



## 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](mailto:wcvm.covid19questions@usask.ca). Your message will be kept confidential by the WCVM's human resources team.*

*The Western College of Veterinary Medicine will align with the institutional principles in the university's [Framework for a Staged Approach to Increasing Activity in University Spaces](#).*

## 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.

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

---

- The Veterinary Medical Centre (VMC) and Prairie Diagnostic Services (PDS) are open. If you are returning to work in these areas, you must follow all rules in this document and pay particular attention to the specific sections for those areas below.
- Those needing to return to campus to conduct their research must apply through the [University's Application for Increased Activity](#).
- 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](mailto: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.**
- 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.
- If you wish to host an in-person meeting to support and facilitate operations and engagement opportunities, the university has developed [parameters and a request form which can be found here](#).

## BEFORE YOU COME TO CAMPUS

---

- Everyone returning to campus must complete the Safety Certification for COVID-19. An online training session, <http://safetyresources.usask.ca> has been developed which takes 30 minutes to complete.
- 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.

- Everyone returning to campus must complete the [daily pre-screening log](#) to monitor for symptoms. Do not come in to work if you are feeling unwell. Review [university guidelines](#) if feeling sick or needing to self-isolate. **Please note:** it is mandatory that you should be symptom-free for 48 hours before returning to campus/work.
- Take steps to minimize exposure to COVID-19 while away from work.
- Regularly check the U of S COVID updates page for the most recent information, tools and resources. <https://updates.usask.ca>

## **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.
- Work-related travel within Saskatchewan is allowed but requires approval by your immediate supervisor as per usual operations.
- Interprovincial work-related travel requires approval by the dean. Approval requests should be submitted through Concur, with the applicant's supervisor (department head, graduate supervisor, etc.) **as well as the dean** included as approvers.
  - Please indicate on the request that the applicant:
    - has completed USask COVID health and safety training
    - will follow USask safety protocols
    - will maintain a record of locations visited and corresponding dates in case contact tracing is necessary
- USask has suspended all international travel for students, faculty and staff until further notice. Visit the [USask COVID-19 website](#) for more information.

## **EVERYONE IS TO FOLLOW THESE RULES WHILE IN THE WCVM BUILDING**

---

All current and future [provincial](#) and [federal](#) guidelines must be followed, e.g. physical distancing, number of individuals allowed to gather.

### **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
- 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, maintaining physical distancing and please clean up after yourself. If disinfectant is available, please spray down and wipe your table surface after use.
- The WCVM Buffeteria is currently reserved for 4<sup>th</sup> year students for their lunch and coffee breaks. A safe physical distance of 2 metres or more must be maintained at all times.
- The 3<sup>rd</sup> floor atrium is available for staff who need a space to eat their lunch or for coffee breaks. A safe physical distance of 2 metres or more must be maintained at all times.

#### **ASSIST IN CLEANING/SANITIZING SHARED AREAS**

- 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.
- More specific information on cleaning requirements in labs and classrooms can be found on the [USask COVID updates page](#).

#### **PRECAUTIONS FOR STUDENTS**

---

- All students in years 1 to 3 have been separated into stable cohorts of 20. These students are required to use specific entries and washrooms when coming to campus for their labs.
- Their labs have been scheduled so the students require no breaks and the rooms are able to be cleaned and sanitized between cohorts.
- We have scheduled the course load so that the first 2 weeks at the beginning of term are held completely remotely so that those who have travelled from out of province can complete their 2 week isolation period before entering the building.
- The 4<sup>th</sup> year of the DVM program is entirely clinical in nature and cannot be delivered remotely. Students are required to follow VMC procedures for managing cases ([as found on their website](#)).

#### **VETERINARY MEDICAL CENTRE**

---

- The VMC has resumed normal operations in all of its clinical services except small animal surgery, which remains closed to all cases other than emergencies and urgent care.
- Only two clients are allowed in the waiting area at a time and they are not admitted in any farther. All preventive measures pertaining to the public [can be found on the VMC website](#). Clients are made aware of the protocols when they call to request service and are questioned about their travel history, COVID status and health before they arrive.
- The VMC has developed clear procedures and key messages for managing cases to minimize risk to staff. Posters with these messages are posted around the clinic and are [available on their website](#).

#### **PRAIRIE DIAGNOSTIC SERVICES**

---

- PDS staff follow all of the same rules listed above for the WCVM
- The PDS COVID-19 Risk Assessment Questionnaire/Entry Exit Guidelines for External Persons form is used when external persons will be visiting/working within PDS. The questionnaire screens all external visitors prior to visiting/working within PDS during the pandemic.
- Enhanced cleaning and disinfection in PDS work sites is documented on the COVID-19 Housekeeping Form
- The Diagnostic Services Office has implemented special sample drop procedures for safe handling.

## CONFIRMED OR SUSPECTED CASES

---

### If you test positive for COVID-19

1. Alert your supervisor, you or your supervisor must submit an incident report <http://www.safetyresources.usask.ca/incident-staff.php>
2. Department heads / people leaders will work with the Pandemic Response and Recovery Team to manage the situation. This includes working with Public Health officials.
3. Contact tracing of all people exposed may be necessary
  - a. Individuals must maintain a work location journal
  - b. Departments/units must maintain a schedule of who was in an area/building on a particular date

More details about the USask procedures and guidelines for confirmed or suspected COVID-19 cases can be found here: <https://covid19.usask.ca/about/safety.php#QuestionsorConcerns>

**If you have been near someone with a suspected or confirmed COVID diagnosis** or been to a location with a public service alert, call 811 for guidance. If you are not told to self-isolate, you are ok to continue to come to work so long as you are asymptomatic.

**If you are identified by SHA as a close contact of a COVID case**, please stay home, follow SHA guidelines, and inform your supervisor.

## ENSURING COMPLIANCE

---

- If you are seen to have symptoms listed on the self-assessment tool or are otherwise not following the rules laid out in these guidelines you will be escorted out of the building.
- If faculty or staff continue to not comply, their permit will be suspended.
- Discipline for students who refuse to comply with these guidelines will follow the WCVM Procedures for Concerns with Veterinary Student Professional Behaviour.