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## WORKPLACE SAFETY GUIDELINES – COVID-19

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### Hygiene & Respiratory Etiquette

Updated February 11, 2021.

COVID-19 transmission occurs via droplets containing the coronavirus. An infected person, whether symptomatic or not, may produce droplets containing the virus when talking, sneezing, or coughing. These droplets may cause infection if they are inhaled, ingested, or otherwise brought into contact with mucous membranes in the eyes, nose, or mouth. It is also possible to become infected by touching your mouth, nose or eyes after having been in contact with an infected person or a contaminated surface.

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

- **WASH YOUR HANDS** frequently with soap and warm water for at least 20 seconds. Where soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **COVER** your nose and mouth using a tissue or the crook of your elbow when you cough or sneeze, then wash your hands.
- Throw out tissues immediately after use, then wash your hands.
- **AVOID** touching your mouth or eyes with your hands.
- **WEAR A PROCEDURE MASK (SURGICAL MASK)** when entering and exiting university buildings and within any indoor public or share space on campus, including lobbies and reception areas, hallways, elevators, and staircases.
- **MAINTAIN** at least 2 metres of distance from others.



#### Procedure Masks (Surgical Masks)

- **PROCEDURE MASKS (SURGICAL MASKS) MUST be worn in all indoor public spaces on campus.**
- Procedure masks (surgical masks) may be removed when in your office, workstation, or place of work, provided you are able to respect the 2 metres of distance from others.
- When you cannot maintain at least 2 metres of distance from another person, OR when completing tasks that necessitate being less than 2 metres from another person, personal protective equipment is required. See [Personal Protective Equipment \(PPE\) Guidelines \(EHS-DOC-185\)](#) for more details.
- Wash your hands before and after putting on a procedure mask (surgical mask).
- Avoid touching your procedure mask (surgical mask) while wearing it. If you do, wash your hands as soon as possible.
- Change your procedure mask (surgical mask) if it becomes moist, soiled or damaged.
- Do not leave the procedure mask (surgical mask) hanging from your neck or ear.
- Use elastic or string loops to remove your procedure mask (surgical mask). Avoid touching the front.
- Dispose of procedure masks (surgical masks) after use, then wash your hands.



Questions? Contact us at [ehs@concordia.ca](mailto:ehs@concordia.ca) or by phone at extension 4877.