



AGRICULTURE BUILDING RE-OCCUPANCY GUIDELINES

It is imperative that only authorized personnel—those who have been contacted by their supervisor and are notified that they are critical to core operations, have access cards, approval emails and/or permitted access—come to campus. All other requests to come on to campus need to be approved by your supervisor and Protective Services. **Those who are able to work remotely should continue to do so until the university is fully re-opened.**

If entering the workplace as an approved university employee, workers should:

- Comply with the employer's instructions around minimizing exposure to COVID-19,
- Wash their hands frequently and/or use hand sanitizer,
- Take steps to minimize exposure to COVID-19 while away from work,
- When accessing the building the doors should remain locked behind authorized occupants to ensure the security of the building. Risk mitigation is everyone's responsibility. All doors are locked and are to remain locked,
- The College of Agriculture and Bioresources is committed to help keep everyone safe. Please wear a face mask while in public spaces (hallways and washrooms).
- Maintain Journals of areas they access on a daily basis, and
- Regularly check the U of S COVID updates page for the most recent information, tools and resources. <https://updates.usask.ca/>.

IMPORTANT NOTE: Anyone who has access to campus will need to complete the Safety Certification for Covid-19. An online training session, <http://safetyresources.usask.ca/> has been developed which takes 30 minutes to complete. The leadership team has already completed this training. Filing of certificates of completion will be required.

- A copy of certificates should be sent to marissa.janssen@usask.ca.
- Individuals who have not taken this training, and/or completed the filing requirements will be asked to vacate the premises until they can meet compliance criteria.
- *Failure to comply with safety guidelines will be treated as follows*:
 - First violation will be completed as a safety incident and be written up along with a plan for how to ensure it doesn't happen again.
 - Second violation will result in loss of access to the building/facility in question.
- Safety resources will continue to visit re-activated spaces to ensure adherence to plans as well as offer support for continued plan refinement if needed. Failure to adhere to plans may inhibit safe operations and result in reduced activity including reduced occupancy.

1. Social Distancing (Labs, Classrooms and Offices):

COVID-19 is readily transmitted from person-to-person when they are in each other's breathing zones.

- *Occupants are expected to follow directional signage in hallways regarding traffic flow. **Directional Arrows** will be placed on walls to guide walking traffic. This is especially important in higher traffic areas. (please review maps in Appendix #1)
- No more than 1 person should work in a single space (1 person per 120 square feet or 11.15 square metres), while also maintaining (six feet or two metres) of distance between all individuals. Some research spaces are too small to meet this requirement. Stagger work into shifts to achieve proper spacing. **Exceptions may be made for individual offices near this size; approval must be given (a list of lab and office sizes is available upon request).**
- **For shared offices a reduction in occupancy may be required.**
- Maintain six feet or two metres of distance between you and your coworkers. **For example:**
 - Maintain a distance of six tiles where there are floors tiled with 12” square tiles.
 - Hold out arms and step back until two feet/0.6 metres separate your fingertips from) others’ outstretched fingertips.
 - Mark a six-foot/ two-metre distance with tape on the floor in commonly used spaces.
- Ask those that are too close to step back—you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
- Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.
- Orient desk and workstations/labs benches to the 6 foot/ 2 metre standard.
- Avoid unnecessary travel around the building outside of your assigned work areas.
- If possible, ride the elevator alone or take the stairs.
- Use assigned stairwells, elevators and washrooms. (See Appendix # 1)
- When possible, limit touchpoints and/or use paper towel to minimize direct contact on door handles and surfaces.
- **Reminder: In the case an office or lab is active there should be signage on the door indicating the area is being utilized and who the approved users are:**

2. Washrooms

- Washrooms will be assigned to those approved to work in the building, until the building is open for public use. Using the washrooms assigned, that are the closest to your work area, ensures that the traffic is minimized and the risk of any spread of germs into the washrooms is also minimized, as only a select group will be sharing these spaces.
- In the case an active infection does occur, the areas can be more accurately isolated and sanitized appropriately.
- Refer to **Appendix #1 -Maps** for more information denoting assignments related to specific areas.

