



UNIVERSITY OF SASKATCHEWAN

Western College of
Veterinary Medicine

USASK.CA/WCVM

WCVM BUILDING RULES: COVID-19 PREVENTION

The following rules apply to all University of Saskatchewan (USask) employees or students who work or study in the Western College of Veterinary Medicine (WCVM) building.

It is everyone's responsibility to support and enforce these rules, and everyone should feel comfortable to remind others of the rules. If you witness situations where these rules are repeatedly broken, please send a message to wcvm.covid19questions@usask.ca. Your message will be kept confidential by the WCVM's human resources team.

YOU MUST BE APPROVED TO WORK OR STUDY IN THE WCVM BUILDING

- USask now allows individual colleges and units to manage people's access to their own buildings. If you believe you have a legitimate reason for coming to the WCVM building and have not yet applied for access to the USask campus, contact **Dr. Chris Clark** (chris.clark@usask.ca) with your specific request.
- If you must be in the building for different reasons (such as clinical duties and teaching preparation), you must have approval for each task.
- All faculty, staff and students who are working on campus must keep a work location journal. Please record the rooms, offices, laboratories and buildings that you have visited each day. If a COVID-19 case or outbreak occurs on campus, these journals will assist in health surveillance and contact tracing. [Click here](#) to download a work location journal PDF.
- If you wish to book a room or lecture theatre in the WCVM building, you must also submit documents that support your presence on campus for the specific reason that you require the room. For example, if you are only approved to conduct research in the WCVM building, you cannot book a lecture theatre for teaching preparation without requesting on-campus access for teaching preparation.

DO NOT WORK IN THE WCVM BUILDING UNLESS NECESSARY

- The best way to prevent transmission of COVID-19 is to reduce contact with others.
- Students, staff and faculty are expected to work remotely. Do not conduct tasks in the WCVM building that could be done at home.
- If you must perform lab work or use non-portable equipment or infrastructure, perform your work as efficiently as possible. Minimize the time you spend in the WCVM building and leave the college as soon as your tasks are done.

Follow these rules while you are in the WCVM building:

FACE MASKS ARE REQUIRED

- You must wear a face mask any time you are in a public or shared space of the college.
- You do not need to wear a face mask in private office spaces or in the building's necropsy suite.
- Cloth (non-medical) or paper (medical) masks are acceptable. Your mask must completely cover your mouth and nose at all times.

WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing.
- If you can't wash your hands, use hand sanitizer.

DO NOT WORK IN SHARED SPACES

- Avoid sharing your work space with coworkers or classmates.*
- As alternatives, find another work space or schedule individual time slots in labs or other shared spaces using an online or posted calendar system.

**Exceptions: Employees/students in Veterinary Medical Centre and Prairie Diagnostic Services*

AVOID PUBLIC SPACES IN WCVM

- Whenever possible, go outdoors for breaks. If you must stay indoors, take breaks in a safe space and please clean up after yourself. If disinfectant is available, please spray down and wipe your table surface after use.
- The WCVM buffeteria and the building's other public spaces are being cleaned regularly, but as much as possible, please avoid these spaces where physical distancing and frequent disinfection is more difficult to maintain.

FOLLOW TRAVEL GUIDELINES

- All USask staff and students must abide by provincial guidelines for travel. [Click here](#) for more information.
- Monitor your health during your travel and for 14 days after your return. Use the Government of Saskatchewan's [personal health recording sheet](#).
- If you develop a fever or flu-like symptoms after you return from travelling, **do not come to work**. Contact your supervisor.
- [Use the self-assessment tool](#) to determine if you should be tested for COVID-19 or contact HealthLine 811.
- USask has suspended all international travel for students, faculty and staff until further notice. [Visit the USask COVID-19 website](#) for more information.

Updated July 23, 2020 | These rules will be updated regularly as more information becomes available.