

## PROXIMITY WORK MOVING FURNITURE AND EQUIPMENT

<b>Required PPE</b>	Foot, face shield
<b>Training</b>	PPE, Hygiene Practices
<b>Hazards</b>	Spread of COVID-19 Virus

### Affected employees: All

The direction, under the Health Protection Act order, indicates the University must implement physical distancing of two metres within our workplace. For necessary tasks that normally require close proximity (“Proximity Work”), employees are advised to review the task to see if there are alternative ways to get the work completed.

Proximity Work is defined as necessary tasks for which two-metre physical distancing cannot be achieved. Until further notice, all proximity work requires the approval of the Director of Risk Management prior to the work commencing. To help prevent the spread of COVID-19 all such work must be kept to a minimum. Only essential work will be considered.

There may be tasks involving moving furniture and equipment that requires one or more persons to work in close proximity to safely perform the task, and maintaining recommended physical distance may not be possible. To minimize risks, the following practices shall be followed:

1. [Obtain approval](#) from the Director of Risk Management as noted above.
2. Employees must avoid being within two metres of others as much as possible.
3. Employees who are working in close proximity of others (less than two metres apart) are required to use (at a minimum) a full-face shield (\*must conform to standards required for the task at hand) and a non-medical mask (NMM).
4. Prior to using the face shield workers must receive appropriate training and instruction on the proper use, donning and doffing, care, cleaning and disposal of this equipment.
5. Ensure you practice proper personal hygiene. Wash or sanitize your hands before and after touching objects, and avoid touching your face. Practice proper cough and sneeze etiquette and wear your NMM.
6. Ensure enhanced workplace cleaning practices are in place.

*Users shall be trained to use personal protective equipment (PPE). N95 respirators require a fit test.*

*NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer’s specifications, applicable standards and codes of practice.*