

# Reopening and Operation of Physics Core Administration

## Purpose

The purpose of this document is to outline the procedures for the opening and operation of the Physics Core Administration (PCA) group. The PCA group provides leadership and administrative support to the Department's overall teaching and research operations. The group includes academic administrators, supervisory administrative staff, and administrative staff that directly support these positions. While much of the work of this group has been continued off-campus, their prolonged absence is creating a backlog of tasks, such as processing and filing of documents and physical records required by University and funding agency policy. There are also Human Resources matters, such as welcoming and providing orientation to new faculty members, students, and employees, that calls for some on-site activities.

## Regular Review

This plan will be reviewed regularly and revised if changing circumstances warrant. This will be done in compliance with University policy and recommendations from Environmental Health & Safety (EHS).

## Principles

- Paramount will be the health, safety and protection of staff and all clients including faculty, students, post-doctoral fellows and staff
- Applicable EHS, FAS and Departmental directives and guidelines will guide the restart and ongoing operations.
- Planning and implementation will follow the principles described in this document and revisions.
- The Department will provide reasonable accommodation to staff members for personal circumstances while balancing the needs of the University and its members and adhering to agreements, policies, procedures, guidance documents and legislation.
- Public parts of the building, including classrooms and lecture halls will have specific requirements for teaching and not covered in this document, as will teaching and research labs. PCA staff will be required to follow any policies or procedures applicable when in those areas. This document will focus on PCA work areas.

## General Preparation for Reopening

This section outlines general guidelines for Physics Core Administration.

- All PCA areas will have prominent notices located at the corridor entrances outlining room occupancy capacity and rules for clients. Barriers and other physical indicators (e.g. floor markings) will be used to insure physical distancing. There will also be a COVID hygiene other relevant signs on display.
- It will be the responsibility of the PCA staff to ensure that the signs are in good condition, barriers are in place and in maintaining the supplies. These will be inspected at least daily and more frequently as required.
- All standard safety practices are to be followed.

#### REOPENING AND OPERATION OF PHYSICS CORE ADMINISTRATION

- Face masks will be made available, and should be used as directed by [University Policy](#). As required, they should be worn in all common-use indoor University spaces (e.g. corridors, washrooms, stairwells, classrooms) but are not required in offices unless physical distancing cannot be maintained.
- Non-PCA persons will not be allowed into PCA work areas except for a specific task of short duration. Physical distancing must be maintained and masks worn while non-PCA staff are present.
- If necessary to manage traffic in PCA areas, a reservation system will be setup for the PCA staff by email or using Microsoft Booking. This information will be circulated to the supported groups.

### General procedures for all Group Members

- Members should stay home if they feel unwell or are experiencing symptoms, and should report any absences to their Supervisor as soon as possible.
- If members suspect they have COVID-19 symptoms or believe they may have been exposed to COVID-19 they should complete the [Ontario Ministry of Health self-assessment for COVID-19](#) and follow the directions provided. A member who tests positive for COVID-19 should immediately contact U of T's Occupational Health Nurse by email at <mailto:ehs.occhealth@utoronto.ca>.
- Members are to practice physical distancing at all times, keeping a minimum of two meters apart. Work apart as much as possible.
  - If this is not possible (i.e. needing help with moving materials) then a face mask is required. All areas of common contact are to be cleaned afterwards.
  - Avoid sharing of office equipment or work areas. If they are shared then they must be sanitized between uses.
- Members will eat at their desks; no common lunch room will be provided, and there will be no access to refrigerators, microwave ovens, etc.
- Hands should be washed with soap and water frequently, especially after contacting materials and surfaces others may have handled, and when re-entering the workspace.
- All personal work areas are to be cleaned at the start of the workday as necessary. This includes desks, counters & benchtops, phones, keyboards, tools, etc. Any materials, equipment etc. entering or leaving a personal workspace must be cleaned.
- Report hazards and concerns to the appropriate supervisor or University Office.
- All relevant COVID-19 protection procedures should be reviewed and followed.
- Use equipment and/or PPE as defined for the workspace.
- Consider changing clothes when arriving at and leaving from work, especially if using public transit.
- All other safety protocol & procedures for workplace hazards are to be followed.

### Standard Operating Procedures

- Schedules will be arranged and communicated to clients to minimize the time members spend on-site.
- Anyone wishing to visit a PCA office or obtain help will make advance arrangements by email, or by using a reservation system.
- Maximum room occupancy will be one member, and one client.
- In each PCA room a private area will be marked of (i.e. around desk), and accessed by a single PCA member only.

REOPENING AND OPERATION OF PHYSICS CORE ADMINISTRATION

- Where possible, documents will be processed electronically. When documents must be handled on-site, a 72 hour quarantine will be used whenever possible. For example, an inbox/outbox system will be used for document transfers. When this is not possible, documentation processing will be done in batches. While processing un-quarantined documents, members should wear masks, avoid touching their faces, and should wash hands as soon as possible afterward.
- Clients will be informed of the user guidelines with signs and email notices and will be expected to respect them.
- Clients will be asked to leave if they deliberately behave in a manner not consistent with this document. Anyone refusing to comply with these guidelines will not be allowed access to the Department and repeated behaviour will be reported to supervisors or an appropriate authority.
- Clients may have to wait in a safe area, asked to return later or make an appointment if in the opinion of the PCA members, physical distancing will be compromised.
- Clients should bring their own writing instruments (e.g. pens) for signing documents. Spare pens will be available, subject to sanitization and/or a 72 hour quarantine.
- Mail and other documents will be handled only by PCA members and relevant clients.
- Where possible, office machines will only be used by identified staff. When this is not possible, machine users should inform the identified staff member by email. A log of office machine use will be maintained, with name, date, and time of use.
- Where possible, all office supplies, equipment, etc. must be cleaned after use before storage or reuse.