

COVID-19 GENERAL ASSESSMENT TOOL (GAT) (FEBRUARY 17, 2022)

There are a number of different tools for different groups at the University for different times of activities (e.g. units vs. student societies or regular operations vs. events). Before proceeding, please review the [instructional guidance \(Table 1\)](#). [For guidance of maximum attendees or gathering limits, please refer to Table 2 in the same document.](#)

An electronic version of this WORD document is available: [General Assessment Tool](#) – please use the most recent version each time you submit. *Please submit the GAT at least 7 business days in advance of planned re-opening to ensure adequate time for feedback, clarifications and implementing recommendations.* For future amendments, please ensure you always use/down the most recent version of the form. **Please prepare/finalize GATs with the understanding that you may be asked to share these documents with others upon request (e.g. Joint Health and Safety Committees (JHSCs), employees, collaborating units etc.). Please provide as PDFs and verify it is the most updated version of the GAT. Please contact EHS if you have any questions regarding a request for a GAT.**

Other forms (based on activities) in lieu of the GAT:

Student Societies should fill out the [Student Society Assessment Acknowledgement Tool \(SAT\)](#) for any resumption of in-person activities that is not related to an event instead of a GAT.

Field (Off-Campus) Research or Face-to-Face research: please refer to the [EHS Field \(Off-Campus\) Research Safety](#) webpage (detailed information on planning) and the [Face-to-Face and Off-Campus \(F2FOC\) COVID-19 Review Form.](#)

Non-Research Travel:

1. **Non-research domestic or international travel (e.g. conferences, symposiums, workshops):** please complete the [Face-to-Face and Off-Campus \(F2FOC\) COVID-19 Review Form.](#)
2. **Non-research Field Trip & Excursions (local travel – international or interprovincial travel):** complete the [University of Toronto Field Trip & Excursion Safety Planning Record \(Risk Assessment\)](#). This form is designed to guide units in assessing potential risks (COVID-19 and non-COVID-19 hazards). Non-COVID-19 hazards may include chemical and biological agents, remote travel, wild life, equipment/tools, etc.

This document is an assessment tool for assisting unit leads in applying COVID-19 exposure-reducing controls, strategies and precautions in their operations. GATs document specific details regarding the unit staff who will be onsite, the work they will perform and the facilities to be used. Facilities used may include spaces controlled by/allocated to the unit, or other spaces, including temporary work spaces and shared spaces such as meeting rooms. If using a space not controlled by or allocated to your unit for an activity covered by a GAT prepared for your unit, ensure that you have communicated with the space owner to identify any controls, strategies and precautions identified in any GAT they have prepared which covers the space, and to advise them of the GAT your unit has prepared and will be following when in the space. Ownership of spaces and roles and responsibilities for allocation of space vary across organizations within UofT. For example spaces may be owned by the University, college or other entity. For the purposes of this

guideline: A space owner is the party which owns or controls allocation or assignment of a space in accordance with local space management allocation procedures. A space user is a party to whom a space is allocated or assigned. Processes and responsibilities for allocation may differ across and within campuses and should be accurately reflected in GATs. **Please also discuss your return-to-work plans with your local facilities group to ensure spaces (including common use spaces such as entrances, elevators, washrooms) are prepared accordingly and confirm these details in the GAT.**

There is a large variety of different operations and physical work environments across the campuses and each unit should review their specific operations and physical environment to determine which of the controls below can be implemented. The Toronto Public Health document [Strategies to Increase Physical Distancing and Spread Reduction for Community Partners](#) is also an excellent resource for workplaces. **If you have questions or require assistance in completing this tool, please contact your local Environmental Health and Safety designate, or you can reach out to EHS at ehs.office@utoronto.ca.** If you would like to see a sample of a completed General Assessment Tool, please contact EHS.

Please note, this GAT template will be reviewed and updated on an ongoing basis based upon changes to legal requirements, public health advice, operational needs, and other circumstances. For the same reasons, GATs completed and submitted by units, including the control measures set out in completed GATs, are expected to evolve and change over time. Policies and procedures may change due to public health directives. Please refer to the latest version of guidelines and assessment tools which can be found here: <https://hrandequity.utoronto.ca/covid-19/returning-to-campus/>. **It is the responsibility of the unit or division to update their GATs as required to reflect changes to public health, provincial directives and/or University policies/procedures. For units or divisions wishing to plan ahead, or where, as a result of changes to public health and provincial directives or University policies/procedure, activities in an approved GAT are (temporarily) not allowed, it is the unit/division's responsibility to ensure measures outlined in the GAT align with public health/provincial directives that are in effect at the time when activities are taking place.**

Please note that submission of the General Assessment Tool is not required unless a unit is requesting to resume on-campus operations. For more information on how to request approval to resume on-campus activities, access the [COVID-19 Leadership Toolkit](#) and review information on what documents must be submitted to HR & Equity for approval. Information on how to submit these documents to HR & Equity is available in the Toolkit.

Employees who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should contact U of T Health and Well-Being for guidance: hw@utoronto.ca or 416-978-2149.

Unit: Dalla Lana School of Public Health

Date: February 17, 2022

Assessed by : _____

Job Title: _____

Activities covered by this GAT: Operations, Research, Student Space & Teaching

Locations (room #, building) covered by this GAT: The Gage Building and the Health Sciences Building 4th, 5th, 6th & 7th floors as well as common spaces shared between Nursing and DLSPH, being HSB 208.

SCHEDULING/WORKFLOW/TASK ASSESSMENT

Assessment	Provide details where applicable (State "n/a" if not applicable)	Status
<p>1) Tasks have been assessed and classified to determine which tasks must be performed on-site versus off-site.* Tasks which must be done on-site are further sorted into critical and non-critical tasks. Non-critical on-site tasks may be delayed until after the pandemic as appropriate and determined by unit lead. General visitors, volunteers and guests should be prohibited unless critical or essential to be on-site.</p> <p>*. Unit leads to confirm that operations/tasks may legally occur on-site in keeping with applicable legislation and directives. Please consult with the relevant HR Director for more information</p> <p><i>Instruction: List out job titles or type of role, the # of employees expected in-person and what on-site tasks they will be performing (i.e. tasks that are critical or essential.) In general, please avoid using specific names of individuals within the GAT tables since this document may be widely distributed.</i></p>	<p>In Step 2, all faculty, staff and students are working remotely except for</p> <ul style="list-style-type: none"> • IT who require access to offices and server rooms occasionally for regular upkeep of hardware or software. • IT who are required to be on-site for coordinated computer hardware deliveries for current CFI build and as well for any computer deliveries that require set-up and then coordinated delivery to DLSPH faculty & staff who are working remotely. • CAO and/or Facility Coordinator who are needed on-site to review HSB/Gage space, layouts and updates to space in co-ordination with F&S/Property Manager(s). • CAO or Facility Coordinator who are currently off-setting each other on the distribution of mail that comes in via UofT Campus Mail Services. This has been re-routed to UofT Campus Mail Services since UofT closed all buildings which resulted in Canada Post not gaining access to the building to deliver mail. We must continue to do so given many research studies underway are receiving mailed in surveys. • Laboratory staff and investigators who are undertaking COVID-19 research (and have 	

