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INTRODUCTION

The COVID-19 pandemic has created a time of great uncertainty for all - in terms of our knowledge about the disease and its means of transmission, as well as the effectiveness and safety of prevention and protection measures. While some measures have been shown to be effective (including 2 metres physical distancing and hand-washing for a minimum of 20 seconds), there is no scientific consensus on others, such as the wearing of a face coverings, visors, and so on.

Yet, this uncertainty does not preclude us from resuming normal activities if, together, we act consciously, consistently, and transparently. Ironically, uncertainty has traditionally been the catalyst for our mission of research, teaching, and community service because it drives curiosity; in this sense, our university community is well positioned to respond to the current crisis.

Polytechnique is an engineering university: not only do we truly enjoy facing technical challenges, we are participants in major projects that contribute to community well-being. This way of approaching the world and responding to needs presented, gives us an advantage as we resume activities. We need to harness these strengths in our communal efforts to move forward.

This Guide outlines the instructions, measures, and procedures to achieve our goal of fulfilling our mission as an educational and research institution, while minimizing the risks of the disease spreading. Our success therefore depends on our collective efforts. More than ever, Polytechnique Montréal’s founding values of excellence, creativity, integrity, collaboration, respect for others and openness will guide our actions.

Using this Guide

This Guide is intended for everyone working and studying at Polytechnique Montréal. It brings together the essential information required to organize the resumption of activities. Additionally, it outlines agreed-upon information that can be used in various activity sectors at Polytechnique Montréal, and adapted for use with various communications tools.

The Guide is divided into three sections:

3. Statement of strategy and guiding principles;
4. A Guide to activity resumption for those present on Polytechnique Montréal campus;
5. An in-depth section detailing issues and selected approaches.
RESUMPTION OF ACTIVITIES AT POLYTECHNIQUE MONTRÉAL DURING THE COVID-19 PANDEMIC

STRAATEGY

Despite the uncertainty fostered by the pandemic, experts have provided insight into best practices required for activity resumption. This Guide is based on the expertise of the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST), the Institut national de santé publique du Québec (INSPQ) and the Ministère de la Santé et des Services sociaux du Québec (MSSS), among others.

It is important to remember that as knowledge about the disease increases, practices will change in consequence. What's more, our creativity will guide us toward new practices that will complement this Guide in a collective effort. Therefore, it is important to refer to the online version of this Guide.

This Guide is part of a strategy that includes existing health and safety measures implemented in regards to Polytechnique Montréal’s work, research and educational axes. Moreover, Polytechnique Montréal relies on everyone’s cooperation for the implementation and success of our objective: fulfil our mission as an educational and research institution, while minimizing the risks of the disease spreading.

Guiding Principles

The instructions, measures and procedures outlines in this Guide are based on five main principles of action:

Health and well-being – like all educational institutions, Polytechnique Montréal relies on the knowledge, skills and experience of its faculty, student community and personnel. The health, well-being, safety and security of every individual is the focus of our approach to resuming activities.

Sound governance – to facilitate collaboration between authorities, it is important to clarify roles and responsibilities, channels of communication, and decision-making processes.

Transparency – more than ever, cooperation and collaboration are essential.

Occupancy capacity – the physical characteristics of our educational and working spaces have an effect on disease transmission, and must be considered.

Performance – the success of this strategy’s implementation rests on evaluating the effectiveness and safety of activity resumption procedures and practices, as well as the clarity of instructions provided that effect.

Strategy Components

As with general public health guidelines, this overall strategy is intended to cover five components:

1. Adopting safe behaviours
2. Preventing COVID-19 spread
3. Protecting people
4. Responding to outbreaks or incidents
5. Evaluating instruction, procedure and practice effectiveness and safety
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ROLES & RESPONSIBILITIES OF THOSE PRESENT ON POLYTECHNIQUE MONTRÉAL CAMPUS

All those present on Polytechnique Montréal’s campus share the following responsibilities:

