
WORKPLACE SAFETY GUIDELINES – COVID-19

Shared Offices & Workstations

Updated February 11, 2021

Due to the ongoing pandemic, arrangements must be made to allow for 2 metres of physical distance between employees to avoid the spread of the coronavirus. Concordia has implemented several preventative measures to protect the health of employees, including favouring and supporting working remotely.



For those who must work on campus, Concordia recommends reorganizing work schedules to facilitate physical distancing. This includes staggering work days and start times, as well as lunch and break schedules to avoid having too many people within a space.

Shared offices and workstations present additional challenges given that maintaining 2 metres of physical distance is often not possible.



SHARED OFFICES

If possible, only **ONE PERSON** should be in an office at a time. **COORDINATE** your on-site work schedule with your office colleagues and your supervisor.

If you must share a space with others, desks must allow for 2 metres of physical distance between occupants when seated.

- **RESPECT** hygiene and respiratory etiquette guidelines ([EHS-DOC-172](#)).
- **DESKS** should be positioned so that occupants are **NOT FACING** one another.
- **AVOID** talking to each other.
- **NO** visitors should enter.
- **WASH YOUR HANDS** with soap and warm water for at least 20 seconds **BEFORE** entering and **AFTER** exiting the office. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- If possible, use a paper towel or disposable tissue to open the office door in order to avoid touching the handle. If it is not possible, **WASH** or **DISINFECT YOUR HANDS** immediately after touching the door handle.
- **MAINTAIN** at least 2 metres of physical distance from each other.
- **AVOID** sharing materials. As much as possible, use your own pens, rulers, and other office supplies.
- **PROCEDURE MASKS (SURGICAL MASKS)** are required when there is more than 1 person in an office, **unless** it is possible to maintain 2 metres of physical distance from one another. Given that wearing a mask for extended periods of time increases the risk of perioral dermatitis, affects breathing capability, generates heat and increases the likelihood of touching a contaminated mask, it is strongly recommended that you coordinate with colleagues to limit time together in shared offices.



- **INCREASE CIRCULATION OF OUTDOOR AIR** by opening windows and doors, if possible and safe to do so. **DO NOT FORGET** to close windows when leaving the office.

SHARED WORKSTATIONS

- **CLEAN** and **DISINFECT** the workstation **BEFORE AND AFTER YOUR SHIFT**. Doing so at the start of the day protects you, while cleaning before you leave protects others. Refer to the cleaning and disinfecting guidelines ([EHS-DOC-175](#))
- Supervisors should provide disinfectant and paper towels or clean cloths to all employees sharing a workstation.
- **RESPECT** hygiene and respiratory etiquette guidelines ([EHS-DOC-172](#)).
- **AVOID** sharing material like pens, rulers, and other office supplies. If possible, each employee should have their own drawer to store their office supplies.



CLEANING & DISINFECTION

Given that university buildings are closed, routine cleaning will only take place in areas where activity has been authorized to resume. Unoccupied areas are not being cleaned. Therefore, if you work in an area that has not yet reopened, please note that there is no cleaning of the office or shared spaces such as kitchens, break rooms, and lounges. If you are unsure if your area has reopened, speak to your manager or department chair.

Surfaces frequently touched by multiple people as well as shared materials, tools and equipment are more likely to be contaminated and must be disinfected after each use. Work surfaces like desks used by multiple people must be disinfected daily, after each shift. **It is a good hygiene practice to consider all shared items as potentially contaminated and to wash your hands after using them.**

Also consult the Cleaning & Disinfection Guidelines ([EHS-DOC-175](#)) and Hygiene & Respiratory Etiquette Guidelines ([EHS-DOC-172](#)).

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