
WORKPLACE SAFETY GUIDELINES – COVID-19

Campus Circulation

Updated February 11, 2021

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

WHEN MOVING AROUND CAMPUS

- **WEAR A PROCEDURE MASK (SURGICAL MASK)** when entering and exiting university buildings and within any indoor public and shared space on campus, including lobbies and reception areas, hallways, elevators, and staircases.
- **MAINTAIN** at least 2 metres of physical distance from others at all times, including during breaks and meals.
- **WASH YOUR HANDS** as soon as you enter a university building and once you arrive at your office/workstation.
- **LIMIT** circulation and movement on campus.



ELEVATORS

- **CONSIDER USING** the stairs. Individuals with mobility impairments have priority on elevators.
- **WASH YOUR HANDS** or use an alcohol-based hand sanitizer **BEFORE and AFTER** taking an elevator.
- **WEAR A PROCEDURE MASK (SURGICAL MASK).**
- **POSITION** yourself forward facing.
- **REFRAIN** from speaking to others.
- **RESPECT** hygiene and respiratory etiquette guidelines.
- **MAINTAIN** at least 2 metres of physical distance from others.
- **WAIT** for the next elevator or use the stairs if you cannot be 2 metres from others.
- **AVOID** touching your eyes, nose, mouth, or procedure mask (surgical mask).



WHEN YOU ARRIVE AT YOUR OFFICE/WORKSTATION OR PLACE OF WORK

- **You may remove your procedure mask (surgical mask)**, provided you are able to respect the 2 metres of distance from others. Use the elastic or string loops to remove the mask and avoid touching the front.
- **Dispose of your procedure mask (surgical mask) immediately after use**, and then wash your hands. Do not leave a procedure mask (surgical mask) hanging around your neck or from your ear.

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