
WORKPLACE SAFETY GUIDELINES – COVID-19

Offices & Common Areas

Updated February 11, 2021

In addition to the preventive measures taken by the university to protect the health of workers during the pandemic, all members of the university community must take the necessary precautions to limit the spread of the virus.

To protect the members of the university community from COVID-19:

- **PRIVILEGE, FACILITATE** and **SUPPORT** working remotely.
- **WEAR A PROCEDURE MASK (SURGICAL MASK)** when entering and exiting university buildings and within any enclosed public space on campus, including lobbies and reception areas, hallways, elevators, and staircases.
- **AVOID** physical contact (e.g. handshakes).
- **MAINTAIN** at least 2 metres of distance from others at all times, including during breaks and meals.
- **LIMIT** circulation and movement on campus.
- **REDUCE** the number of employees permitted to be present in the same workspace to facilitate compliance with physical distancing rules.
- **DISPLAY** hygiene and respiratory etiquette guidelines (EHS-DOC-172) in the office and in common areas.
- **CLEAN** frequently touched surfaces at least once a day and shared items and work surfaces after each use. Consult the Cleaning & Disinfection Guidelines (EHS-DOC-175).
- **PROVIDE ACCESS** to soap and water for hand washing. Where soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **PROVIDE ACCESS** to trash containers that do not require hand contact.
- **REMOVE** non-essential objects from the common areas (e.g. magazines and decorative objects).



When working remotely and physical distancing are not possible, explore alternatives such as:

- Installation of physical barriers between workstations that are too close together, that cannot be moved apart, or where people are greeted (e.g. reception desks). Barriers should be transparent, full partitions that are easy to disinfect. *
- Reorganize work schedules to reduce the number of employees in the workspace at the same time, including in kitchenettes and break rooms.



PROCEDURE MASKS (SURGICAL MASKS) must be worn in all indoor public and shared spaces on campus. Procedure masks (surgical masks) may be removed when in your office or at your workstation, provided you are able to respect the 2 metres of distance from others. When required to complete a work task that necessitates being less than 2 metres from another person, personal protective equipment (PPE) is required. See Personal Protective Equipment (PPE) Guidelines (EHS-DOC-185) for more details.

Questions? Contact us at ehs@concordia.ca or by phone at extension 4877.

* Approval from EHS and Facilities Management is required prior to installation of any physical barriers.