	<p>already been approved to be in-person) in the Gage Building.</p> <ul style="list-style-type: none"> • Researchers (PI's and trainees) who have been approved¹ critical research that must occur within HSB and/or the Gage Building. • If the research requires research staff or trainees (appointed or casual) to be on-site, then the relevant PI(s) would need to make a formal request, which would include the RRRRA form and SGS form. <p>In Step 3, DLSPH for the winter 2022 will in most part work remotely with a gradual approach to some in-person return to work that includes opportunities for individual faculty and staff (core/research) to access their individual offices and/or some open cubicle spaces, as well as some in-person interactions/activities for students in meeting rooms and assigned student spaces, assuming adherence to the following protocols that DLSPH is mandating for DLSPH non-instructional spaces as noted below and outlined in the floor plans accompanying the GAT.</p> <ul style="list-style-type: none"> • 1 person in small rooms like single separate offices, photocopy rooms, storage rooms • Limit is calculated for approximately 2 metres physical distancing, where ventilation is expected to be "excellent". • Limit is reduced (less than occupancy for 2 m physical distancing) where ventilation does not allow the same level of dilution as a room that has excellent ventilation. • Faculty (including PI's and trainees) in step 3 will not require approval in advance of a PI wanting their research staff to have access to currently assigned space in HSB or Gage. However, they 	
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¹ In accordance with "COVID-19 GUIDELINE FOR REOPENING RESEARCH SPACES"

	<p>are reminded to first consider the following principles:</p> <ol style="list-style-type: none">1) if the research can be conducted as a combination of remote and in person activity and2) if a physical presence is needed for research staff to be on-site, the PI should assess and ensure that the current occupancy limits in the relevant research spaces are adhered to in accordance with the floor plans accompanying the GAT.3) The PI is reminded that they are to oversee the scheduling of any research staff (appointed or casual) in their respective research area(s) based on the occupancy limits (as noted in the floor plans) and maintaining 2M of physical distancing, utilizing either a Microsoft Outlook shared calendar or via Microsoft bookings and confirmation of this may be requested by the DLSPH CAO at any time to review. <p>Note that without ventilation data for non-classrooms, Professor Paul Bozek, an OEH faculty member in DLSPH and advisor to the Dean and CAO, calculated what Ontario Building Code required for ventilation assuming the building was renovated in the last 10-15 years (ie ASHRAE 62 specified rates, which are based on occupancy type and floor area). He then added the dilution effect of the presence of MERV 13 filters, using a conservative estimate of the usual amount of aerosols captured (per Professor Jeff Siegel's suggestion, as this is his area of research).</p> <p>"Excellent" was defined as 6 air changes per hour (equivalent, combination of outdoor air and well filtered air) as recommended by Harvard's SPH for educational settings. However, since smaller rooms with 6 ACH provide less dilution/filtration than in a larger room, he reduced occupancy to provide the same level of</p>	
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protection (ie. dilution per person) from aerosols in small rooms versus a mid-sized normally occupied middle school or high school classroom, which is what Harvard is expected to have considered when defining what ventilation is acceptable.

For Step 3, the following tasks have been classified as a combination of both virtual and on-site presence with precautions and staffing adhering to occupancy limits as noted in the floor plans accompanying the GAT.

- Faculty members, Administrative & Research Staff accessing the Health Sciences Building & the Gage Building.
- IT staff supporting both Gage and the Health Sciences Building.
- Graduate office staff for both the GDPHS & the GDHPME. Appointments with students may be handled remotely via booking on-line appointments and as well with some in person booked appointments over the Winter 2022.
- Finance office staff.
- Most DLSPH courses are being offered remotely for the Winter 2022 term with some opportunities for in-person class components. Instructors requiring access to IT/Education technology/infrastructure or IT support, which could include recording or broadcasting lectures will continue to reach out to the DLSPH Service Now platform at helpdesk.dlsph@utoronto.ca.
- Instructors, TAs and students will facilitate graduate tutorials virtually for the winter 2022 with some potential in person components where applicable, acknowledging lab-based courses that have been approved for in-person instruction.

For Step 3, the following tasks have been classified as non-critical and will be performed with a combination of remote and in-person activity for the winter 2022 term

	<p>and in adherence to the occupancy limits as noted in the floor plans accompanying the GAT.</p> <ul style="list-style-type: none"> • Leadership roles (Dean, Associate Deans, CAO, Directors, Graduate Coordinators, Program Directors, Division Heads etc.). • Administrative personnel supporting Divisions, Institutes and leadership (Dean, Associate Dean, Directors, etc.). • Graduate office staff. • Most instructors delivering lectures and tutorials • Master's & PhD committees. • Other committees (Faculty Council, A&P Committees, Tenure Committees, Awards & Scholarship Committees, etc.). • PhD students will have access to assigned PhD student spaces in accordance with the occupancy limits as noted in the floor plans accompanying the GAT. • Students needing space for group work, we will work with the Student Associations' Executive Committee (both PHSA & IHPMEGSU) to determine the best process for meeting this demand while recognizing access limitations and adherence to occupancy limits. 	
<p>1) For the purpose of contact tracing, ensure there is process in place for the supervisor to document the employee's updated contact information at all times, when the employee is on-site and where they are working. This information must be immediately available to EHS/occupational health upon request. Employees are to update their contact information regularly as required.</p>	<p>W.r.t. contact tracing, DLSPH will ensure both Business Managers (DLSPH & IHPME) maintain updated contact information for faculty, appointed and casual staff in the HRIS system. Employees will be reminded to ensure their contact information in employee self-service (ESS) is up-to-date.</p>	
<p>2) Activities/tasks have been assessed and where appropriate, modified to reduce direct contact with persons and to follow physical distancing (>2m). Evaluate the total number of individuals covered in this GAT for in-person activities and develop a physical distancing plan. Examples are:</p> <ul style="list-style-type: none"> • Change services (partial or all) to online, over-phone, virtual meetings or by appointment only. 	<p>In Step 3, DLSPH for the winter 2022 will in most part work remotely with a gradual approach to some in-person return to work and Faculty, Staff and Students will have the ability to be on-site and will be counselled on maintaining 2m of physical distancing as well as wearing non-medical masks in non-instructional/instructional spaces which includes public spaces while adhering to</p>	

