



**University
of Manitoba**

Guidelines and Recommendations for Recovery of the University of Manitoba

Faculty of Science

May 25th, 2020

Prepared by:

Office of Risk Management, Environmental Health and Safety Office and Operations and Maintenance

Prioritizing the Safety of participants and employees - Proposed guidelines	Ability to Implement	
	Yes,No, N/A	If "No", explain

Security Services		
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Where possible, each building should have a single entrance and exit point. (i.e. One way in, one way out).	NO	All researchers and instructors already have access either by card access or key access. In some buildings there are multiple entrances; in others there is only one entrance.
Each building should have staggered entrance and exit times.	NO	Experimental and lecture schedules differ by experiment and person.
Each person entering and exiting a building must sign in & sign out via a laptop and spreadsheet. Each department/unit will assign a staff member to manage the sign in process and monitor each entrance/exit. This staff member will also be provided with applicable PPE.	NO	Faculty will establish an on-line sign-up page into which every researcher and instructor will enter entry and exit times.
Security Services to be provided with a daily list of building occupants, with access times and room location(s).	YES	Security Services will have access to the on-line page.
Are there any parking considerations to minimize use of tunnels and other building to get to place of work?	NO	
Staff/students should ensure their work area is locked and secured when they leave.	YES	This is normal practice.
Staff should be encouraged to only enter the buildings they are assigned to work in (ie. No shortcuts through other buildings or tunnels).	YES	This is normal practice.
Personal protective equipment to be placed in a secured location when not in use to prevent theft.	YES	
Sharing of keys/access cards/alarms codes is not permitted.	YES	All researchers and instructors have their own card or key.
All staff/students should wear or carry University issued ID at all times.	YES	
Suspicious activity or unknown individuals in a building should be reported to Security Services.	YES	

Staff/students to ensure only one person enters a building at a time (eg. No piggybacking and not allowing entrance through an exit).	YES	
Security Services will work with faculties/units to identify access and egress points for each building.	NO	This is not necessary because all researchers and instructors already know how to enter their buildings.
Staff/students requiring access to a building must coordinate with their unit or department head; Security Services will not provide access.	YES	
Contact the Director of Security Services to discuss any gaps in this area. Rick Jansen 204-474-8709 Rick.Jansen@umanitoba.ca		

Notes: _____

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Risk Management and Health & Safety Office		
Are procedures in place for proper disposal of PPE.	YES	
Is there a contingency plan in place for building evacuation (in the event a Fire Warden is not in the building).	YES	
Have staff been advised that individual evacuation plans need to be modified based on availability of personnel?	YES	
Are there plans in place for shutting down each research project should the Province reintroduce strict measures?	YES	
Do all department Bio-Safety cabinets have up-to-date certifications?	YES	
Who is authorized to distribute appropriate PPE?	YES	
Does your faculty/department/unit have a working alone policy in place.	YES	
Possible temperature screening upon building entry; unit specific. May include coloured coded screening identification.	NO	Thermometers are available, but the practice is useless as a way of monitoring for Covid19.
Staff must use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/	YES	

Face masks/shields are optional, though the use of face masks is strongly recommended .	YES	Masks are highly recommended when social distancing is not possible.
Does your area require the delivery of chemicals or hazardous materials?	YES	
Contact the Director of Environmental Health and Safety to discuss any gaps in this area. John Dodd 204-474-9083 John.Dodd@umanitoba.ca		

Notes: _____

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Operations and Maintenance		
Are splash guards required for your work area?	NO	Most research work and all instruction is dry and any work involving liquids is already carried out in a controlled environment.
Cleaning supplies to be made available as required.	YES	
Follow provincial guidelines related to physical distancing and proper hygiene.	YES	
All deliveries to be made to O & M to reduce the number of visitors circulating on campus.	NO	This is impossible for things like

		liquid nitrogen and helium. Also chemicals should be delivered to the location they will be used rather than increasing risk with a second transfer.
Ensure frequent disinfecting, especially of high-touch surfaces and object.	YES	
Limit access to campus facilities and space for essential activity only.	YES	
Signage placed at access and egress points as well as by elevators, stairwells and other common spaces as reminders about new prevention measure in effect.	YES	Already in place in many areas; more might be needed.
Frequent patrols by designated official to ensure physical distancing measures are being practiced.	YES	PIs are responsible in their laboratories, but the Heads will circulate through their buildings to monitor.
Limit passengers in elevators; maximum of one or two.	YES	
Are hand sanitizing stations on each floor and in public areas?	YES	Some exist now, but others may be needed.
Is there a need for directional arrows or other floor markings?	NO	Most corridors are broad enough to allow passage with proper distancing and most laboratories cannot function in a directional way.
Washroom occupancy will be limited to a maximum of one or two people at a time.	YES	This is the normal when classes are being held.
Ensure faucets or water fountains that have been sitting unused are flushed.	YES	
Ensure drain traps have been flushed to prevent odours in labs.	YES	
Ensure enhanced cleaning procedures are being followed.	YES	
Contact the Director of Operations and Maintenance to discuss any gaps in this area. Steve Cumpsty 204-474-6344 Steve.Cumpsty@umanitoba.ca		

Notes: _____

Other Considerations/Questions

<p>How many students are expected to use the building at any given time (maximum)? NB: 10 m² is the required minimum per person.</p>		<p>There are ~ 550 students (400 graduate and 150 undergraduate) over the summer and we expect no more than 50% or ~275 to be on campus at any one time.</p>
<p>How many staff are expecting to use the building at any given time (maximum)? NB: 10 m² is the required minimum per person.</p>		<p>There are ~250 faculty and staff and we expect no more than 50% or 125 to be on campus at any one time.</p>
<p>Evaluate shared spaces (boardrooms, classrooms, theatres, lunchroom, labs) for maximum occupancy.</p>		<p>This will be done on a department by department basis.</p>
<p>What to do if a person tests positive for COVID-19?</p>		<p>This is should be a Province directive and definitely cannot be a Faculty decision.</p>

Notes: _____

Key points/Comments:

1. You can only come on to Campus if your work requires that you be here; e.g. a critical piece of equipment on campus. If you can work from home, please continue to do so.
2. While masking is not mandatory, it is **STRONGLY RECOMMENDED** while you are on campus-for the protection of others.
3. In the event that someone becomes infected with COVID-19 or exhibits any symptoms related to COVID-19, the Environmental Health and Safety Office must be contacted, in addition to contacting Health Links (if applicable).

Environmental Health and Safety Office

204-474-6633

Health Links

204-788-8200

1-888-315-9257

Hours: 24/7/365