3. Food Handling and Lunchroom / Eating Areas

- Occupants should reach out to their departments to discuss lunchroom allocations and protocols as these spaces are departmentally operated. Other approved locations may be



utilized in place of standard lunchrooms to minimize traffic in the building and meet distancing requirements.

- Occupants should use lunchrooms assigned to them by their own departments and not utilize areas outside of their assigned space. Eating outside is encouraged. Eating in hallways is not permitted.
- Lunch in common eating areas should occur in staggered rotations to minimize the number of people in the room. Physical distancing must be practiced at all times. All common touch items should be removed. Fridges, microwaves, kettles and coffee pots should not be shared amongst individuals, and should be tagged as out of use and/or removed.
- Lunchrooms and break rooms must be arranged to follow physical distancing practices. Stagger lunch and break times to reduce the number of employees gathering.

4. Phytotron/ Shipping Receiving Areas

- The AgBio **Shipping and Receiving Area** is by appointment only. Please call to schedule your pickups and drop off ahead of time. Contact 966-7765 to schedule these activities. **Do not go to the loading dock area unless you are scheduled.**
 - Field crews/individuals who are loading or unloading material at the loading dock should only be accessing the dock one vehicle at a time. Each crew/individual should wait their turn at the dock on a first come, first serve basis.
- The **Phytotron Area** is for approved users only. Users with valid cards or FOBS can access however should be mindful of social distancing when in the facility. See ([Appendix 2 for Phytotron Specific – Access and Occupancy Guidelines.](#))

5. Personal Protective Equipment:

- During the COVID-19 Pandemic, the following lab PPE is required whenever in a lab, regardless of the materials being handled or the type of work being completed:
 - Lab coat – must be worn upon entering the lab and completely fastened. Lab coats must include full sleeve coverage and cannot be altered. Lab coats should be hung one coat per coat hook and washed regularly or when soiled.
 - Safety Glasses – must be worn upon entering the lab. Over-glasses must be used over any prescription glasses that are not CSA approved.
 - Ideally, each individual will be assigned their own pair of safety glasses. However, if safety glasses must be shared among rotating lab members due to supply shortage, glasses **must be completely disinfected between users.**
 - **** See Guidelines related to reusing or extended use of PPE**
 - In addition (and as always in USask labs), proper lab attire must be utilized including long pants (that cover the wearer to the ankle) as well as closed-toed and heeled shoes (with socks).
 - If the use of personal protective equipment creates a greater hazard than it is preventing, the faculty supervisor can undertake a risk assessment to determine the appropriate action related to individual faculty assigned lab space. Please reach out to Safety Resources for additional assistance.

- Non-medical grade or cloth masks may be required when all other options for social and physical distancing and safety controls have been deemed to be unfit. The voluntary use of cloth masks is acceptable but donning, doffing, and usage standards must be applied.
- The above guidelines should be viewed as the minimum standard; **supervisors may, at their discretion, mandate additional safety measures for their labs.**
- All personnel are encouraged to utilize disposable PPE (e.g. gloves, masks, respirators) sparingly and ensure valuable PPE resources are not unnecessarily diverted from the healthcare system.
- Anyone working on campus in labs during these times is required to take Safety Resources Web based training and should additionally review the **Pandemic Supplemented Lab Safety Manual.**
- **All individuals should be trained in WHMIS as related to disinfecting chemicals to be used in labs. All chemicals require the appropriate WHMIS labels.**

COVID – Safety Orientation and WHMIS training (*required for anyone who will be on campus*)

https://safetyresources.usask.ca/services/training/course-registration/register.php?category_id=219&course_num=3147&runby=1

Pandemic Supplemented Lab Safety Manual

<https://updates.usask.ca/documents/laboratory-safety-manual-pandemic-supplement.pdf>

Guidelines related to reusing or extended use of PPE.