<ul style="list-style-type: none"> • Use strategies such as working at home, staggering or using rotational shifts to reduce the number of employees present at one time. • Physically space out tasks while following physical distancing. • Documents – modify processes to allow for electronic confirmation or photos of signed documents. • Cash – determine if cashless payment can be implemented. • Redesign tasks to reduce overall handling of objects. • Reduce shared equipment and personal protective equipment (PPE) and providing individual equipment where applicable. • Implement contactless delivery; instruct delivery person to call/text when package is ready for drop off; have a designated drop-off where delivery people leave the package and staff retrieve packages after the delivery person has left • Limit or close off areas that encourage large gatherings. • Review upcoming events and cancel, modify and plan events using strategies listed in this document. Reschedule or cancel non-essential in-person group activities. • Schedule groups of staff in teams to limit rotation between teams. In the event a COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams. • Arrange traffic flow to reduce face-to-face discussions where appropriate (e.g. stand diagonally, one-way traffic flow where applicable). 	<p>the rationale in regards to occupancy limits as outlined in the floor plans accompanying the GAT.</p> <p>Faculty will have the ability to work in their offices but will not receive visitors in their offices as they will not be able to maintain 2m of physical distancing.</p> <ul style="list-style-type: none"> • Staff who share space or are in areas where there are cubicle spaces, will only be permitted on-site in staggered timing, such that certain staff will come in on certain days of the week, reducing the number of employees present at any one time. For each of these areas, an outlook shared calendar or Microsoft bookings should be maintained, scheduling staff based on the occupancy limits outlined in the floor plans accompanying the GAT and confirmation of this may be requested by the DLSPH CAO at any time to review. <p>For Step 3 operations:</p> <ul style="list-style-type: none"> • Most DLSPH courses are being offered remotely for the Winter 2022 term with some opportunities for in-person class components. • DLSPH for the winter 2022 will in most part work remotely with a gradual approach to some in-person return to work that includes opportunities for individual faculty and staff (core/research) to access their individual offices and open cubicle spaces, based on the occupancy limits outlined in the floor plans accompanying the GAT. • Committees and leadership will meet online in most cases for the winter 2022 with some in-person opportunities for a hybrid model. • For the Gage Building, as with the mail, couriers are to be admitted only via the Ross Street entrance which is locked 24/7 where they must buzz the doorbell and a staff member will meet them at the door to take contactless receipt of 	
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	<p>packages. This was always the process prior to COVID and will continue.</p> <ul style="list-style-type: none"> • For the Health Sciences Building, specifically DLSPH or IHPME, pre-arrangements will be made in the case of deliveries, given a combination of remote and in-person presence. • Applicant transcripts are received electronically where SGS allows, but official final transcripts are required to be sent by mail or courier according to SGS. These are being collected via the mail process as outlined above and left for PHS & IHPME's graduate offices so they will have this for each student's file. Graduate Office staff when on-site will collect and file. <p>Non-critical contact with students continues to be facilitated by phone, web meetings or email for the winter 2022 term to accommodate demand.</p>	
<p>3) Teaching environments (please also review the In-Class Instruction and Teaching Lab Guideline for more detailed guidance):</p> <ul style="list-style-type: none"> • Please ensure that: <ul style="list-style-type: none"> ○ The activity will be conducted under supervision (for example: space manager, team Lead, TA, etc.); OR, ○ The activity will be conducted without supervisor presence: however, a mechanism is in place to oversee the appropriate procedures/workflow being perform (frequent visits to the space by supervisor, de-brief before and after the work shift, direct contact with the supervisor by phone/email, assigning for each shift a lead, etc.). • A barrier may be installed if warranted by risk assessment and public health requirements/guidance (e.g. singing, playing wind instruments). • Provide instruction to students to contact instructor by virtual means for assistance instead of approaching the instructor (close-contact) at the podium. 	<p>For the winter 2022 term, we will return to a modified version of our original plan to offer some in-person class components. These range from in-person classes to fully on-line classes with options for in-person office hours or other small gatherings.</p> <p>For those courses with classes that were to be online only, those classes will remain fully online for the duration of the Winter 2022 Term. Likewise, nothing changes for practicums currently underway.</p> <p>For those classes whose instructors had planned to offer in-person instruction:</p> <ol style="list-style-type: none"> 1) We will continue to offer all classes with larger enrolments (over 30 students) in an online format 2) We will work with the course directors for smaller classes to assess whether they can remain in person. In each case, we will encourage instructors to consider the needs of all students so that we help students participate fully in their classes. 	

	<p>GDPHS:</p> <p>There will be no more than 20 students in total per lab course. Lab sessions will be broken into smaller groups (<10) under the supervision of the instructor, as this is the maximum that can be accommodated across the Gage Building teaching laboratories. We will spread out across more than one lab room as required to achieve physical distancing. Lectures will be online but dry laboratory sessions (hands-on equipment use are to be conducted in the Gage Building teaching laboratories equipped with operating fume hoods and/or biosafety cabinets that will be turned on to increase ventilation/filtration. Students will be physically distanced (at least 2m) at staggered locations around lab benches and will rotate through workstation tasks . All students and instructors will require masks during in-person activities in case the instructor must approach to assist the student. Close approaches less than 2 metres will be temporary and short in duration for momentary assistance to any student by the instructor. Students will not be permitted to assist each other at close contact.</p>	
<p>4) If your work requires you to use a uniform or protective clothing such as lab coats, bag personal attire and uniform separately before storing in your locker room. Clean uniform daily if feasible. Wash at highest temperature. Launder items according to the manufacturer's instructions. Please also discuss proper storage of used personal protective equipment with your supervisor.</p>	<p>DLSPH has an agreement with the Central Sterilization Services unit in the Faculty of Medicine to launder Gage Faculty & Research Staff lab coats. See the link below outlining their services:</p> <p>https://medicine.utoronto.ca/central-sterilization-services</p>	
<p>5) Develop an enforcement plan for physical distancing which embeds an equity lens (e.g. how to engage with community members who will not maintain physical distancing, preparing scripts/standard verbiage for front line staff to use, who staff and students can contact to resolve continuing non-compliance). Ensure adequate processes/procedures with equity in mind are in place (please consult with HR & Equity). For employees, engage with the appropriate supervisor/management and where applicable, campus police. For students, engage with the applicable academic unit and where applicable, campus police. The plan should include a mechanism for reporting non-</p>	<p>In keeping with the University's policy on wearing non-medical masks and maintaining 2m physical distancing in non-instructional spaces, this represents occupancy limits as outlined in the floor plans accompanying the GAT. We will continue to counsel and remind our DLSPH community.</p> <p>Possible steps, in escalating order:</p> <ul style="list-style-type: none"> • In person, immediate reminder, citing signage and floor stickers. 	

