

Area-Specific Workplace Safety Plan

Please use this area-specific workplace plan as part of the Return to Campus Plan for your area (e.g., Faculty/Department/Unit, Building). This document will outline the health and safety measures that will be in place when you return to York, as per the [Welcoming YU Back Roadmap](#). As the public health situation continues to evolve, this safety plan is designed to enable a transition to adapting the restrictions you have in place to protect the health and safety of the community. This safety plan is to be reviewed by management in your area and changes will be made as needed. Areas that are open on campus continue to operate as required under the [Occupational Health & Safety Act](#) and [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#).

This plan should be consolidated with the area's [Health and Safety Risk Assessment](#), following the [Health and Safety Guidelines for Returning to Campus during the COVID-19 Pandemic](#). Please refer to York's Resources at the end of this document, when completing this area-specific workplace safety plan. New risks and changes to controls will be identified on risk assessments that are completed for each area that is allowed to operate or open. Periodic workplace inspections will be conducted by Health and Safety Officers (HSOs) using the [HSO COVID-19 Inspection Form](#).

***Post a copy of this plan in a conspicuous place, where it is most likely to come to the attention of individuals (e.g., students, visitors) working in or attending the area(s) identified.** This plan should be communicated to all occupants (i.e., faculty, instructors, staff) so they are informed of the specific measures that are in place to maintain health and safety in the workplace.

Organization name: York University	Area (Faculty/Department/Unit, Building): Centre for Indigenous Student Services (CISS)
Date completed/Revision date: Monday, August 23, 2021	Developed by: Dirk Rodricks with Randy Pitawanakwat
Division/Group: Division of Students/Student Engagement	Others consulted (e.g., JHSC, HSO): HSEWB
Date distributed:	Approved by:

Reducing the risk of transmission at York

Workplace safety plans include controls that follow the hierarchy of controls (i.e., engineering, administrative, and personal protective equipment (PPE)) to reduce the risk of transmission on campus. The following health and safety measures should be considered, identified and addressed in each area by the applicable zone:

- i. Describe measures/procedures that have been or will be implemented to control/reduce/minimize the spread of COVID-19.
- ii. Include measures for screening, hand hygiene, physical distancing, shared spaces, use of masks or face coverings, PPE, signage, cleaning, and any other measures.

Requirement	Red	Yellow	Green
<p>COVID-19 Screening and incident management for occupants (including contact tracing)</p>	<p>Staff and faculty will be required to use the system of record, YU Screen, and successful completion is required before arriving to campus and using the Centre located at 246 York Lanes.</p> <p><u>246 York Lanes</u> Students will have access to 246 York Lanes, Monday to Friday from 9:30 am to 3:30 pm. Students will not be permitted to stay past 3:30 pm.</p> <p>Students must book an appointment 24 hours in advance in advance to access the Centre for a 2-hour period.</p> <p>Students can only book a maximum of 4 hours a week at CISS to ensure equitable access to all students. There will be a limit of 3 students at one time in the Centre.</p> <p><u>Skennen'kó:wa Gamig and Tipi site</u></p> <p>Students will not have general access to this location except for attending scheduled Cultural Workshops for which advance registration is required. All attendees must successfully complete the YU Screen app.</p> <p>If anyone takes ill during their visits to the Centre or the scheduled cultural workshops at the Gamig, they will be advised to re-take the YU Screen tool and be advised to head home (residence on- or off-campus) and remain there until contacted by a case and contact management co-ordinator (CCCM). If individual is unable to return home immediately, they will be self-isolated in a particular space away from the others until contact is made by a CCMC</p>		
<p>Hand hygiene and respiratory etiquette</p>	<p>Staff and students must sanitize/wash their hands before coming in the space and while using the space.</p>		
<p>Physical distancing</p>	<p>There will be a limit of three students at one time in the Centre (246 York Lanes).</p> <p>No public/general access to Skennen'kó:wa Gamig. Will be open for scheduled cultural workshops for which advance registration is required.</p>		<p>Area will follow University's guidance and public health directives on physical distancing.</p>

