



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

**Operating Under Covid-19
A Guide for Employees**

1. Introduction

This document is intended to guide employees on the steps to be taken to ensure compliance with campus policy, as well as national protocols governing the operation of businesses reopening during the Covid-19 pandemic. However, this is a dynamic process and this document will be regularly reviewed and updated to reflect changes in national policy and internationally accepted best practices.

2. Returning to Work

If you have any concerns related to your ability to return to work, contact your Head of Department or the Human Resources Section for advice.

If you think you may have an underlying condition that places you in the high-risk category, or affects your ability to carry out your duties, please consult your health care provider for guidance on your ability to return to the physical campus.

If you are ill or have a fever, contact your personal health care provider for advice. Inform your supervisor or Head of Department. Do not come to the Campus.

3. Psychological Support

Management of the Cave Hill Campus is aware that the COVID-19 pandemic has affected members of the campus community in different ways. Some persons may

feel anxious, depressed or overwhelmed. If you think you need support during this time, contact the Human Resources Section at 417-4065.

4. Coming to Work

- If you travel by public transportation, make sure you wear your mask and observe physical distance rules
- Clean your personal vehicles regularly
- Wash your hands when you arrive at work

5. Temperature Checks

Security officers will be conducting temperature checks on all persons entering the premises. If you have an elevated temperature, i.e. greater than or equal to 37.5 °C , you will be advised to consult with your personal health care provider or contact the Covid-19 hotline (Tel: 536-4500) for advice. You will not be allowed to enter the campus.

6. Log Your Information

As part of the measures in place to ensure the safety of members of the campus community, the campus will be maintaining a register of all persons on the premises. This information can also assist Ministry of Health officials with contact tracing, if there is a suspected or confirmed case of COVID-19.

- Cooperate with security officers who will be scanning campus ID cards (both staff and students) at strategic locations on the campus.
- Your department will also maintain a record of your attendance.

7. Keep Your Distance

A physical distance of 6ft (2m) must be maintained between persons in the workplace.

- Do not congregate in your work area
- Virtual meetings are encouraged. Face-to-face meetings should only be considered where it is possible to observe a physical distance of 6 ft. between participants. Face masks/face covering should be worn at all times.

8. Cover Your Face

All employees are required to wear masks whilst at work. Wearing a mask does not eliminate the need to follow strict hygiene and physical distancing practices.

Face coverings (cloth masks) are not considered as personal protective equipment (PPE) and **do not** replace the gear which is usually required for particular tasks e.g. dealing with certain chemicals.

- Wear the right PPE for your tasks and make sure that you are wearing it correctly. If you have any questions speak to your supervisor or the Health, Safety and Environmental Officer.
- Bandanas or scarves are NOT allowed. The Centre for Disease Control (CDC) has reported that masks with one-way valves or vents, allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others (CDC, August 2020). These masks are not recommended for use on campus.
- A mask must be worn if a face shield is being used.
- Wear your mask when using the elevator.
- Your cloth mask should fit below your chin and above your nose.
- Avoid touching and adjusting your mask.
- Handle your mask by the ear loops or straps.
- Wash your hands before putting on or adjusting your mask.
- Practice physical distancing, even when wearing your mask.
- Lecturers can remove their masks to deliver their presentations, but they must remain in the “zone” which is marked to ensure physical distance is maintained.

9. Practice Good Hygiene

Practicing good hygiene is the best way to prevent the spread of germs.

- Wash your hands frequently with soap and water. Hand sanitizer can be used if soap and water are not available. However, hand sanitizer is not effective if your hands are visibly dirty.
- Remember to bring your personal hand sanitizers. For your convenience, sanitizer dispensers are also located across the Campus.
- Wash your hands when you arrive at work, after using the washroom, using handrails or frequently touched surfaces, after blowing your nose, coughing or sneezing and before eating (ILO, 2020).
- Always use the crook of an elbow to cover coughs and sneezes or use a tissue which should be discarded immediately.
- Avoid sharing stationery and office supplies (e.g. pens, staplers etc.) with your workmates.

10. Keep Your Work Area Clean

Protocols have been put in place for daily cleaning and disinfecting of Campus facilities. Washrooms will be cleaned and disinfected twice daily.

- Clear your workstation at the end of the work day/shift to facilitate proper cleaning. Desks should be clear of clutter, personal effects etc.
- Avoid eating at your workstation.
- Avoid using your colleagues' workstation. If this cannot be avoided, make sure that all surfaces (including telephones) are properly sanitized between users.
- Avoid using aerosols (e.g. disinfecting sprays such as Lysol) in air-conditioned spaces. If you need to disinfect your work area, consider using disinfectant wipes or alcohol.

11. Common Spaces (lobbies, corridors, car parks etc.)

- Do not congregate in offices or common spaces.
- The number of persons allowed in an elevator has been reduced.
- Obey the signs with rules for elevator use.

12. Welfare Facilities (lunchrooms, changing rooms etc.)

- Breaks/lunch hours will be staggered. Adhere to your assigned break/lunch time to avoid congestion in lunchrooms.
- Always practice physical distancing when using the lunchroom. Furniture will be arranged to ensure that this rule is observed.
- Bring your water and other beverages. Only vending machines with bottled water/drinks or pre-packaged foods are functional at this time.
- Practice physical distancing when using changing rooms. Signs will be posted to indicate the maximum number of persons allowed in these spaces.

13. Customer Service Areas

All efforts should be made to reduce face-to-face interactions. Where this cannot be avoided:

- The number of persons allowed in waiting areas will be restricted.
- Seating will be reduced and chairs positioned six feet (6ft) apart.
- All customers in these areas must wear face covering.
- Partitions will be erected in some areas to separate employees and customers.
- Persons waiting in line must practice physical distancing

14. Campus Vehicles

A schedule has been developed for frequent cleaning of all campus vehicles. Hand sanitizer will also be provided for drivers.

Drivers and all passengers should wear their masks while in the vehicle.

15. Air-Conditioning and Ventilation

Ventilation and air-conditioning systems have been checked and any required adjustments have been made.

- Do not open windows and doors while air conditioning units are operating.
- For areas with split (individual) units, if you prefer natural ventilation, then windows can be open once AC units are turned off.
- Fans should not be used in shared spaces.

16. Visitors, Contractors and Service Providers

- Non-essential visitors to the campus are not allowed. Children are not allowed in workspaces/offices/ lunchrooms etc.
- Visits from contractors and service providers should be scheduled.
- Business partners will be provided with the *Campus Guidelines for Contractors and Service Providers during Covid-19*.

17. Compliance

It is important that you comply with these guidelines to ensure your health and safety while at work. If you have any concerns, please discuss them with your supervisor or Head of Department.

18. Response to Suspected Case on Campus

The Campus has developed a response plan to deal with persons who develop symptoms of COVID-19 while on campus.

If you feel ill while at work, make use you are wearing your mask, and inform your supervisor as soon as possible.

19. References

1. International Labour Organization (2020), Safe Return to Work. Guide for Employers on COVID-19 Prevention. Retrieved from https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---act_emp/documents/publication/wcms_744033.pdf
2. McKinsey and Company (2020) Workplace Return. https://www.azcommerce.com/media/1544966/mckinsey-company_workplace-return-report.pdf
3. UWI St. Augustine Campus (2020), Post Covid-19 Guidance for Heads of Departments

*Office of the Campus Registrar
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