<p>compliance and developing a script for reminding others of physical distancing.</p>	<ul style="list-style-type: none"> • Reporting to CAO, Dean, Associate Deans, Division Heads or Director should the reminder method not be accepted or sufficiently effective. • CAO seeks advice from the University regarding the next course of action should the above be insufficient. We suspect this would be very rare and assume the University would want us to maintain a consistent approach on this across divisions. <p>In line with the COVID in-class instruction, DLSPH would manage a situation of non-compliance as a stepped approach:</p> <ol style="list-style-type: none"> 1. The instructor should first speak with the student to request compliance. At this point, the instructor should also determine if the student is in distress or possibly needing mental health support before considering the additional escalating steps noted below. 2. If non-compliant behaviour continues, the instructor should escalate to the ADAA or relevant Graduate Coordinator who could also engage with the student. 3. If necessary, the ADAA will consider invoking the Code of Student Conduct, specifically offence 1 (c) that specifies no person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons. 4. If the ADAA invokes the Code of Student Conduct the Office of the Vice-Provost, Students will be contacted to advise on how to proceed. 	
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PHYSICAL ENVIRONMENT/PHYSICAL DISTANCING

Prior to making any physical changes to the workplace, any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Always work with your local property manager or local facilities group to ensure proper procedures are followed, including the applicable process for management approval. Please also work with your property manager or local facilities group for moving any

furniture or heavy items to reduce the risk of injury. Consideration must be given to accessibility requirements when making changes to physical workspaces – please contact HR or the AODA office for assistance. **Three (3) metres physical distancing (not 2 metres) is recommended for: 1) for in-person singing or playing a brass/wind instrument, where persons are not separated by an impermeable barrier; and 2) for live entertainment, between the performer and the spectators if not separated by an impermeable barrier, persons participating in a fitness or exercise class. Please contact EHS if you require further assistance.**

IMPORTANT NOTE: Effective September 7th, 2021, physical distancing and capacity limit requirements are no longer in effect for INDOOR instructional spaces (e.g., i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.) at Post-Secondary Education (PSE) institutions:

- Physical distancing is required for OUTDOOR instructional spaces only. Per [Step 3](#) regulation, the total number of students permitted to be in each instructional space in the institution at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the space, and in any event cannot exceed the lesser of 15,000 persons and 75 per cent of the capacity of the maximum capacity in the Fire Code.
- Physical distancing (2m) continues to be required in non-instructional spaces in the building. For more information, please refer to the [COVID-19 General Workplace Guideline](#).

Assessment	Provide details where applicable (State “n/a” if not applicable)	Status
<p>1) Strategies/asures to encourage physical distancing have been implemented Examples are:</p> <ul style="list-style-type: none"> • Use protective barrier such as a stanchion, chairs or tables with sign indicating the need to maintain physical distance (ensure any changes contemplate accessibility of the modified space and for specific questions about accessibility, contact the AODA office) • Use tables or labels to mark floors to maintain physical distancing • Scheduling/staggering use of common areas (e.g. lunchrooms, kitchenettes). • Review space inventory and repurpose areas to support physical distancing (e.g. provide desk in meeting room to enable physical distancing between co-workers). Contact the applicable facilities group to move furniture and other heavy items. • Consider the distance of occupied workstations. This distance must be a minimum of 2m. Use tape or other markings to denote individual space as appropriate. 	<p>The Gage Building in Step 2 & 3 will continue to be locked 24/7 and access will be restricted to those who have been approved to have a fob, being relevant DLSPH faculty, staff & students.</p> <p>The Health Sciences Building in Step 2 continues to be locked 24/7 and access will be restricted to those who have been approved and issued a fob, being relevant DLSPH faculty, staff and students.</p> <p>In Step 3, the HSB will be open to facilitate LSM classroom bookings Monday to Friday and general operations for both faculties, DLSPH & Nursing.</p> <p>F&S has already implemented signage for physical distancing, one direction entry/exit to the buildings, hand sanitizing stations at building entries and washrooms,</p>	

- Adjust (move) workstations to enable the physical distancing as appropriate. Engage with the applicable property/facilities management group and/or facilities design group.
- Convert small meetings rooms to one-person offices where appropriate.
- Remind staff to practice physical distancing during meetings.
- Schedule more frequent meetings with fewer participants and using virtual meetings as much as possible.
- Schedule groups of staff in teams to limit rotation between teams. In the event of COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams.
- Post signage with maximum number of persons based on 2-m physical distancing in common areas (e.g. lounges, kitchenettes, reception areas). **For common areas** (e.g. lunchrooms, change rooms, cafeterias, staff kitchens but not including areas where persons regularly work), capacity should not exceed 25% capacity (total square metres of floor area, divided by 16 and rounding the result down to the nearest whole number) – for more information, please refer to [Toronto Public Health Class Order 22](#). If you require assistance for the calculation, please [download the 25% Capacity Spreadsheet/Calculator](#). The maximum capacity may be lower once physical distancing is accounted for but should not exceed 25% capacity in any case and consistent physical distancing 2-m must be applied.

For other areas of the workplace (e.g. offices, open-concept cubicle areas, meeting rooms, storage rooms, classrooms, teaching labs), capacity is determined based on 2-m physical distancing. As an optional planning tool you may use a guide/rough first-cut to calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable social distance (e.g., for a 2m physical distance: a 40 m² room divided by 4 m² would have a calculated maximum capacity of 10 people). After this calculation, include other considerations such as pathways around furniture and exit/entrance which may reduce this number.]. Consistent physical distancing 2-m must be applied.

maximum occupancies in elevators and reminders for personal hygiene in washrooms.

The controls described below apply to Step 3 operations and are based on occupancy limits as outlined in the floor plans accompanying the GAT.

Additional signage will be implemented (see floor plans for detailed locations) as follows:

- One-way floor direction arrows for hallways, or where feasible, two-way arrows indicating to pass on the right.
- Maximum occupancy signs (1 person) in photocopier/printer rooms
- Removing chairs in laboratories to ensure 2m physical distancing and maximum occupancy signage for these limits. See floor plans for individual room limits.
- Personal hygiene (handwashing) signage in kitchens. Limit or close off areas that encourage large gatherings

For Step 3, all single occupant offices throughout the buildings will be restricted to one occupant (no visitors) but visitor chairs will not be removed. Occupants will be trained on this restriction via the implementation plan.

