

Contact information		
Business or organization name Yukon University - All campuses		
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Physical distancing		
This measure is intended to prevent the transmission of COVID-19 by ensuring that employees and clients maintain a physical distance of 2 metres (6 feet).		
Measures used to maintain physical distancing	Steps taken to ensure minimal interaction between people.	
Between employees (e.g. assigned workstations separated by at least 2 metres)	Each YukonU department has a specific operational plan ensuring that, when on campus all staff will work 2 metres apart. Work spaces will be set up to ensure a 2 metre distancing. For the Fall 2020 term, staff will work at home part-time and on campus part-time. All supervisors are responsible for scheduling their staff in workspaces to comply with this requirement. Workstations will be cleaned daily by facilities.	
Between clients (e.g. directional signs on floor to avoid meeting in aisles)	2 metres apart signage (combination of floor and wall signage) will be posted in all campus public areas. Furniture will be set up to maintain 2 metre distancing for all face to face studies that will occur in the fall. These include labs, trades and continuing studies.	
Between employees and clients (e.g. barrier in place between cashier and customer, curbside deliveries)	In addition to signage posting and furniture placement to ensure physical distancing, protective barriers will be installed at reception areas where physical distancing is not possible. The majority of the fall courses and programs will be delivered in synchronous and asynchronous methodologies thus on campus employee and student #'s are anticipated to be 1/3 of normal building occupancy. Employees and students will wear PPE (gloves, facemasks, faceshields as appropriate) for interactions where physical distancing is not possible.	
Employees requiring self-isolation		
Employers will clearly communicate to all employees the requirement for any employee to self-isolate if they have just returned to the territory or have been in contact with someone diagnosed with COVID-19. Information on self-isolation is available here: yukon.ca/en/information-self-isolation		
Action taken: (Example: This information was communicated to all staff verbally and by email on May 10, 2020.) This information was communicated by the YukonU leadership team to all YukonU staff on May 10 2020.		

Staying home when sick

Employers will clearly communicate to all employees the requirement for any employee displaying symptoms of COVID-19 to stay home and arrange testing.

Sample communication to staff:

- All employees must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms.
- Any employee developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their manager, avoid contact with other employees and leave as soon as it is safe to do so. Call 811 to arrange testing.
- Symptomatic employees will be required to self-isolate until tested for COVID-19 and then follow the guidance of the public health professional (e.g., nurse).
- If the test results are negative for COVID-19 but the employee remains ill and/or symptomatic, they should remain on sick leave and follow the guidance of the public health professional.

COVID-19 symptoms include:

- cough;
- fever and/or chills; or
- difficulty breathing.

If someone has travelled OR has had close contact with a person with a recent travel history who was or is now symptomatic OR are a known close contact to a confirmed case of COVID-19, there is a longer list of symptoms that warrant testing for COVID-19. See Yukon.ca for more information: yukon.ca/en/find-out-about-symptoms-covid-19.

Action taken: (Example: This information was communicated to all staff verbally and by email on May 10, 2020.

Beginning May 10, all staff working on campus are required to sign a "Protocols for Working on Campus During COVID-19" agreement. Updated agreement was sent to all YukonU employees on July 10. All students on campus will be required to sign this protocol in the fall term. Signed protocols are secured and stored by YukonU

Cleaning and disinfection of shared areas/surfaces

This measure is intended to prevent the transmission of COVID-19 by ensuring that high-traffic surfaces and those frequently touched are correctly disinfected on a regular basis.

- Cleaning products remove visible soil and/or dirt from surfaces.
- Disinfecting products destroy bacteria and viruses.

Cleaning product: Avmor EP50 OR Bleach Solution

Mixing instructions: H2O with EP50 Solution (12:1 Ratio); H2O with Bleach (10:1 Ratio)

Cleaning location (e.g. floors)	Frequency (e.g. at closing time)
Floors	Daily by facilities
Staff & student work surfaces	Daily by facilities
Shared resources	Daily by facilities/between user groups when applicable
High touch points	Daily by facilities
Student Labs, Staff Computers, Study rooms	After each use or daily - dependent on useage

Disinfecting product: Will always be using a disinfecting product - Lysol disinfecting wipes or water w/ 10% bleach

Mixing instructions: H2O with 10% bleach | Lysol Wipes (pull from container)

Disinfecting location (e.g. point-of-sale terminal)	Frequency (e.g. after each use)
Reception counters	After each use
Workstations - keyboard, screen, computer	After each use (daily) or between users
Shared resources - printer, staff equipment	After each use
High touch point surfaces- (door handles)	Dependent on area use - up to 3x/day and between users
Student Labs, Staff Computers - See attachment for detail	After each use or daily (meaning 1 user daily)

Hand washing/sanitizer stations

Practicing good hygiene is an essential and effective part of preventing the spread of COVID-19. Take these measures to protect yourself and others from getting sick:

- Wash your hands often (in addition to routine times such as after using the washroom, before eating and when handling food for the public);
- Cough/Sneeze into your elbow or tissue and throw away;
- Avoid touching your eyes, nose and mouth with your hands; and
- Use alcohol-based hand sanitizer if soap and water are not readily available.

Hand washing stations	Location
Employees (e.g. lunch room, washrooms, etc.)	Washrooms throughout buildings Touchless soap dispensers have been installed in public washrooms at Ayamdigut campus
Public (e.g. portable(s) located at store entrances)	Hand sanitizer via touchless dispensers will be available at each public entrance. All At Ayamdigut, only 2 entrances will be used; other entrances will remain locked. All employees & students must show YukonU ID. All who enter are required to use the sanitizer upon entry and exit.
Hand sanitizer stations	Location
Employees (e.g. behind cash counter)	Hand sanitizer will be available for all employees to have at their work stations.
Public (e.g. at entry (with signage))	Large signage beside the touchless hand sanitizer stations at entrances informs of the need to use the sanitizer upon entry and exit to building. Limited public access for fall.

Additional measures (optional)

Add any additional health and safety measures that your business is implementing to mitigate the risk of COVID-19 infection. These could be measures that are specific to your operations, or reference to additional policies and guidance material that your business is following.

YukonU is carefully monitoring the yukon.ca COVID-19 website to ensure ongoing compliance with The Safe 6 - steps to staying safe. These processes will remain in place for Fall 2020, will be reviewed and updated for January 2021.

1) EACH Yukon University department and campus have created a detailed back to Campus COVID-19 plan . As requested by YG, this plan summarizes general planning for Fall. All plans are available to YG on request.

2) The majority of the fall courses and programs will be delivered in synchronous and asynchronous methodologies; on campus employee and student #'s are anticipated to be 1/3 of normal building occupancy. Learning spaces to be used will be set up for physical distancing of 2 metres apart. In general a maximum of 10 people will be allowed in a space - 8 students & 2 faculty.

3) Cafeteria is closed for fall; Campus Housing will have a 65% occupancy for dorm spaces and 85% for apartments. Campus Stores will operate limited hours with physical distancing protocols in place. Services for students will continue to be a combination of on line and limited face to face with all protocols in place.

Signature: Colleen Wirth

Date: _____