<https://updates.usask.ca/documents/usask-disposable-extended-use.pdf>

6. What to expect if an AGBIO team member tests positive for COVID-19

- As the number of coronavirus cases grow in Saskatchewan, one or more members of the AGBIO community may test positive for COVID-19 in the coming months. When this situation happens, the college will work with the Pandemic Response Team to manage the situation and to support the continued operations and critical research
- It should be noted that individuals with a confirmed positive test should submit an incident report on the Safety Resources website as this is technically a workplace incident, which may be supported by WCB.
- Incident Reporting : <http://www.safetyresources.usask.ca/incident-staff.php>



Notification Process

- The local Medical Health Officer leads the process of managing a COVID-positive test. Once Public Health officials notify the person about a positive COVID-19 test result, Public Health will work with the individual to identify “close contacts” who require follow up.
- Public Health officials provide guidance and outline next steps to those individuals identified through this contact process.
 - The contact tracing process determines what areas must be temporarily closed for cleaning and disinfection. Once Public Health officials identify all potential contacts and the Facilities group completes cleaning and disinfecting all affected areas, then those areas will reopen.
- The AGBIO leadership team will determine the impact on operations based on the number of contacts, extent of closure and the length of time needed for cleaning and disinfection. Public Health officials may formally notify the University of Saskatchewan, Safety Resources department of a positive test in the workplace. If the affected person wishes to voluntarily advise the college, the college can better assist with the contact tracing process and with area disinfection.
- Staff and research personnel may be reorganized as necessary.

Individuals are prohibited from entering campus if they:

- Have a fever or respiratory symptoms*, or have been in contact with anyone with these symptoms for the past 14 days;
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized Public Health official; or
- Have within the last 14 days returned from an area with reported community spread of COVID-19.

NOTE: Individuals with an underlying health condition that may predispose them to COVID-19 are discouraged from working on-site.

**If there is a medical emergency, dial 911.*

7. Suggested Building Access Procedures and Washroom Assignments-

as stated in the Pandemic Lab Supplement- Occupants should be maintaining a journal of the locations they visit in the building

C Wing Occupants – Occupants should derive what their primary space will be and should limit their interactions to their floor and their respective wing.

- Specifically, occupants in C wing should enter through **stairwell S5** which is located on the North of the building between C and D wing.
- Specifically, occupants in C wing should exit through **stairwell S4** near the elevator on the Southwest side of the building.
- Occupants are encouraged to take the stairs, however if this is not possible occupants should use Elevator E2 shown on the map. Occupants should ride the elevator alone when possible. Elevators may be used for entry and exiting the building.
- C wing occupants should use the washrooms on their floor that are between C and D wings.
- *6th floor occupants should note that due to slight differences on their floor. Occupants on the 6th floor should refer to the map noted 6th floor assignments.

D Wing Occupants - Occupants should derive what their primary space will be and should limit their interactions to their floor and respective wing.

- Specifically, occupants in D wing should enter through **stairwell S1** which is located on the North of the building between D and E wings.
- Specifically, occupants in D wing should exit through **stairwell S3** near the elevator on the South side of the building.
- Occupants are encouraged to take the stairs, however if this is not possible occupant should use elevator E3 and E4 (atrium elevators) shown on the map. Occupants should ride the elevator alone if possible. Elevators may be used for entry and exiting the building.
- Occupants in D wing on the North side of the building should use washroom group #1 assignments, which are on the West side of D wing. Occupants on the South side of D wing should use washroom group #2 assignments, which are located on the East side of D wing (see **Appendix #2**).
- *6th floor occupants should note that due to slight differences on their floor. Occupants on the 6th floor should refer to the map noted 6th floor assignments

E Wing Occupants- Occupants should derive what their primary space will be and should limit their interactions to their floor and respective wing.

- Specifically, occupants in E wing should enter through **stairwell S1** which is located on the north of the building between D and E wings.
- Specifically, occupants in E wing should exit through **stairwell S2** near the elevator on the Southeast side of the building.
- Occupants are encouraged to take the stairs, however if this is not possible occupants should use Elevator E1 shown on the map. Occupants should ride the elevator alone when possible. Elevators may be used for entry and exiting the building.
- E wing occupants should use the washrooms on their floor between D and E wings.
- *6th floor occupants should note that due to slight differences on their floor. Occupants on the 6th floor should refer to the map noted 6th floor assignments.
- *6th floor E wing occupants 6E02 to 6E40 will need to be aware that due to independent access issues the hallway traffic in this area will require two way traffic. This should only affect E wing occupants.