All meeting rooms will have posted maximum occupancies based on the occupancy limits as outlined in the floor plans accompanying the GAT.

The large DLSPH student lounge on the 7th floor of HSB will also have a posted occupancy sign, adhering to the occupancy limits as outlined in the floor plans accompanying the GAT.

<p>*For Research labs, please refer to your Research Re-entry plan. Consistent physical distancing 2-m must be applied. You may use the above optional planning tool if applicable/appropriate. If applicable, review the COVID-19 Procedure for Non-Clinic Employees Working in Clinics.</p>		
<p>2) Staff in public facing positions (e.g. reception, service desk) have been advised on where to position themselves to maintain physical/distancing, including how documents/objects can be dropped-off and picked up. Examples are:</p> <ul style="list-style-type: none"> • When a protective barrier is not feasible and documents/objects are exchanged, between staff and visitor can stand diagonally across the counter. • Designated drop-off points at the end of the counter to allow staff to walk away while the visitor walks toward the drop-off point for pick up. • Signs/tape/instructions are posted with instructions to the visitor on this process. • Identify physical distancing strategies for locker rooms (e.g. staggering, maximum occupancy, signage). 	<p>For public-facing reception areas identified below, we have installed plexiglass barriers:</p> <ul style="list-style-type: none"> • Gage Building Main Reception, ground floor • PHS Graduate Office, 620, HSB • Dean’s Reception, 635K, HSB • Biostatistics Admin Reception, 625, HSB • SBHS Admin Reception, 508, HSB • IHPME Graduate office, 425, HSB • IHPME Director’s EA, 452, HSB 	
<p>3) There is a procedure to limit the number of drop-in visitors (i.e. no appointments) where applicable. Examples are:</p> <ul style="list-style-type: none"> • Limit/monitor the number of visitors allowed into reception by posting maximum occupancy. • Use contactless ticketing system. • Direct and control traffic flow (e.g. staff stationed to instruct visitors, arrows/signs to direct flow of traffic to reduce visitors from crossing paths with each or staff). 	<p>The Graduate Office(s) in DLSPH (PHS & IHPME) will not be accepting visitors as their area will be locked 24/7 at present. However, as of March 1, 2022, we will move to a gradual return to in-person approach continuing with booking on-line appointments and with the move towards in person booked appointments as needed, as well as accessibility to student spaces based on occupancy limits as outlined in the floor plans accompanying the GAT..</p>	
<p>4) Strategies/measures for physical distancing and directing the flow of traffic in common areas such as elevators, hallways, stairwells, lobbies and other common areas have been implemented. Examples are:</p> <ul style="list-style-type: none"> • Establish and post clear procedures (e.g. stay to the right, no passing, follow physical distancing while queuing). • Post maximum occupancy (e.g. maximum 2 at a time in the elevator). • Station a staff member, security or patrol to direct flow, explain procedures and enforcing procedures. • Plan should include building access control where appropriate (e.g. security at the entrances, door/fob access only). • Identify dedicated entry and exit doors where possible. • Where facilities allow, consider designating “up” and “down” stairwells. 	<p>Flow traffic signs have been implemented by F&S for both HSB & Gage. Additional flow traffic for the lobby was designed by DLSPH to maintain flowed traffic to each of the three elevators.</p> <p>HSB has switch-back stairwells at the east and west ends of the building. As a result, for the HSB east stairwell, anyone can enter the stairwell from any floor, however, there is restricted access to exit onto floors 1-7 (via an approved/issued key) so any non-key holders</p>	

accessing the HSB east stairwell will only be able to exit to the basement.

For the HSB west stairwell, anyone can enter the stairwell from any floor from the south end and exit to any floor at the north end. However, if entering the west stairwell from north to south, there is restricted access to exit onto floors 4,5 (via an approved/issued key), however any non-key holders can exit onto floors 2, 3, 6 and 7th. The entrance and exit notices are clearly marked on every stairwell door.

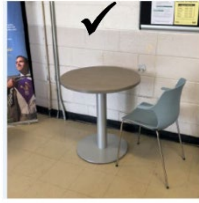
Hence, for stairwells in both HSB and Gage, we requested and received approval by EHS to adapt signage to allow 2 way traffic (keep right to pass) and to minimize time spent less than 2 metres from others (keep moving, no loitering) rather than the current signage that requests users to yield to oncoming traffic. In this case we mandated to wearing masks and have signage noting, keep to the right and keep moving. This proposed signage was approved by EHS.

In common areas (building foyer, hallways, classrooms, meeting rooms, computer labs, photocopier/printer rooms) we are posting signage noting mandatory masking, in adherence with University guidelines for public spaces

In public-facing reception areas equipped with plexiglass barriers, we are posting signage to require all visitors to wear non-medical masks. In addition, staff on the other side of these plexiglass barriers are required to wear a non-medical mask.

In kitchens, we request that occupants only remove their masks to eat and/or drink. In addition, occupancy limits are posted on the doors to these areas and are also outlined in the floor plans as is the requirement to maintain 2M of physical distancing.

	<p>In individual offices, faculty/staff can remove their non-medical mask to eat or drink but otherwise the non-medical mask is to remain on.</p> <p>In open or shared cubicle areas, each person should be wearing a non-medical mask.</p>	
<p>5) Remove non-essential items from reception/service counter/desks. (e.g. pencils, magazines for browsing, extra copies of brochures).</p> <p>Essential items are placed in such a way that it does not promote flow towards staff. E.g. provide a small separate table for these items away from the counter so that visitors are not working towards the staff member to obtain items.</p>	<p>Public access computer to be removed from PHS Graduate office (Room HSB620).</p> <p>Dishes and utensils are to be supplied by those who want to bring food and drink from home. Such items must be washed and dried and stored in their office or kitchen cabinets as space allows.</p> <p>There is signage noted in the 5th and 6th floor kitchens to not use the dishwashers (due to stagnant water potential, not COVID).</p> <p>DLSPH will supply soap and brushes for washing dishes in each kitchen, including the student kitchen(s) and there are paper towel dispensers in each kitchen, supplied by Facilities & Services to dry dishes.</p>	
<p>6) Assess if non-essential high touch services can be removed (e.g. if possible, remove or leave open doors and cabinet doors that are not required for security)</p>	<p>The second bathroom door for each HSB bathroom had been previously addressed with F&S and they have very kindly removed already. No further action is required.</p>	
<p>7) In common areas (e.g. waiting areas, reception areas, lunchrooms, locker rooms, lounges), tape off, remove or modify tables and chairs to follow physical distancing. Examples below (reference: Toronto Public Health):</p>	<p>See details described above in section 1 and maximum occupancy of areas as noted in the excel sheets.</p>	



- 8) Washrooms have been prepared with COVID-19 measures such as:
- Posting maximum occupancy to maintain physical distancing).
 - Posting instructions (e.g. ways to announce yourself). Ensure accessibility is considered.
 - Single staff all gender washrooms and accessible washrooms may be used more frequently. Ensure a mechanism is in place to deter inappropriate use (e.g. signage).
 - Ensure these washrooms are included when posting instructions and creating procedures and that signage is placed at an accessible height and in different modes of communication. Refer to the AODA office for guidance and support.