- Ensure the health, well-being and safety of yourself and others by adopting safe behaviours.
- Report the onset of any COVID-19 associated symptoms to your, Supervisor, Director, or Manager, and isolate yourself accordingly.
- Cooperate with your Supervisor in the event of exposure to the illness (reporting or protective isolation).
- Remain informed about instructions, procedures, and practices recommended by those responsible for the above at Polytechnique Montréal.
- Confirm your understanding of activity resumption strategies with your Supervisor.
- Comply with all instructions, procedures, and practices related to activity resumption, including presence on campus (zones, movement of people), work schedules, hygiene rules (hand washing, cleaning and disinfecting work spaces, wearing a face covering in shared areas).
- Inform your Supervisor promptly of any unforeseen events, incidents related to, or deviations from activity resumption strategies.
- Inform your Supervisor promptly of any difficulties experienced, suggestions, concerns and proposed changes before the latter are implemented.
- All individuals from outside the Polytechnique community must follow the instructions provided by the institutional authority who grants them access to the premises.

Basic Guidelines

- The following rules must be respected by all present on Polytechnique Montréal’s campus, to reduce the risk of spreading COVID-19:
- Wash hands regularly with warm, soapy water or use a hydroalcoholic solution disinfectant (hand sanitizer) for at least 20 seconds.
- Clean work surfaces and shared equipment.
- Maintain a 2 metre distance from others at all times.
  - If physical distancing cannot be maintained, and it is not possible to install a partition between two work stations, wear eye protection and a face covering or procedure mask.
- Avoid direct physical contact (shaking hands, hugs, etc.).
- Wear a face covering or mask in shared areas.
- Follow break and mealtime procedures.
- Limit movement within the building by respecting pedestrian movement protocols and zones.
  - Observe signage in buildings.

1 Bachelor’s level students must report to their program supervisor.
• Cough or sneeze into the elbow.
• Discard any single-use materials (e.g., gloves, disposable masks, etc.) in the trash.
• Report any onset of symptoms to Supervisors, and complete the self-reporting form available in the Frequently Asked Questions section of Polytechnique Montréal’s COVID-19 webpage.

The roles and responsibilities of other Polytechnique community authorities appear in the “Additional details” section of this document.
The Service des ressources humaines commits to supporting the implementation of the measures necessary to meet its legal obligations, which are to identify, correct, and control risks, and to encourage personnel and students’ participation in this preventive approach.

As an employer, Polytechnique must identify COVID-19 transmission risks in its workplace. If said risks cannot be eliminated, then the goal becomes to reduce and control them as much as possible. Suppliers, subcontractors, partners and visitors must also be informed of the measures Polytechnique has implemented to control COVID-19-associated risks and be made aware of the importance of complying with implemented measures.

Applied preventive measures are based on the principles of exclusion of symptomatic individuals from work areas, physical distancing, hand washing, respiratory etiquette and maintaining hygiene measures with frequently-touched materials, tools, equipment and surfaces.

**PREREQUISITES TO ACCESSING POLYTECHNIQUE MONTRÉAL**

Individuals’ health and safety are our primary concern, and as such, recognized practices have been implemented to ensure this. To ensure a safe and secure environment, everyone must cooperate, and commitment to implemented measures.

**Communication of the activity resumption plan**

Each Department determines its own plan for activity resumption; supervisors and managers communicate their plan to their employees. Further, they discuss the latter with each individual, explain implemented procedures to ensure health and safety, and agree upon the conditions under which employees will function, including work schedules. Additionally, supervisors and managers will ensure that employees understand the instructions, measures and procedures designed to promote safe behaviour, prevent the spread of disease, and protect individuals.

**Training**

Everyone must complete the Reprise des activités en toute sécurité en contexte pandémique (Safe Resumption of Activities During the Pandemic) online training course.

- This training course is accessible at the link below:

**Symptom self-assessment**

On a daily basis, prior to entering the premises, every individual must answer the following questions about the state of their health:

- Do I have ONE of the following COVID-19 symptoms:
  - Cough
  - Fever
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- Difficulty breathing
- General feeling of discomfort
- Loss of sense of taste or smell, without nasal congestion.

- To a lesser extent, and in conjunction with the preceding symptoms:
  - Headache
  - Sore throat
  - Gastrointestinal symptoms

- Did I receive isolation guidelines?
- Did I return from a trip abroad less than 14 days ago?
- Am I, or have I been, in contact with an individual suffering from, or showing symptoms of COVID-19?

