

**Working at Concordia University (CU)
COVID-19 Procedure for external stakeholders**

Background

This procedure is related to COVID-19 and aims to ensure that the health and safety of members of the University community is not endangered, by controlling the risk of direct transmission but also minimizing the risk of contamination of CU spaces.

« This procedure excludes construction site areas which are the responsibility of the general contractor. Anyone who reports to a construction site must report to the construction site superintendent and follow the guidelines in place for the area. However, CU reserves the right to ensure that this risk is taken into consideration on the construction site. »

Details	Concordia University Contact	External Company Contact
	Department:	Company:
Last/First Name		
Telephone #		

Description of the work to be done:	
Location: (space, premises, building...)	Project: (if applicable)

The steps that you need to follow:

At least **5 working days** before the scheduled intervention date:

- Complete, sign and return this procedure to the CU contact.
- Provide the list of employees that are likely to come to CU to the CU Contact.
- *For construction sites, send the prevention program specific to the construction site, including the COVID-19 prevention measures that will be put in place.*
- Inform employees that they are not authorized to come to CU if they:
 - o Have one of these symptoms: cough, fever, trouble breathing, sudden loss of smell.
 - o Returned from travelling outside the country in the last 14 days.
 - o Are in contact with someone that has been diagnosed with COVID-19.
 - o Haven't been diagnosed with COVID-19 during the last 14 days.
- Provide all staff, before they come to CU:
 - o a training on the risks of COVID-19 and the preventive measures implemented to reduce and control them (as required by the CNESST),
 - o a procedure mask (surgical mask).

- Inform employees that upon arrival at CU, they must:
 - o wear a procedure mask (surgical mask) and report to CU Security,
 - o wash hands, and
 - o follow at all times the measures specified below while circulating on CU campuses.

Mask and Physical Distancing

- ✓ A procedure mask (surgical mask) is mandatory at all times when indoors.
- ✓ A procedure mask (surgical mask) is mandatory when outdoors if the 2 meters cannot be respected.
- ✓ Keep 2 meters apart from others at all times.

Hygiene

- ✓ Avoid touching the eyes, nose or mouth.
- ✓ Wash hands regularly for 20 seconds and every time hands touch the face (including a procedure mask (surgical mask) or tissue). Washing hands with soap and water is the primary prevention measure.
- ✓ Wear protective gloves only when the task requires it. **Do not wear gloves when the task does not require them; washing hands is the proper preventive measure.**
- ✓ Prioritize the use of individual tools. Clean tools and equipment after each use.
- ✓ Cough and sneeze into the elbow.

Signs and symptoms – We must stay vigilant about our health at all times.

1- During their visit at CU, if someone experiences the signs and symptoms of COVID-19:

- a) If not already wearing one, put on a procedure mask (surgical mask).
- b) Ask them to isolate themselves from other.
- c) Call the CU Security Desk at (514) 848-3717 and answer the questions (location, contact, etc.).

2- If the individual experiences the signs and symptoms of COVID-19 during the 48 hours following the visit, the person must:

- a) Stay home and inform their employer.
- b) Call Public Health 1-877-644-4545 and follow their instructions.
- c) Call the CU Environmental, Health and Safety Department at 514-848-2424, ext. 4877 and answer the questions.
- d) Inform your CU Contact.

The content of this procedure could possibly change since the COVID-19 situation and knowledge evolve rapidly. Before coming to university, you should ask your CU contact to send you the most recent version of this form.

I the undersigned responsible for Company..... certify that I understand this procedure and undertake to follow it, as well as to enforce it with the workers under my responsibility.

Date:

Signature: