

uOttawa COVID-19 Safety Plan

Safe Gatherings

Updated March 2022 based on current provincial regulations and public health directives.

This safety plan applies to all meeting and rental spaces where social gatherings occur on the uOttawa campuses (Main, Lees and Roger Guindon).

The University has put in place various measures to keep students, staff, suppliers and visitors safe from exposure to COVID-19. Learn [more about the return to campus](#).

All activities must respect:

- [Provincial regulations and public health directives](#) applicable at the time
- [Travel advisory directives](#) applicable at the time
- [University guidelines for safe on-campus gatherings](#)
- This COVID-19 safety plan
- Any other documents and communications provided by Conventions and Reservations (C&R) such as the Activity Planner Checklist

SCREENING

The University conducts the following screening for COVID-19:

- To comply with the University of Ottawa policy, everyone who comes to campus — staff, students or visitors — must complete the [COVID-19 daily assessment tool](#) beforehand. Participants are reminded not to come on campus if they don't pass the assessment.
- Through April 30, 2022, Presentation of proof of immunization and government identification upon entry to the activity. The University will continue to work closely with local public health authorities and will revise its policy for the summer and fall semesters. Updates will be provided as soon as decisions are made.
- Participants who appear ill with COVID symptoms might be offered alternative arrangements (for example, virtual attendance) and/or accommodations on a case-by-case basis.
- Contact information for all participants (name, email, phone number) is collected by activity organizers and kept on file for 30 days after the activity in the event a public official or the University needs to conduct contact tracing.

PHYSICAL DISTANCING AND ENVIRONMENT

Measures to provide physical distancing and environmental separation:

- Signage reminding individuals to respect covid measures is found in key areas of each building.
- The number of activity participants is limited based on provincial regulations and public health directives. The C&R website contains the latest guidelines.
- Some Lobby spaces are closed for activities or have limited capacities until further notice.
- Participants must stay within the designated space of the reservation and are discouraged from mingling with other guests in any area adjacent to that space.
- When possible, tasks have been adjusted to be done virtually, by phone or by email to reduce the number of staff on site at one time.
- Communal, buffet style dining is NOT recommended. We recommend packaged single-serving meals or staff-served meals should be served or a Hand sanitizing station is to be available at the start of the buffet line.

HAND SANITIZING, CLEANING AND DISINFECTION

- The University has increased the frequency of cleaning and disinfection in public spaces, especially service counters, elevators (and elevator buttons), door handles, washrooms and food service areas.
- Hand sanitizer stations are available throughout the campus and are checked regularly during the day.
- Handwashing facilities are available in washrooms.



- Event organizers or our cleaning service must disinfect shared equipment before use. Organizers must make disinfectant and disposable paper towels or disinfectant wipes available to participants.
- Staff and/or organizers must conduct additional equipment disinfection where needed.
- Where possible, people are encouraged to bring their own equipment (pens, paper, etc.), to reduce handling of shared equipment and materials.

FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- For most activities, appropriate face covering is mandatory (masks and, when applicable, protective eyewear).
- Through April 30, 2022, anyone who comes to campus must wear a mask or face covering that securely covers the nose, mouth and chin while in indoor building common spaces. The University will continue to work closely with local public health authorities and will revise its policy for the summer and fall semesters. Updates will be provided as soon as decisions are made.
- Activity organizers must provide alternatives for people who forget, damage or lose their own masks or face coverings.

POTENTIAL OR SUSPECTED COVID-19 CASES

- University employees in self-isolation or quarantine must email the Health and Wellness office at hrhealth@uOttawa.ca. University managers can find more information in our [uOttawa manager's toolbox](#).
- Procedures are in place for contact tracing and liaising with public health authorities as required.
- The University has enhanced cleaning protocols.

MANAGING NEW RISKS AND OPERATIONAL CHANGES AT uOTTAWA

- **Mandatory vaccination policy and mask wearing to remain until the end of the current semester (April 30, 2022)**
- A COVID taskforce and a return-to-work committee meet regularly to identify and assess any new and emerging risks, provide guidance regarding mitigation measures, and provide operational recommendations.
- Communication is regularly updated regarding changes in guidelines and/or restrictions.
- We monitor feedback, concerns and lessons learned to identify gaps or room for improvement.

MAKING SURE OUR PLAN IS WORKING

- A COVID taskforce and a return-to-work committee meet regularly to identify and assess any new and emerging risks, provide guidance regarding mitigation measures and provide operational recommendations.
- Communication is regularly updated regarding changes in guidelines and/or restrictions.
- C&R staff provide a COVID checklist to activity organizers to be reviewed before and during on-campus activities.
- We continue to develop COVID-19-specific policies and communicate with our employees.
- The uOttawa COVID-19 safety plan for social gatherings and [uOttawa guidelines for the return to campus](#) are living documents that are continually updated as new information and directions from public health authorities become available.