If you answered “yes” to any of these questions, you must:

- Complete the self-declaration form for personnel, students or visitors.
- Contact Québec’s Public Health authorities at: 514-644-4545 or 1-877-644-4545 for further guidance.

COMPLIANCE WITH POLYTECHNIQUE MONTRÉAL CAMPUS ACCESS GUIDELINES

Preventative measures can be used to reduce the risk of spreading COVID-19, and include physical distancing, hand washing, respiratory etiquette, and maintaining proper hygiene practices with frequently-touched tools, equipment and surfaces.

**Physical distancing**

- Every individual present at Polytechnique must:
  - Limit the number of people with whom they are in close contact.
  - Maintain a distance of at least 2 metres (or 2 arm lengths) from other individuals at all times, including during breaks and meal times.
- Avoid handshakes or hugs.
- Limit movement.
- Obey directional signs.

To facilitate compliance with these guidelines, Polytechnique buildings have been divided into several work zones, determined jointly by the departments and services concerned, the members of the Comité de déconfinement and the Service de la sûreté institutionnelle. The latter collective has determined a maximum number of individuals who can be in each zone simultaneously; zones were created taking into consideration the proximity of locations and the interaction required by work or research activities. These zones may be used by more than one unit (department or service), however, one unit is identified as the activity coordinator for each
zone. Those assigned to specific zones should restrict their movement therein as much as possible.

Zones may resume operations when department or service directors approve the activity resumption plans in each zone, and when all personnel have completed the mandatory Polytechnique Montréal access training.

In addition, indicators appear on the ground and floors, to indicate the direction of pedestrian circulation, or to indicate a safe waiting area. Where possible, physical partitions may also be added as departments and services resume operations, by contacting Service des immeubles.

**Hand washing**

Every individual present at Polytechnique must:

- Wash their hands frequently with warm soapy water or use a hydroalcoholic solution disinfectant (hand sanitizer) for 20 seconds, e.g., upon arrival, when changing rooms, after using shared equipment, before and after a break or meal, before and after touching the face, and upon leaving.

To facilitate compliance with these guidelines, washbasins and soap or hand sanitizer dispensers are located at each entrance to buildings deemed accessible. Service des immeubles is responsible for the distribution of soap and sanitizer to departments and services.

**Respiratory etiquette and wearing a mask or face covering**

Every individual present at Polytechnique must:

- Cover their mouth and nose when coughing or sneezing, or do so into their elbow, and dispose of any used tissues immediately, then wash the hands.
- Wearing a procedure or surgical mask or face covering is strongly recommended when physical distancing guidelines (2 metres) cannot be respected, or in shared areas. Wearing safety glasses is also mandatory when 2 individuals are working less than 2 metres apart.

To facilitate compliance with these guidelines, Polytechnique Montréal will provide procedure masks as well as two (2) face coverings per person. Masks and face coverings are distributed by the departments and services, who obtain these items from the Service de la sûreté institutionnelle.

**Maintaining hygiene measures with frequently-touched tools, equipment, and surfaces**

The virus responsible for COVID-19 can survive on surfaces, therefore, the application of hygiene measures is essential. Every individual present at Polytechnique must clean and disinfect shared equipment and work surfaces before and after use, including, for example, keyboards, computer mice, telephones, door or drawer handles, in addition to cleaning and disinfecting equipment prior to lending it to another individual.

To facilitate compliance with these guidelines, Polytechnique Montréal will provide disinfection equipment and cleaning solutions. The required equipment is distributed by the departments and services, who obtain these items from the Service de la sûreté institutionnelle.
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In order to provide disinfection and maintenance service for areas that will be used when activities resume, the department or service must notify Service des immeubles of activity resumption. Although Service des immeubles is responsible for the proper operation of the ventilation and water supply systems, those using the latter equipment are requested to ensure that source ventilation systems and fume hoods in laboratories and workshops are operational, and to run water for 5 to 10 minutes in all kitchen, laboratory, and workshop sinks and all eye washers.

**Washrooms**

To minimize movement in buildings, washrooms are gender-neutral until further notice; each zone has washrooms that can be used by those working in that zone. Doors must be left open to minimize contact, and hand hygiene practises must be respected.

**Meals and breaks**

Every individual present at Polytechnique must respect the aforementioned disease prevention principles during breaks and meals, i.e., physical distancing, hand washing, respiratory etiquette and cleaning spaces and equipment (e.g., chairs, tables, microwave ovens, etc.). Eating in offices or designated areas is requested, and furniture should not be moved. Cold lunches are advised.

To facilitate compliance with these guidelines, Polytechnique Montréal has set up meal and break rooms in each building, arranging furniture as per physical distancing guidelines. Frequent cleaning and disinfection of is completed done by Service des immeubles.

Management of working hours and shift rotations (as applicable), are determined by the departments and services responsible for each zone.

**Risk assessment**

Individual risk assessment based on an individual’s exposure to an infected person must take into account, among other things, the duration of exposure, local epidemiology, the infected individual’s mask wearing (source control), and the personal protective equipment (PPE) worn by individuals during exposure. It should be noted that any close contact with an individual who has contracted COVID-19 requires self-monitoring of symptoms, despite the full wearing of the required PPE.

**PREGNANT OR BREASTFEEDING INDIVIDUALS**

It is recommended that physical distancing be respected at all times for the entire duration of the pregnancy, and that close contact (less than 2 metres and without physical protection, such as a transparent partition) with clients or co-workers be avoided at all times.

Preventive measures to be implemented must therefore be guided by the principle of caution. Assessment of the circumstances must take into account the evolution of the epidemiological situation, scientific knowledge, and public health authorities’ recommendations.
HEALTH CIRCUMSTANCES REQUIRING SPECIAL ATTENTION

An individual presenting:

- One or more of the following chronic diseases:
  - Chronic heart or lung problems that are “uncontrolled” or “complicated” and are therefore serious enough to require regular medical follow-up or hospital care;
  - Diabetes that is “uncontrolled” or “complicated” and therefore serious enough to require regular medical follow-up or hospital care;
  - Liver disorders (including cirrhosis) and chronic kidney disease that are “complicated” and therefore serious enough to require regular medical follow-up or hospital care;
  - Hypertension that is “uncontrolled” or “complicated” and therefore serious enough to require regular medical attention or hospital care.
  - Significant obesity (BMI ≥ 40);
  - A medical condition resulting in decreased evacuation of respiratory secretions or risk of aspiration (e.g., cognitive impairment, spinal cord injury, seizure disorder, neuromuscular disorders);
  - Immunosuppressed individuals (INSPQ, 2020e);
  - Individuals over 70 years of age.

Anyone living with an at-risk individual should discuss their personal situation with their supervisor.

CASE REPORTING

To safeguard the health, well-being and safety of all those physically present on Polytechnique Montréal’s campus, the activity resumption strategy is based on the voluntary exclusion of those confirmed to have an active case of COVID-19.

Help us to protect the Polytechnique community, and support you, by using the appropriate forms in the following cases and do not come to the Polytechnique campus if:

1. You have a suspected or confirmed case of COVID-19.
2. You have a suspected case of COVID-19 and you have visited a Polytechnique building in the last 14 days, or you are planning to return to work on the Polytechnique campus.

A suspected case is:

a. An individual with any of the following symptoms: fever (>38°C), OR recent OR chronic exacerbated cough, OR difficulty breathing, OR sudden-onset loss of smell without nasal congestion, with or without loss of taste.
b. An individual who has had high- or moderate-risk contact and exhibits at least two of the following general symptoms: (headache, muscle aches, severe fatigue, significant loss of appetite), sore throat or diarrhea.

If you are unsure of your health status, report your case via the appropriate form and a representative from Ressources humaines will contact you to assess the risk inherent to your situation.

3. You have not been able to work for more than 4 days.
   - Form for personnel
   - Form for students
   - Form for visitors and external resources (link to follow in later version of the guide).
ONSET OF SYMPTOMS AT WORK

If you experience symptoms while at work:

• Stop working.
• Immediately put on a procedure mask or face covering.
• Contact the Sûreté at extension 4444 to coordinate your travel to the nearest medical facility.
• Notify your supervisor as soon as possible.

Premises have been assigned to receive people who report symptoms while at Polytechnique:

• Main building: B-200.3
• Lassonde buildings: M-1410
• Bombardier building: J-1046

Internal investigation and case monitoring

When an individual completes any of the 3 forms, notification will be sent by email to a small group within Ressources humaines. The circumstances surrounding your case will be analyzed to determine your (and those around you) potential need for preventive isolation. Ressources humaines will also consider whether certain health and safety measures may need to be reinforced or modified.

Easing confinement measures

As per the assessment of your physician and the Direction régionale de santé publique (DRSP), all of the following factors must be considered before easing confinement measures:

• At least 14 days has elapsed since the onset of the acute illness.
• Absence of acute symptoms for 24 hours (excluding residual cough).
• Absence of fever for 48 hours without taking fever medication.

For patients hospitalized in intensive care, immunosuppressed individuals, or individuals on prolonged corticosteroid therapy (hospitalized or not), it is preferable to wait 21 days from the onset of acute illness.

For asymptomatic instances of confirmed cases and for cases with hospitalization, please follow the instructions on the INSPQ website:

ROLES AND RESPONSIBILITIES OF OTHER AUTHORITIES

**University Executive**
(lead: Philippe Tanguy)
- Ensure individuals’ health, well-being and safety.
- Define and adopt Polytechnique Montréal’s activity resumption strategy.
- Promote the strategy, instructions, procedures and practices to be implemented.
- Ensure the implementation of the aforementioned instructions, measures and practices.
- Ensure the integrity of decision-making processes related to activity resumption.
- Provide appropriate resources to ensure the effectiveness of the activity resumption strategy.
- Establish the necessary committees to address issues raised by the pandemic as the situation evolves.

**Offices of the Vice-Presidents of Academic and Research; Business and Resources**
(leads: François Bertrand; Steven Chamberland, respectively)
- Ensure individuals’ health, well-being and safety.
- In conjunction with department and service supervisors and managers, co-ordinate implementation of the activity resumption strategy in the academic and research sectors.
- Determine laboratory closing in the event of a localized outbreak, or arbitrate a dispute between an individual responsible for a laboratory and the department.

**Comité de coordination**
- Coordinate all aspects of activity resumption.
- Determine communications strategies.

**Comité de déconfinement**
- Coordinate those involved in the committee.
- Recommend instructions, procedures and practices to be implemented.
- Conduct information monitoring as to instructions, procedures and practices.
- Train individuals; develop activities and actions to raise individuals’ awareness.
- Monitor the effectiveness and safety of measures and practices and the clarity of instructions.
**Comité de continuité en recherche**

(lead: Annie Ross)

- Recommend instructions, procedures and practices to be implemented for the safe resumption of research activities during the pandemic.
- Propose prioritization criteria to maintain or resume research activities.
- Develop tools (e.g., guides, signs, protocols, etc.), in conjunction with specialized resources, for those involved.
- Conduct information monitoring as to instructions, procedures, and practices implemented in institutions where research activities are conducted, or specified by governmental authorities.
- Assess research activity stoppages and resumption impacts on research stakeholders (i.e., researchers, students, research associates, interns, partners, etc.), and make recommendations to mitigate said impacts.
- Take into consideration the results of research activity resumption and recommend adjustments, as appropriate.
- Listen to and respond to concerns related to research activity resumption continuity brought to the committee’s attention.

**Service des immeubles**

- In conjunction with the *Service de la sûreté institutionnelle*, organize physical spaces (building zones, pedestrian circulation protocols, use of spaces etc.).
- Ensure the proper operation, maintenance, and disinfection of premises and facilities.
- Ensure compliance with air- and water-quality standards.
- Implement personal hygiene and comfort instructions, procedures and practices (e.g., washrooms, kitchen, common areas, etc.).
- Establish supply distribution protocols.
- Manage hand washing and surface and equipment cleaning supply procurement and distribution.