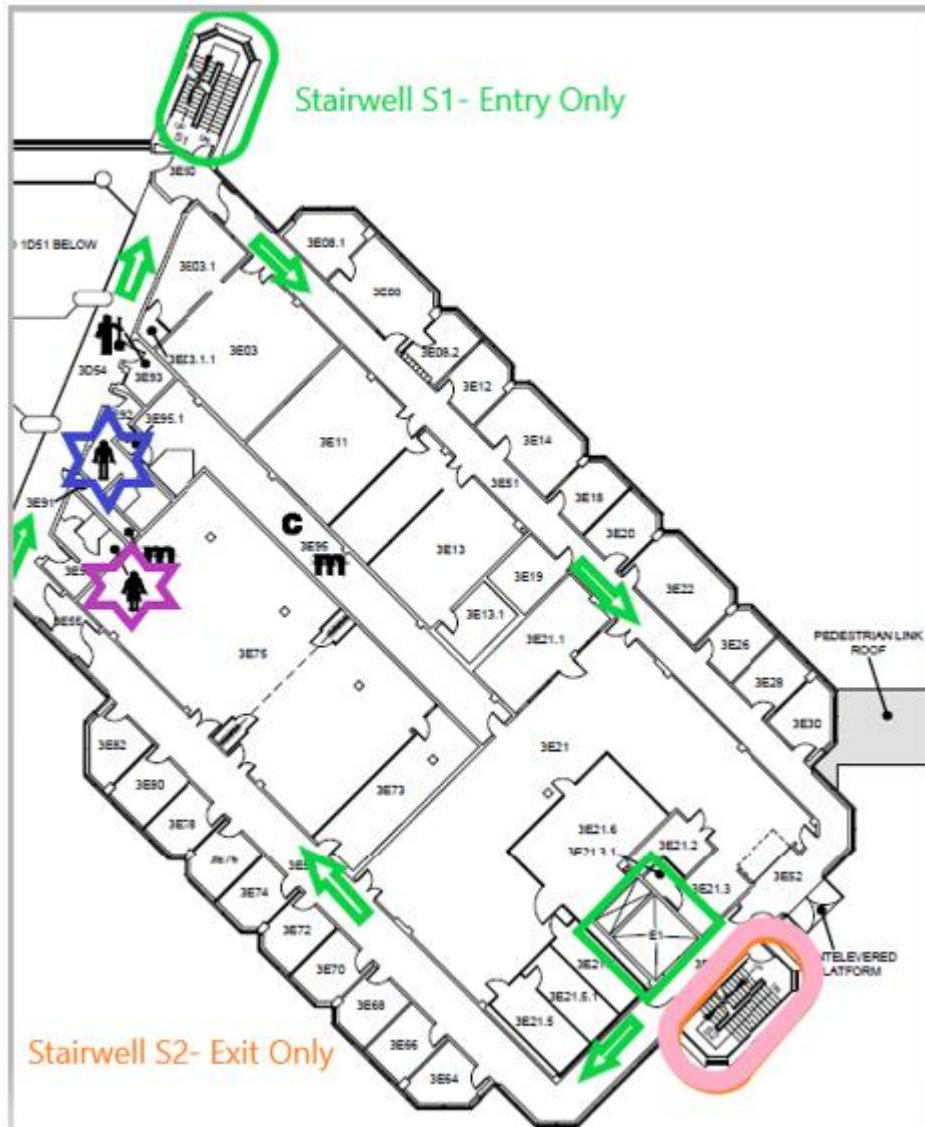
APPENDIX #1 – ACCESS AND WASHROOM ASSIGNMENTS

C-Wing Occupants Floors (1-5)

