

## MOVING ISOLATED STUDENT TO A NEW ROOM

|                     |                          |
|---------------------|--------------------------|
| <b>Required PPE</b> | N/A                      |
| <b>Training</b>     | Hygiene Practices        |
| <b>Hazards</b>      | Spread of COVID-19 Virus |

### Affected employees: Residence/Student Life

1. Student emails Director of Student Services to advise about need to self-isolate. Jacqueline will email Gary MacMillan, University Housing and Security. (this step may change next week to online form)
2. Contact isolated student by email or phone to let them know they are being moved, next steps and the procedure for a move.
3. Deliver isolation package #1 to their current room, which includes:
  - Keys to new room
  - Isolation kit (with instructions on how to self-isolate, leaving room, phone numbers, meals, garbage pickup, PPE, etc.)
  - Blue bag for them to pack any stuff they want moved to their new room, with instructions to email someone if they need help moving it
  - Clear bag for them to put their garbage in and leave it in the hallway
4. Text the isolated student to let them know the isolation package #1 has been delivered.
5. Set up table outside of new room for room drops.
6. Deliver isolation package #2 to their new room (before they move in), which includes:
  - Cleaning kit (from Custodial)
7. Isolated students must don their mask when they open their door or exit their room.

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