This defaults to Facilities & Services under our Property Manager to maintain & update accordingly.

- 9) Due to physical distancing and staggering of work shifts, consider if employees may be working. Where applicable, working alone procedures have been implemented and communicated (refer to the [Working Alone Guidelines](#) for more information and definitions).

We will follow the working alone guidelines but have also restricted fob access only to our DLSPH areas.
<https://ehs.utoronto.ca/wp-content/uploads/2020/03/Working-Alone-Guidelines.pdf>

- 10) Develop a plan for controlling access points (e.g. what doors will be locked and require key or fobs to access). Engage the appropriate property or building management group and with campus police and facilities/fire prevention where applicable.

We will restrict access to HSB and Gage Building by requiring fobs to enter the buildings and to access floors by elevator during Step 2 and gradually for Step 3.
 F&S has already made one-way traffic flow in and out of both building lobby areas with signage on doors and floor marking arrows. However, we have raised with F&S, the

	issue of the push button for accommodation purposes only on the entry doorway, not the exit doorway which is problematic, and means that someone needing this accessibility will not be able to adhere to maintaining one-way traffic flow, the optics are not good.	
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VEHICLES

Assessment	Provide details where applicable (State "n/a" if not applicable) NOT APPLICABLE	Status
1) Encourage employees to walk whenever possible. Where possible, only one staff member in the vehicle at one time to maintain physical distancing. We request managers be flexible regarding approval of multiple vehicles to be used in order to facilitate physical distancing. For further questions, please contact HR.		
2) If it is not possible to avoid employees riding together in a vehicle, where possible, group the same employees together. Where possible, use seating arrangements that provide the greatest amount of separation between workers. Driver and passenger positions remain unchanged during the shift.		
3) Where possible, keep windows open when there is more than one person in the vehicle.		
4) Where possible, avoiding facing each other while talking due to proximity in vehicles.		
5) Where applicable and feasible plexiglass barriers may be considered for use in vehicles. Plexiglass type and installation must be appropriate for vehicle use as per manufacturers instructions. Barriers mounted in vehicles should not interfere with the safe operation of the vehicle, should not impair the driver's ability to see or move freely and should not prevent the driver or passengers from exiting the vehicle in an emergency		
6) Procedure for vehicle use include disinfecting high touch surfaces between operators (e.g. keys, steering wheel, turn signals, climate control buttons, radio buttons, light buttons windshield control buttons, gear shifter, seat belt bucket).		
7) Remove unnecessary belongings/clutter, eliminate items not required as part of the job. Place a garbage bag or wastebasket in a convenient spot		

to avoid trash (e.g. used gloves, wipes, etc.) piling up and regularly dispose the trash.		
8) Where possible, arrange for the same driver throughout a shift. Where possible, assign the same vehicle to the same person on consecutive days. If it is not possible to avoid employees riding together in a vehicle, where possible, group the same employees together.		
9) Be mindful that public equipment/surfaces may be contamination sources (e.g. pump handle for nozzle, keypad). Make payment using contactless or electronic means as much as possible. Wear gloves and disinfect public equipment/surfaces if feasible. If not feasible, wear gloves. Do not touch face and sanitize hands after touching public equipment/common surfaces.		
10) Similar to common areas such as lunchrooms, implement physical distancing strategies for terminal points and loading docks.		

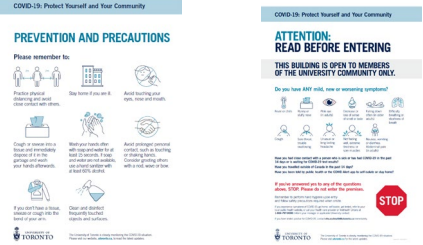
HAND HYGIENE/CLEANING & DISINFECTION

Assessment	Provide details where applicable (State "n/a" if not applicable)	Status
1) Handwashing facilities with soap and water area available (e.g. building washrooms). If soap and water are not available, alcohol-based hand sanitizer are provided. Ensure accessible washrooms are stocked with appropriate materials. Provide disposable paper towel for drying where feasible.	<p>Hand sanitizer stations and hand sanitizing wipe stations are provided by F&S at building entrances, washrooms and various areas within DLSPH.</p> <p>Additional hand sanitizer (wipe) stations are provided at other locations indicated on the floor plans:</p> <ul style="list-style-type: none"> • Photocopier/printer areas • Public facing reception areas identified in item 1 above 	
2) Hand washing posters are posted at handwashing areas. OPTIONAL: Toronto Public Health cough/sneeze etiquette poster may also be posted in addition to the UofT Prevention & Precaution poster.	As per F&S plans	
3) Ensure disposable paper towel is available for drying hands as an option.	F&S has indicated that paper towel is to be provided in all washrooms.	

<p>4) High touch surfaces are cleaned and disinfected frequently. In addition to the high touch areas (such as: doorknobs, elevator buttons, light switches, handrails, etc.) that is performed by central caretaking (please refer to the Tri-Campus Caretaking Strategy for Return to the University for more information), units are asked to disinfect high touch areas related to their operations (such as: workspace countertops, shared equipment/tools were individual equipment/tools are not feasible, touchscreens, keypads) throughout the day. Units can request cleaning supplies from Caretaking.</p>	<p>DLSPH faculty, staff and students will be instructed to sterilize using the hand sanitizing wipe stations:</p> <ul style="list-style-type: none"> • Photocopier/printer touch points before and after each use • Desktop computer or shared laptop touch points at the beginning of each day's use • Cubicle desktops at the beginning of each day. (since located in open accessible areas) 	
<p>5) Where applicable, use disinfectants that have a DIN (Drug Identification Number in Canada) from Health Canada and/or listed on Health Canada's list of disinfectants with evidence for use against COVID-19. Use products per manufacturer's instruction and that are compatible with equipment/material being cleaned/disinfected.</p>	<p>No spray products will be used on electrical equipment (photocopier/printers, computers). Wet wipes will be provided.</p> <p>Only alcohol-based hand sanitizers will be provided that ideally would be centrally purchased, unless they cannot supply and then the division will have to do so.</p>	
<p>6) Where pens are needed for signatures, have two piles. Clean pens can be placed individually on the table, "used" pens can be placed in a "used" bucket. Disinfect "used" pens as needed. Carry own pen to avoid sharing.</p>	<p>Not applicable.</p>	

