
WORKPLACE SAFETY GUIDELINES – COVID-19

Organizing Material Pick-up and Drop-off

Updated February 11, 2021

The aim of these guidelines is to facilitate the planning for setting up a pick-up and/or drop-off service for materials (e.g. kits, equipment, books) on campus during the pandemic. These guidelines are meant to aid in the planning process. Approval from EHS is required, therefore communicate with EHS at ehs@concordia.ca once a plan has been prepared.

It is imperative to ensure that all staff, faculty, and students work together and continue to respect the public health directives to limit the spread of the virus during these activities.

For clarity, the person who picks up or drops off material will be referred to in this guideline as “the client”.

LOCATION SELECTION

When selecting a location for the pick up and drop off activity, please keep in mind that the ideal location would have the following:

- 1- Direct street access: This prevents potential line ups at Security to enter buildings and clients losing their way inside the building. If such a location is not available, please select your location as close as possible to a building entrance.
- 2- Two access points, one for entry and the other for exit.
- 3- Enough space for employees to circulate while preparing, distributing, collecting, and disinfecting the materials, and for employees to keeping 2 meters of distance from their colleagues and the client.

BEFORE THE ACCESS & SCHEDULING

- 1- Schedule the pick-up or drop off through segregated appointments. Keep in mind the expected work to be done between the appointments when designing the schedule.
- 2- Clients will need to be advise of the following safety directives in their booking/appointment confirmation email:

Do not come to campus if you have flu-like symptoms or gastroenteritis symptoms or symptoms similar to [COVID-19](#). You will be permitted to reschedule your appointment.

Please show up on time for your appointment.

Bring your ID card or know your ID number.

Bring a procedure mask (surgical mask) as you are required to wear a mask when collecting or dropping off the materials, whether you are entering the University or coming in contact with a University employee outdoors.

Before entering a University building or meeting the University contact put on a procedure mask (surgical mask).

Upon entrance, wash your hands using the available hand sanitizer.

Maintain a minimum of 2 meters of distancing from others at all times.

ADD specific instructions on how to access the space (eg. Building/door to be used).

Please note that the public health directives are subject to change. Therefore, verify with EHS to confirm that aforementioned directives are still current.

- 3- Prepare a list of persons who will come to pick up or drop off materials, along with their ID number, contact information, and date and time of their expected visit. Depending on the access protocol, the daily list of clients expected may have to be sent to Security. This list must be kept by the department in order to facilitate contact tracing in the event of a COVID positive case on campus.
- 4- Prepare the space with hand sanitizer and cleaning products (to clean frequently touched surfaces). Consult the Disinfectant and Hand Sanitizer Procurement Procedure ([EHS-DOC-176](#)).
- 5- If the location has direct street access, the COVID-19 screening questions must be installed at the entrance.
- 6- Consider the need for spacing circles if line-ups are expected.

CLIENT ACCESS

- 1- If the location has direct street access, client has to go directly to the location and read the COVID-19 screening questions before entering the space.
- 2- If the location has no direct street access, contact EHS for the determination of the access requirements.

DURING CLIENT ACCESS

- 1- If a physical barrier (e.g.: plexiglass) is installed, there is no need for employees to wear personal protective equipment or a procedure mask (surgical mask).
- 2- If a physical barrier is not possible, employees will need to maintain 2 meters from the clients at all times. If the interaction does not allow for the 2 meters distance, employees must be provided with **procedure masks** (also referred to as surgical masks).
- 3- Directional signage to indicate to the client to the location to pick up or drop off the material, if not clearly visible.
- 4- Directional signage to indicate to the client to the exit path, if not clearly visible.
- 5- If more than one client present simultaneously, make sure they respect the 2 meters distance while waiting to be served.

AFTER CLIENT ACCESS

- 1- Clean and disinfect any surfaces that the client may have touched including door handles as instructed by the Cleaning and Disinfecting Guidelines ([EHS-DOC-175](#)).
- 2- In case of drop off, disinfect all returned materials as instructed by the Cleaning and Disinfecting Guidelines ([EHS-DOC-175](#)).
- 3- When the outlined cleaning and disinfection guidelines cannot be following due to the sensitivity of the equipment/material or the manufacturer's recommendations, quarantine can be used. Quarantine refers to using time as a method to disinfect materials. A quarantine period of at least

three days is required for equipment and materials and at least seven days for equipment or materials that may be wet or damp at the beginning of the quarantine. Please note: although the quarantine can be used as a disinfection method for some materials (e.g., library books), quarantine has not yet been thoroughly tested and documented as an approved disinfection method by any government agency. Quarantine should only be used in exceptional circumstances and in consultation with EHS.

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