

COVID-19 SAFETY PLAN On-site Meetings Fall 2021

For fall 2021, if meetings must be held in-person, allow for individuals to connect remotely. Prior to scheduling an in-person meeting, please review the following safety measures:

Prior to Meeting On-campus (Yes, No, n/a)

Relevant departments have been notified:

- Public Safety – for building access (if required)
- Capital Development Facilities Management – for capacity allowances, cleaning & disinfecting, washroom accessibility

Employees have completed the COVID-19 Awareness Training on Blackboard.

In-person supervision will be present for the duration of the meetings.

Contact khon.ta@humber.ca to verify the capacity limit for the area to be used.

Physical barriers (i.e., plexiglass) are in place at reception areas or where individuals cannot maintain 6ft of distance.

Furniture arrangement and floor markings support physical distancing. All other seats / spaces are blocked off or removed.

Ensure meeting will comply with physical distancing parameters.

Ensure the meeting area has hand sanitizer and disinfecting wipes available.

Minimize the sharing of tools, equipment and workstations. Clean and disinfect before and after each use.

Identify a space for individuals to take breaks / eat lunch

- Ensure break space allows all individuals to maintain 6ft of distance between each other
- Ensure access to handwashing area
- Confirm the break space is to be cleaned daily by Facilities

Confirm wipes and hand sanitizer stations are filled and working properly. Email roman.fuzak@humber.ca with any concerns.

If PPE is needed (i.e., disposable masks, eye protection, face shields), contact OHS at healthandsafety@humber.ca to place an order.

Ensure attendees know that only vaccinated individuals or those with an approved exemption and a negative COVID-19 test result in the last 72hrs are permitted on campus.

[Requirements](#)

Ensure attendees (including visitors) know to complete the daily screening either online using Guardian App, or know to verbally confirm with Public Safety at the entrance prior to the meeting.

Provide meeting guests with directions / maps / instructions for accessing campus, parking, entrance and exit points.

During Meeting On-campus (Yes, No, n/a)

All individuals to wear face covering (reusable or disposable face mask) at all times unless they meet the exemption criteria: [Safety measures](#)

Ensure individuals follow physical distancing measures:

- Maintain 6ft of space
- Follow directional signage

Comply with capacity limits

Individuals are expected to wipe down their workspace / equipment before and after use. Facilities cleans high-touch points and spaces nightly.

Anyone experiencing COVID-19 symptoms while they are on campus or within 10 days of being on campus should report to covidreporting@humber.ca. If symptoms begin while on campus, please go home and then report to covidreporting@humber.ca.

Injuries to be reported to [Supervisor and OHS](#)

Resources

A microsite has been developed to provide important information, health, and safety measures, as well as resources for those coming to campus. The microsite can be found at humber.ca/campus-return.

[Additional Employee resources](#)