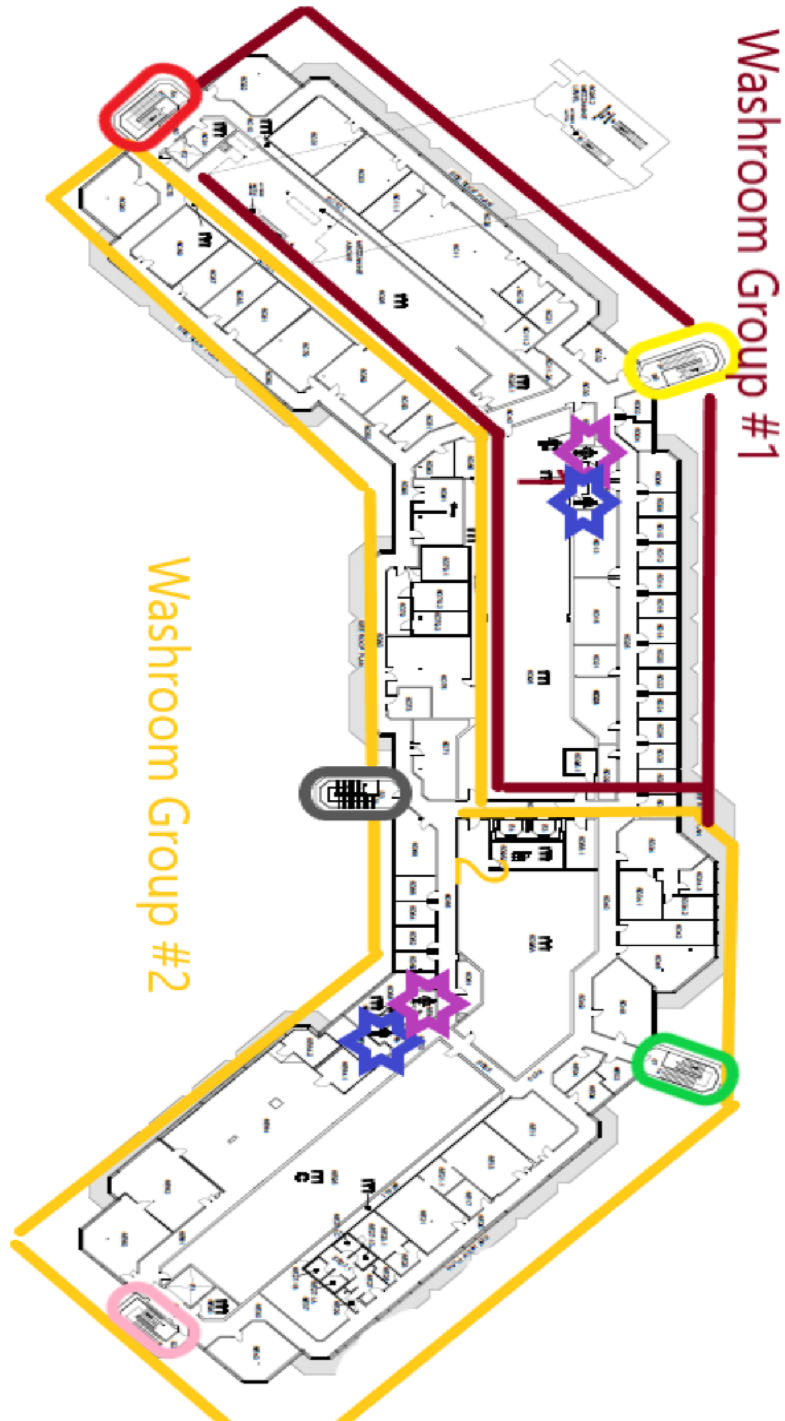




E- Wing Occupants (Floors 1-5)



6th Floor ONLY Washroom Assignments – Note Directional Signage, Elevators and Stairwell assignments remain the same as floors 1-5.





APPENDIX #2 – PHYTOTRON SPECIFIC GUIDELINES

Phytotron COVID-19 Re-Occupancy Guidelines:

In order to meet the University's Social Distancing Protocols the CEF (Phytotron) will be implementing the following procedures for facility service requests and access. Also all staff should review the Agriculture Building Re-Occupancy Guidelines. Appendix #2 has Phytotron specific guidelines and a map with traffic flow directions.

For the foreseeable future all requests for Phytotron services are to be submitted electronically. This will also enable those working from home to submit service requests. Please adhere to the following:

1. Phytotron Capacity: Restrict personnel to 1 to 2 persons per research group at any given time. Phytotron total allowable occupancy will be restricted to 15 persons. This number may be restricted further if social distancing is not being maintained.
 - (1) Entrances Only:
 - (a) Atrium Entrance
 - (b) 1C86 Entrance Door to right of freight elevator.
 - (2) All other doors to be utilized as Exit Only. Exception All Doors can be used to exit for **EMERGENCY** purposes.
 - (3) Loading Dock: To be utilized for loading/unloading only and access to Loraas Waste Bins.

