



## HEALTH SCIENCES BUILDING ACCESS — STANDARD OPERATING PROCEDURES DURING COVID-19

- 1) **Due to the COVID-19 pandemic, the University of Saskatchewan (USask) Health Sciences Building is, until further notice, closed to everyone except:**
  - a. Students in a limited number of approved academic activities.
  - b. Personnel approved by the USask [Pandemic Response and Recovery Team \(PRT\)](#) through the [Request for Campus Activity](#) procedure.
- 2) In order to access the Health Sciences Building, approved personnel must have successfully completed the **COVID-19 Health and Safety** online training course located at: <https://safetyresources.usask.ca/services/training/index.php>
- 3) Each day—before coming to work—approved personnel must complete the **COVID-19 Self-Monitoring Checklist** to ensure they are not exhibiting symptoms of COVID-19. The form is located here: <https://updates.usask.ca/working-on-campus/index.php#COVIDSafetyintheWorkplace>
  - a. The form must be completed each day of work and kept by the worker so that it is available upon request.
  - b. Workers exhibiting symptoms must self-isolate at home and inform their supervisor immediately.
- 4) **Approved persons entering the Health Sciences Building must limit their travel within the building.** This includes taking the shortest route to designated workspaces and staying within designated areas as much as possible. There should be no socializing with others while approved persons are in the building.
- 5) **Physical distancing of at least 2 m (6 feet) must be maintained from other workers at all times including in hallways, common areas, etc.**
- 6) **The use of elevators is discouraged as much as possible.** When using elevators, please adhere to the maximum occupancy as noted on each elevator.
  - a. After using the elevator, it is essential to wash/disinfect one's hands as soon as possible and to avoid touching one's face at all times.
- 7) Stairwells will be marked as either “up” or “down.” Please ensure that physical distancing can be maintained in all stairwells by taking the correct stairwell.
- 8) **The use of offices in the building is limited to personnel approved through the Health Sciences Safe Return to Offices Plan** as per the [University of Saskatchewan's Framework for a Staged Approach to Increasing Activity in University Spaces Stage #3](#). At this time, office use is restricted to faculty and essential services personnel as approved by the PRT. Working remotely should still be the first choice for all faculty, staff, and students whenever possible.
  - a. Faculty, staff, and students approved to be in the Health Sciences Building will be allowed to securely store personal items in their offices while working in a lab or classroom but they are *not* allowed to work in their offices unless approved by the PRT.

- i. **EXCEPTION:** All USask Health Sciences lab manager offices are reserved for the lab managers only. Anyone who shares an office with a Health Sciences lab manager and requires storage for personal items while at work should contact the lab manager in question to determine alternate arrangements.

9) **All lunch rooms, lunch refrigerators, and microwaves are off-limits until further notice.**

- a. Personnel working in the Health Sciences Building are encouraged to bring lunches that do not require refrigeration/reheating or to bring ice packs in their lunch bags.
- b. Lunches/snacks can be eaten in private offices or the nearest common seating area provided that everyone maintains physical distancing, cleans up after themselves, and disinfects the seating and areas touched when finished.
- c. Breaks should be taken on a staggered basis to limit the number of people in any one area at a time.
- d. The D-Wing atriums will be set up to allow for individual seating with appropriate spacing for those who may need or want to use this space. Do not move any furniture in these areas.

10) **Washrooms**

- a. Personnel approved to work in the building are to use the closest operational washroom on the same floor as their laboratory.
  - a. This will allow easier contact tracing if an infection occurs as each washroom will be limited to a set number of known users.
- b. Only one person is allowed in the washroom at a time.
  - a. If the washroom is in use, please wait until it is free before entering.

11) **As of August 24, 2020, all faculty, staff and students—as well as visitors, contractors and vendors—who are approved to be on USask campuses are expected to wear a face mask in all indoor common or shared spaces.** This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators and other designated shared spaces.

- a. All workers must follow the *Working on Campus Guidelines* located at: <https://updates.usask.ca/working-on-campus/index.php#USaskSafetyTraining>

12) Personnel working in labs must follow all the guidelines from **Health Sciences Building COVID-19 Wet Lab General SOP** as well as any specific procedures in each lab.