COMMUNICATION/SELF SCREENING

Assessment	Provide details where applicable (State "n/a" if not applicable)	Status
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<p>1) Ucheck:</p> <ul style="list-style-type: none"> • Employees and students have been advised that a self-assessment is required for all members of our community, including faculty members, librarians, staff, and students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T. Employees and students have been instructed that there are two ways that individuals can complete the required self-assessment and generate a risk status each time they come to U of T: by using UCheck, or by completing a paper-based or offline self-assessment log. • A copy of the COVID-19 Ucheck poster has been posted at the building entrance. • Units have developed a plan for auditing Ucheck (or paper-based log) compliance. For additional guidance, please contact your local HR office. • Units that have previously submitted GATs must update their GAT to include implementation of Ucheck (see above). Units do not need to re-submit their GATs for EHs review but they should be re-submitted to their unit leadership (e.g. CAO, dean) for their awareness. 	<p>DLSPH Faculty, Staff and Students have and will continue to be advised of the daily self-assessment (Ucheck or a paper based form) requirement for anyone visiting any one of the three UofT campuses, or any other property owned or operated by UofT.</p> <p>The COVID-19 Ucheck poster has been posted at the building entrance by F&S.</p> <p>DLSPH is working with central (Andrea Foster) on the best way to audit Ucheck for compliance, this continues to be a work in progress.</p> <p>DLSPH is not allowed access to audit Ucheck for students so this is being handled centrally to our knowledge at this time.</p>	
<p>2) The Safety Plan for General University Operations has been posted in a conspicuous location (e.g. safety bulletin board) at your workplace and if applicable, additional Safety Plans that apply to your workplace (e.g. athletic/fitness facilities, food operations, renting out of meeting and event space to external parties, conference centre activities and performance art spaces). These plans are available on the EHS website: UofT Safety Plans.</p>	<p>We will ensure this is posted as noted UofT Safety Plans</p>	
<p>3) COVID-19 prevention/precautions and COVID-19 assessment posters been posted at entrances to the workplace. These and other COVID-19 related posters are available at: https://ehs.utoronto.ca/covid-19-information/.</p> 	<p>COVID-19 prevention/precautions and COVID-19 assessment posters been posted at the entrances to both the HSB and the Gage Building.</p>	
<p>4) Additional COVID-19 posters prevention/precautions and reminders for physical distancing are posted at counters and service points.</p>	<p>F&S has posted in HSB and Gage Buildings.</p>	

<p>5) When scheduling shipments (e.g package drop-offs) and appointments, parties are screened (Uof T COVID-19 Restricted Access Self-Screening Poster) and where applicable, provided with department-specific procedures regarding COVID-19.</p>	<p>Door entrances to buildings have self-assessment posters. When scheduling shipments or appointments, they will be asked and required to complete that day, prior to entering, a paper-based or off-line self-assessment log and this can be provided to them by using UCheck, or by completing a paper-based or offline self-assessment log. However please note this will be challenging for couriers given our building is not locked 24/7.</p>	
<p>6) For regular/repeat visitors (e.g. a contractor or service provider who come on site regularly or repeatedly), there is a process for communicating COVID-19 prevention/precautions (including physical distancing), COVID-19 assessment criteria and other department-specific instructions regarding COVID-19. For the purpose of contact tracing, ensure there is process in place for the UofT contact to document the visitor's updated contact information, when a visitor is on-site and where they are working/visiting. This information must be immediately available to EHS/occupational health upon request.</p>	<p>DLSPH is following the on-going and updated process from the UofT Leadership Toolkit for visitor requirements.</p>	
<p>7) If you oversee contractor or other externals as part of your operations: External groups such as contractors, service providers (e.g. lab equipment) tenants, external groups that have a service agreement, occupancy agreement, lease agreement, etc. are responsible for following UofT procedures in common areas such as elevators, lobbies and hallway (e.g. directional arrows). For spaces under their control, external groups are responsible for assessing their operations and developing/implementing COVID-19 related measures. External groups must also sign and return COVID-19 Contractor/Externals Safety Acknowledgment Form and provide a copy to their UofT Contact.</p>	<p>DLSPH is following the on-going and updated process from the UofT Leadership Toolkit for both contractor requirements.</p>	
<p>8) Communications/procedures/instructions (including department specific instructions) have been communicated to employee:</p> <ul style="list-style-type: none"> • Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes. • Employees have been provided with instructions on how to report COVID-19 related absences • Employees know who they can contact if they have questions and concerns (e.g. supervisor.) 	<p>Faculty, Staff and Students are notified and will continue to receive these communications via the relevant listservs, along with some virtual Teams meetings as applicable and to communicate implementation plans.</p>	

<ul style="list-style-type: none"> Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19 (contact your local HR office for more information). 		
<p>9) If using a space not allotted for use by your unit for an activity planned in this GAT, ensure that you have communicated with the space owner and the party to whom the space has been allocated that a GAT has been prepared and communicate procedures that your unit will be following when in the space.</p>	Not applicable	
<p>10) When returning to an areas that has been unoccupied for a long period of time, occupants have been advised to look out for and how to report signs of water leakage or damage, unusual odours, cleaning needs (e.g. debris, dust, etc.), and electrical equipment (e.g. freezers, fridge) that are not plugged in or functioning properly.</p>	Acknowledged.	
<p>11) University of Toronto buildings are regularly flushed by local facilities group as per the UofT Portable Water Maintenance Program. In addition, and if applicable, units can consider running all taps over sinks, drinking fountains, water bottle filling stations and eyewashes for 3-5 minutes to get water flowing and pour water in floor drains (if present) to keep plumbing traps functioning. For water coolers that have not been used for a period of time, replace the bottle with a new bottle (if applicable) and flush both the hot and cold water dispensers for 3-5 minutes.</p>	<p>Water coolers in DLSPH areas have been removed and at this time, the water dispensers will not be replenished.</p> <p>In locations where EHS indicates that Legionella test results are unacceptable, Facilities and Services is required to isolate and tag these “out of service”. Cold water taps are not covered by F&S/EHS testing for Legionella, and thus bi-monthly flushing of these systems in our spaces (labs, kitchens) for 3 minutes minimum will be undertaken.</p>	
<p>12) Where applicable, contact your local facilities group, notify them of plans for re-entry for space preparation (e.g. washrooms, signage, etc.) and coordinate caretaking activities if you are accessing the building during off-peak times(e.g. weekends), holidays and university closures.</p>		
<p>13) Where applicable, notify both your CAO and Dean if you plan to increase your occupancy to align with updated public health requirements (e.g. changes in physical distancing requirements). This will assist the unit to plan and prepare for overall division/unit/building level occupancy.</p>	Not applicable as we will follow the protocols in regards to occupancy limits as outlined in the floor plans accompanying the GAT.	
<p>14) Use of non-medical masks by staff, students, volunteers, externals and visitors in common use spaces has been communicated to these parties will be as required (UofT Policy and guidelines). Instructions on the use of medical or non-medical masks have been communicated to employees (refer to the EHS COVID-19 webpage for posters and instructions) where applicable.</p>	Acknowledged.	