**Service de la sûreté institutionnelle**

- Control building access and the movement of individuals.
- In conjunction with *Service des immeubles*, organize physical spaces (building zones, pedestrian circulation protocols, use of spaces, etc.).
- Implement the instructions, procedures and practices for building access (e.g., attendance registers, access as per protocols defined by the *Comité de déconfinement* etc.).
- Manage the supply and distribution of procedure masks and face coverings.
- Establish the means to ensure the safety of individuals, equipment and buildings.

**Service des ressources humaines**

- Support staff and managers in implementing the strategy.
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- In conjunction with the Comité de déconfinement, evaluate the effectiveness and safety of instructions, procedures, and practices.
- Recommend to Polytechnique authorities, health and safety and personnel management instructions, procedures, and practices.
- Develop training programs for personnel.

Department or service supervisors
(leads: Designated directors, supervisors, managers)

- Ensure the health, well-being and safety of those for whom they are responsible.
- Convey the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche to those for whom they are responsible.
- Obtain confirmation that those for whom they are responsible fully understand the activity resumption strategy.
- Authorize staff and students for whom they are responsible, to enter the premises.
- Ensure that the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche are respected by those for whom they are responsible.
- Ensure that the occupancy capacity of the premises is respected prior to the start of activities.
- Inform the Comité de déconfinement and the Comité de continuité en recherche of any unforeseen event, incident or deviation from the activity resumption strategy.
- Co-ordinate and manage schedules for the use of spaces, the presence and movement of individuals. Any arbitration deemed necessary is referred to the DFR or the DAR, depending on the department or service.
- Collaborate with governmental or institutional authorities any monitoring, prevention or inspection activities, in particular by sharing information deemed relevant.
- Order the closing of a laboratory due to a localized outbreak.

Those responsible for laboratories and workshops

- Ensure the health, well-being and safety of individuals for whom they are responsible.
- Convey the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche to those for whom they are responsible.
- Obtain confirmation that those for whom they are responsible fully understand the activity resumption strategy.
- Ensure that the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche are respected by those for whom they are responsible.
- Provide departmental supervisors with a list of names of those for whom they are responsible, that require authorization for access.
- Ensure that the occupancy capacity of the premises is respected.
RESUMPTION OF ACTIVITIES AT POLYTECHNIQUE MONTRÉAL DURING THE COVID-19 PANDEMIC

- Collaborate with departmental supervisors for the preparation of laboratories schedules, and the presence and movement of people.
- Inform departmental supervisors of any unforeseen events, incidents or deviations from the activity resumption strategy.
- Inform departmental supervisors of any innovative practices developed in order to resume activities while ensuring health, well-being, and safety.
- Develop a means to ensure compliance with pedestrian circulation and physical distancing rules.
- Keep an up-to-date record of entry, access, and exit from laboratories.

**Supervisors (including faculty members)**

Ensure the health, well-being and safety of individuals for whom they are responsible.

- Convey the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche to those for whom they are responsible.
- Obtain confirmation that those for whom they are responsible fully understand the activity resumption strategy.
- Provide departmental supervisors with a list of names of those for whom they are responsible, that require authorization for access.
- Ensure that the instructions, procedures, and practices recommended by the Comité de déconfinement and the Comité de continuité en recherche are respected by those for whom they are responsible.
- Implement measures and practices to prevent the spread of the disease.
- Apply appropriate protocols in the event of a suspected or confirmed case of COVID-19 in a person for whom they are responsible, cooperate with reporting incidents in the event of contagion.
- Collect and convey difficulties encountered, suggestions, concerns and proposed changes to the designated committee for purposes of evaluating the effectiveness and safety of the instructions, measures and practices.

**Those present on Polytechnique Montréal’s campus**

- Ensure the health, well-being and safety of themselves and others by adopting safe behaviours.
- Report the onset of any symptoms associated with COVID-19 to their supervisor, and isolate themselves accordingly.
- Cooperate with their supervisor in the event of exposure to the disease (reporting or protective isolation).

