
WORKPLACE SAFETY GUIDELINES – COVID-19

Offices & Common Areas

Updated June 26, 2020

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.
- **AVOID** physical contact (handshakes).
- **MAINTAIN** at least 2 metres of distance from others when entering and exiting the workplace, when circulating on campus, and 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 for additional details (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, newspapers and decorative objects).



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

- 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.



Face coverings must be worn when completing tasks that necessitate being less than 2 meters from another person.

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.