15) A procedure is in place for enforcing the use of non-medical masks or. Procedure focuses on education and outlines how to escalate the matter through management if non-compliance continues. Supervisors and faculty contacts are made aware of the medical accommodation process for employees from Human Resources & Equity and students from the VP-Provost Students.	Acknowledged and yes will escalate through management if non-compliance continues.	
16) Staff (e.g. reception/service counters) have been provided with scripts to remind visitors about physical distancing. E.g. <i>Hi, welcome, just a reminder that everyone is being asked to stand two metres apart to keep you safe.</i>	This is pending given we are virtual at present.	

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This section is not intended for non-medical masks as outlined by the University's [Policy on Non-Medical Masks](#) and the accompanying [Guideline](#).

Assessment	Provide details where applicable (State "n/a" if not applicable)	Status
1) Please refer to the information below on PPE (medical mask and eye protection is required). If applicable lease list any tasks/roles that require PPE. Where applicable, completed the PPE assessment tool in Section 6 of the COVID-19 General Work Guideline.	N/A	
2) Instructions on the use of medical masks and if applicable, other PPE, have been communicated to employees (for medical masks, refer to the EHS COVID-19 webpage for posters and instructions).	N/A	

Administrative and engineering controls listed in the earlier part of the GAT are the most effective ways of reducing transmission. PPE should be considered only when all potential administrative and engineering controls have been applied. The PPE guidance below is for non-healthcare settings. Healthcare providers on-campus should follow the appropriate infection control practices from the Ontario Ministry of Health for healthcare-settings. In addition, workers should follow their unit's requirements for PPE. If PPE is necessary, training/instructions on usage, maintenance and disinfecting/cleaning (for reusable PPE) must be provided. If using masks, considerations should include the presence of flammables and ignition sources during the activity.

PPE may be an alternative under some circumstances. Some examples are:

- Gloves:
 - Tasks that require frequent handling of mail, packages from unknown or variety of courses
 - Work environments with a lack of handwashing facilities nearby

Medical masks and eye protection (e.g. goggles, face shield):

- 1) Where physical distancing (2 metres) cannot be consistently maintained (for example, trades operations, clinics) due to the nature of the activity, whether indoors or outdoors.
- 2) While singing
- 3) During close contact instructional activities, such as clinical learning environments where students are practicing exercises/procedures with each other or when instructional staff are required to be in close distances to students during practical aspects of the instruction (e.g. demonstrations or examination of work that cannot be done from a distance). For more information, please refer to the [IN-CLASS INSTRUCTIONAL AND TEACHING LAB GUIDELINE](#).

It is essential that individuals use face masks properly so that they are effective and safe. It should fit properly, completely covering the face from bridge of nose to chin. Clean hands properly before putting the face mask on or taking it off. [Instructions on donning and doffing surgical masks are also available from EHS.](#)

PROTECTIVE BARRIERS

Protective barriers such as sneeze guards and Plexiglas may be appropriate under certain circumstances, when all the other controls listed above regarding workflows/tasks modifications and physical distancing (2m) has been reviewed and implemented to the extent possible. Locations where protective barriers should be considered:

- Healthcare setting
- Continuous flow of traffic of external clients (e.g. public/contractors/delivery personnel)
- Frequent activities requiring employee to be in close contact (<2m) from clients:
 - signing (e.g. delivery desks or docks, signing out keys, checking out books)
 - document verification (e.g. need to check drivers' license)
 - payment (e.g. credit card, T-card, etc.)
 - exchange items with clients (e.g. cash changing, keys, etc.)
 - exchange of information (e.g. information booth, directions, etc.)

Before determining whether a protective barrier is the appropriate options, consider the following:

- **Size:** Will the employee and other parties be sitting or standing during the interaction (to assess the height of the protective barrier)? The height of the barrier should take into account the tallest user and should consider the user's breathing zone, which generally extends 30 centimeters or 12 inches around (and above) the mid-point of a person's face.
- The **width** of the partition should account for user behavior, including the likelihood that users will attempt to move to the side to speak around the barrier. Currently, industry best practice is to make the partition as wide as the surface, desk, or countertop will allow.
- Pass-throughs or openings should be as small as possible and not located in the breathing zone of either user; do not include speaking ports or grates/grills

- Install the partition securely, such that it cannot tip, fall or waft air; do not block or impede emergency egress. Please note that any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Some lab countertops may also contain asbestos. Please always work with your property manager or local facilities group to ensure proper procedures are followed and follow applicable process for management approval.
- Clean the partition at least daily with mild soap and water or a compatible disinfectant; discard or launder the cloths used for cleaning.

Other considerations

- Consider communication between the users. Consider if a microphone or telephone should be installed to assist in communications between the parties. Per above, do not include speaking ports or grates/grills.
- How mobile are the employees in the work area? Are they required to work outside of the protective barrier on a regular basis? Should a portable or temporary barrier be considered (e.g. for events)?
- Ensure any changes also examine impact on of the modified space. Contact the AODA office for assistance: <https://hrandequity.utoronto.ca/inclusion/accessibility/>.

For public-facing operations such as reception desk, porter’s desk and services desk, please work with your local facilities group for purchase and installation. If you require a protective guard in non-public facing locations, please contact your local EHS department for an assessment. You can also reach out to EHS at ehs.office@utoronto.ca

Assessment	Provide details where applicable (State “n/a” if not applicable)	Status
Physical barriers (e.g. plexiglass) will be used		

LIST OTHER CONTROLS (IF APPLICABLE)

Insert floorplan if applicable: Floorplans are available from Campus Facilities and Planning group: <https://updc.utoronto.ca/campus-facilities-planning/building-plans/>

If applicable and available, complete the table below.

Building Name	Room Number	Type	Regular Occupancy (i.e. before physical distancing)	Reduced Occupancy
		Single use office	for example, 1	For example, 1
		multi-users; open-concept office	For example, 20	For example, 10
		Grad office, multi-users	For example, 15	For example, 5