The app can let people know of possible exposures before any symptoms appear.

That way, we can take care of ourselves and protect our communities.

COVID Alert does not use GPS or track your location. Nobody will get any information about you or the time you were near them.

### How it works

- The app uses Bluetooth to exchange random codes with nearby phones.
- Every day, it checks a list of random codes from people who tell the app they tested positive.
- If you've been near one of those codes in the past 14 days, you'll get a notification.

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>



## **Take Care of Yourself**

If you are feeling worried or stressed, you are not alone.

It's normal to respond emotionally to unusual circumstances.

Remember to take care of your mental and physical health throughout this period.

If employees report feeling emotionally overwhelmed, they may access confidential support through King's Family and Employee Assistance Program at 1-844-720-1212. You can find information by downloading the FSEAP App or going to their website.

The username is Kings University College and the password is myfseap.

If you have questions or concerns:

- Discuss your concerns with your leader (i.e. Dept Chair, VP, Manager or Supervisor) as they arise.
- Visit our [COVID-19 Employee FAQ](#) page on the King's Website.
- If you have further questions regarding returning to campus please send them to [ReturntoCampus@kings.uwo.ca](mailto:ReturntoCampus@kings.uwo.ca).
- Your health and safety are important.
- The goal is to protect you and those around you.

## Resources

King's University College COVID-19 - <https://www.kings.uwo.ca/covid-19/>

MLHU - <https://www.healthunit.com/novel-coronavirus>

Government of Ontario - <https://www.ontario.ca/page/how-ontario-is-responding-covid-19>

Government of Canada - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

World Health Organization - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

COVID Alert – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>



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