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2 Refers to all possible scenarios: student/supervisor, research staff/functional supervisor, etc.
3 Undergraduate - Bachelor’s degree students must declare their situation to their program director.
• Read and remain updated as to instructions, protocols, and practices recommended by Polytechnique Montréal.
• Confirm understanding of the activity resumption strategy with their supervisor.
• Comply with all instructions, protocols and practices in terms of activity resumption, particularly with respect to physical presence on premises (zones, movement of people), work schedules, and hygiene rules (hand washing, cleaning and disinfection of work spaces and wearing a face covering in shared areas).
• Diligently inform their supervisor of any unforeseen events, incidents or deviations from the activity resumption strategy.
• Diligently inform their supervisor of any difficulties, suggestions, concerns, and proposed changes to the activity resumption strategy before they are implemented.

All individuals from outside the Polytechnique community must follow the instructions provided by the authority granting them access to buildings.
ADOPTION OF SAFE BEHAVIOURS

People management practices

Given that risk factors may vary and interact, each specific situation will be assessed on a case-by-case basis. We invite you to:

- Protect those at risk.
- Consider all necessary accommodations for those at risk.
- Demonstrate flexibility in management approaches.
- Give preference to teleworking, where possible and as a first step.

Polytechnique Montréal reminds supervisors (including faculty) that flexibility and understanding are required in the current circumstances. Students may discuss concerns with their academic or research supervisors, internship or project supervisors, or program supervisors.

Priority personnel - returning

After ensuring that instructions, protocols and practices for safe behaviour are understood (including disease spread prevention and protecting individuals), the following individuals should be prioritized for a return to the workplace. Those who:

- are engaged in activities that can only be carried out in a work, research, or educational environment, or those who perform work supporting teams requiring an on-site presence;
- must use equipment that is available only in the work, research or educational environment;
- perform functions that are more efficiently carried out in the research or educational environment;
- are subject to conditions or terms related to immigration status or academic achievement requirements.

Where research is concerned, please refer to the Comité de continuité en recherche’s document entitled Guide de priorisation.

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4 The content of this section is taken freely from the Conseil du Trésor du Québec’s document entitled « Protocole de reprise graduelle des activités en milieu de travail dans le contexte de la COVID-19 » (Version: May 7, 2020).
Protecting those at risk

Individuals requiring special concern and assessment on a case-by-case basis due to established risk factors (INSPQ, 2020b: 4), such as:

- One or more of the following chronic diseases:
  - Chronic heart or lung problems that are “uncontrolled” or “complicated” and therefore serious enough to require regular medical follow-up or hospital care;
  - Diabetes that is “uncontrolled” or “complicated” and therefore serious enough to require regular medical follow-up or hospital care;
  - Liver disorders (including cirrhosis) and chronic kidney disease that are “complicated” and therefore serious enough to require regular medical follow-up or hospital care;
  - Hypertension that is “uncontrolled” or “complicated” and therefore serious enough to require regular medical attention or hospital care.

- Significant obesity (BMI $\geq 40$);

- A medical condition resulting in decreased evacuation of respiratory secretions or risk of aspiration (e.g., cognitive impairment, spinal cord injury, seizure disorder, neuromuscular disorders);

- Immunosuppressed individuals (INSPQ, 2020e);

- Those over 70 years of age.

Anyone living with an at-risk individual should discuss the situation with their supervisor to assess the situation.

SYMPTOM REPORTING

EVERYONE

To ensure the health, well-being and safety of all those physically present on the Polytechnique Montréal campus, the activity resumption strategy is based on the voluntary exclusion of individuals confirmed to have COVID-19, or who are under investigation for, or suspected of having, COVID-19.

Individuals must report any COVID-19-associated symptoms in good faith, honestly, and with transparency.

Conditions required for the return of those with a confirmed, suspected, or at-risk case

An individual who is confirmed to have an active case of COVID-19, or who is under investigation or suspected of having COVID-19, or presents significant risks may return to Polytechnique Montréal after contacting the individual in charge within the Service des ressources humaines, and after contacting their supervisor; note that this measure also applies to students.
RESUMPTION OF ACTIVITIES AT POLYTECHNIQUE MONTRÉAL
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WORK, ACADEMIC AND RESEARCH ENVIRONMENT

Health conditions for activity resumption in a sector

SUPERVISORS

DEPARTMENTS

THOSE RESPONSIBLE FOR LABORATORIES AND WORKSHOPS

SERVICE DES IMMEUBLES

Prior to allowing access to a confined area, the supervisor must contact Service des immeubles to ensure a thorough inspection of the premises, and verification that the following infrastructures meet criteria established by public health authorities:

Water system

- Maintenance and verification of water quality according to Régie du bâtiment du Québec (RBQ) requirements (responsible: Service des immeubles).
- Purging of all water sources in indoor rooms (laboratories, workshops, local dining areas, etc.) for at least five minutes before resuming activities (responsible: those responsible for laboratories or departments or services).