<p>Shared spaces (e.g., equipment, vehicles, elevators, common work areas, washrooms meal/break rooms)</p>	<p>Students will have access to the Thunderbird Room study area, including computers, photocopier, printing, and faxing. Students will need to sanitize before and after use.</p> <p>Anyone who uses the kitchen must wipe down all surfaces they touched (only one person at a time; disposable paper cups & plates, cutlery, and utensils will be available; students will have use of the coffee maker, microwave, and fridge.)</p> <p>Sanitizer to be widely available at various points in the Centre: printer/copier, reception, kitchen, etc.</p>	<p>Shared spaces will be open with no restrictions.</p>
<p>Use of masks or face coverings</p>	<p>Masks and face coverings required in all indoor public areas including those demarcated with plexi-glass.</p> <p>Only those with private enclosed offices will be temporarily allowed to remove their masks.</p> <p>Masks can be removed briefly in designated areas while eating.</p>	<p>Follow York's Mask or Face Covering Protocol and Mask or Face Covering - FAQs</p>
<p>Personal Protective Equipment (PPE)</p>	<p>None identified as per Health and Safety Risk Assessments of areas covered in this plan</p>	
<p>Signage</p>	<p>Signage will reflect these guidelines.</p> <p>Follow the appropriate COVID-19 signage posted: • Physical distancing • Handwashing • Mandatory requirements for wearing masks or face coverings in all indoor spaces • Capacity limits</p>	
<p>Cleaning and disinfecting</p>	<p>Anyone who uses the kitchen must wipe down all surfaces they touched with supplies provided.</p>	

Other additional measures, specific to your areas (e.g., capacity, crowd control)	<p>No more than three people at any one time in the Centre.</p> <ul style="list-style-type: none"> No more than two hours at any one point; no more than four hours per week <p>Only one person using the kitchen at any time.</p>	<p>In person services will resume.</p>
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Upon completion, upload a copy on MachForm: <https://dohs.apps01.yorku.ca/machform/view.php?id=74702>

Resources:

York University has listed guidance documents for staff and faculty who have been approved to work on site at both the Keele and Glendon campuses. These documents are posted and updated on [Better Together](#) and through [COVID-19 – Employee Resources](#):

Guidance Documents

- Health and Safety Guidelines for Returning to Campus during the COVID-19 Pandemic [PDF] [English](#) | [French](#)
- COVID-19 Protocol for Self Disclosure, Screening and Incident Management [PDF] [English](#) | [French](#)
- [COVID-19 Screening Checklist](#) / [Liste de contrôle pour le dépistage de la COVID-19](#)
- COVID-19 Protocol for Health and Safety Information for Third Parties [PDF] [English](#) | [French](#)
- York University's Mask or Face Covering Protocol [PDF] [English](#) | [French](#)
- Face Covering Information Sheet [PDF] [English](#) | [French](#)
- Mask or Face Covering - FAQs [PDF] [English](#) | [French](#)
- [Eye Protection Cleaning and Disinfecting Instructions](#) [PDF]

Safety Plans

- [COVID-19 Area-specific Workplace Safety Plan \[.doc\]](#)
- [COVID-19 Area-specific Workplace Safety Plan – SAMPLE – York University](#) [PDF]
- [COVID-19 Safety Plan Process](#) [PDF]
- Ministry of Labour, Training and Skills Development
 - [How to develop your COVID-19 safety plan: A guide for Ontario](#)

HSO Workplace Inspections

- [HSO Workplace Inspection Form \[.doc\]](#)
- [HSO Workplace Inspection Process](#) [PDF]

Forms

- [COVID-19 Health and Safety Risk Assessment Form - Planning for Returning to Campus \[.doc\]](#)
- [COVID-19 Screening Daily Confirmation Log](#) [PDF]
- [COVID-19 Visitor Screening Daily Confirmation Log](#) [PDF]
- [Return to Campus Checklist for Labs, Research and Machine Shops \[.doc\]](#)

Education

- [Return to Campus COVID-19 Training](#)