Checklists For Employees

Self and Peer Monitoring	Y	N/A
• Are you familiar with the signs and symptoms of COVID-19, including atypical symptoms?		
• Are you familiar with modes of transmission for COVID-19 and those considered at-risk?		
• Are you familiar with the protocols for active and passive monitoring?		
Health and Safety	**Y**	**N/A**

• Are you familiar with your responsibility to uphold various COVID-19 prevention measures including:
   ○ Physical distancing of at least 2 metres.
   ○ Proper hand hygiene and the location of handwashing stations.
   ○ Proper etiquette for coughing and sneezing.
   ○ Where possible, no person-to-person meetings – continue to host meetings virtually or by phone.
   ○ No congregation of groups greater than 5 people
   ○ Up-to-date vaccinations, including influenza, is strongly encouraged		

• Your supervisor has discussed any additional responsibility for cleaning and sanitizing with you.		
• Your supervisor has outlined the procedures in the event of a positive COVID-19 case.		
NOTE: if proper physical distancing is possible, no other protective measures are required at this time		
Personal Protective Equipment (PPE)	**Y**	**N/A**
• Your supervisor has discussed expectations for the use of PPE with you prior to returning to campus.		
• You are aware of the locations in the workplace where proper PPE can be secured.		
• You are aware of the proper protocols for when and how to wear a non-medical mask such as a cloth mask.		
Remember		

• If you are exhibiting any of signs and symptoms of COVID-19, including atypical symptoms
   ○ Stay home – do not come to campus.
   ○ Please complete the Ontario COVID-19 Self-Assessment tool and follow the recommendations outlined when the assessment is completed.
   ○ Follow the Queen's reporting requirements.		

This checklist is for your own reference and does not need to be submitted to the University.