Ventilation

- Ensure that laboratory ventilation and exhaust systems are in good operation.

Sanitary maintenance

- Ensure that the premises have been thoroughly maintained, cleaned and disinfected.
RESUMPTION OF ACTIVITIES AT POLYTECHNIQUE MONTRÉAL DURING THE COVID-19 PANDEMIC

OUTBREAK OR INCIDENT RESPONSE

Forced confinement of a unit or of Polytechnique Montréal
[Section in progress]

UNIVERSITY EXECUTIVE
OFFICE OF THE VP - ACADEMIC AND RESEARCH
COMITÉ DE DÉCONFINEMENT
COMITÉ DE CONTINUITÉ EN RECHERCHE
DEPARTMENTS
THOSE RESPONSIBLE FOR LABORATORIES AND WORKSHOPS
SERVICE DES IMMEUBLES
SERVICE DES RESSOURCES HUMAINES

Decision-making processes

• The Comité de déconfinement determines criteria for the localized closing of a unit or units in a zone.
• If the criteria are met for a certain unit, a written recommendation for closing shall be issued to the department or service responsible for the unit in question, outlining the facts supporting the decision.
• The supervisor (laboratory, department, service) may request a review of the recommendation by submitting corrective measures in writing within 24 hours of receiving the recommendation.
• The recommendation and the unit supervisor’s response will be forwarded to the Comité de déconfinement, who will determine whether the closing of the unit will take place, and notify those concerned as soon as possible.

Criteria for closing

The Comité de déconfinement considers the following criteria in determining why a unit may be closed:

• An analysis of COVID-19 occurrences among those physically present at Polytechnique Montréal tends to show that the instructions, protocols, or practices to resume activities during a pandemic are likely the source of the contagion.
• The occurrence of an unforeseen event, incident or deviation from the activity resumption strategy indicates the unit’s inability to ensure the rigorous deployment of the instructions, protocols, or practices.
• A confirmed active case exposes individuals to a suspected high viral load (e.g., unprotected coughing or sneezing in the direction of others).
• Hygiene conditions are not met.
• Public health authorities order the closing.

Removal of an individual from Polytechnique Montréal premises
As per Section 8.4 of the Règlement pour un milieu de vie qui respecte l'intégrité des personnes et des biens, any endangerment of an individual or property (by failing to comply with any of the instructions, protocols, or practices for activity resumption) may result in severe repercussions, including expulsion.

ASSESSMENT OF SAFETY PROTOCOL AND PRACTICE EFFECTIVENESS AND INSTRUCTION CLARITY
[Section in progress]

COMITÉ DE DÉCONFINEMENT

Monitoring and guidance strategy
Polytechnique Montréal intends to plan a monitoring and guidance strategy for units and individuals, to actively facilitate compliance with, and revision of, the instructions, protocols and practices related to activity resumption during the pandemic.

Monitoring strategy is based on guidelines and choices in terms of follow-up and support:

• Enable discussions to take place in complete confidence, to support individuals.
• Regularly communicate the situation’s progress to all concerned.
• Take preventive and corrective measures to protect the health, well-being and safety of those present on Polytechnique Montréal’s campus.
• Conduct regular meetings between decision-makers that demonstrate due diligence.

Receiving reports
The Service des ressources humaines is responsible for case reporting.

If a COVID-19 case does not appear to have a history indicating a contagion route originating outside Polytechnique Montréal, with the consent of the infected person, refer the case to the Sous-groupe de travail en vigie et surveillance for a summary investigation with the unit to identify which instruction, protocol, or practice should be revised.

Analysis of root causes in the event of an outbreak

• Summary investigation.
• Brief report as to recommended corrections to established instructions, protocols and practices.
• Information from the executive and management.
REFERENCES

(Available in French only)