2. Chamber program changes. Changes submitted prior to 3:00 PM weekdays will be implemented the same day or on a future user-specified date. Requests received after 3:00 PM will be implemented the following workday. Weekend/Holiday requests received prior to 10:00 AM will be implemented the same day and requests received after 10:00 AM will be implemented the following day.

Program Change forms are available on the CEF website:

<https://agbio.usask.ca/research/centres-and-facilities/controlled-environment-facility.php>

3. Chamber Cleaning/Service requests. Normally chamber cleaning and servicing is a one-week process. We will continue to try and meet those timelines but may have to adjust depending on workloads and staffing.

4. Pesticide applications. Pesticide applications are performed every Wednesday between 2:30 PM and 4:30 PM. Have pesticide application requests submitted at least 24 hours in advance for planning purposes. Requests submitted later than this will be performed the following Wednesday. **All staff must vacate the facility by 2:15.**

5. When possible, have supply requests submitted electronically in advance. Phytotron staff will place supplies next to the chamber's entrance or potting area if booked.

6. Common areas will have limited access by request only. The Briefing/Lunch room will be converted into an additional work area until further notice. The Plant Processing Room, Potting Room and pot wash area will have restricted access by request and will accommodate one person in each area at a time. If this is not possible due to the nature of the work pre approval must be requested and proper PPE must be utilized. Access to these rooms will be scheduled on a rotational basis in order to give as many people opportunity to complete their tasks. Access requests can be forwarded to the following email address: uofs.phytotron@usask.ca , a scheduling system will be implanted as soon as available.

i) Rooms accessed Via Booking Only	<u>Max # of Occupants</u>
(1) 1D64 (Alternate Processing Area)	1 Occupant Only
(2) 1D80 (Plant Material Processing)	2 Occupants Only
(3) 1D35 (Chamber 1-35 Alternate Potting Room)	1 Occupant Only
(4) 1C72 (Main Potting Room)	2 Occupants Only
(5) 1C84.1 (Curtained Area Alternate Processing Room)	1 Occupant Only
(6) 1C86 (Pot Washing Area)	2 Occupants Only
(7) 1C66 (Curtained Area Alternate Processing Area)	1 Occupant Only

7. Restrict as much of your work to be done within the chambers themselves. Restrict the number of persons within a chamber to one.

NOTE: requests that require immediate attention for safety reasons can be written on the facilities white board or relayed to Phytotron staff personally.

Forms and Phytotron User policies can be found at the following link:

<https://agbio.usask.ca/research/centres-and-facilities/controlled-environment-facility.php>

Service requests can be emailed to the following email address:

APPENDIX #3 –Spaces to be used for Lecture Capture (Labs, Classrooms and Teaching Labs)

**For All Who Are Preparing AgBio Teaching for the Fall 2020 Semester

- The College has the authority to manage the permission process for you to access the popular spaces in AgBio to prepare and/or record teaching materials, lectures and demonstrations. These include all department teaching labs, the computer labs, a couple of our big classrooms and two teaching laboratories.
- Details about the application process have been circulated by Dean Buhr to all Faculty. For additional details please email : erica.wilchuk@usask.ca
- To use the room assigned, you **MUST** have completed the online Covid training safety course <http://safetyresources.usask.ca/> prior to entering the building. You must also abide by the AgBio occupancy guidelines.
- *****Importantly, this will include wiping down all surfaces that you contact (door handles, keyboards, benches, switches, etc). Sanitizing wipes will be in each room and should not be removed from the area or used elsewhere.**
- The number of people who will be physically present in the room with you during your requested time should be a **Maximum of 4 + yourself**. Social distancing and PPE must be appropriately employed in these areas when utilizing.
- On the day that you are booked in the space the doors will be unlocked prior to your arrival. The doors will be open but will remain in a LOCKED position.
 - *****You are asked to close the door at the end of the day if you are booked in the afternoon timeslot. If you are booked in the morning please leave the door ajar.**