

# Standard Operating Procedure

## Additional Lab Protocols for Applied Dynamics Lab on-site work - Research for creating virtual undergrad labs During COVID-19 Pandemic Effective Oct 4, 2020

### Principles:

These protocols are based on COVID 19 precautions in place, Oct 4, 2020

They are based on and in compliance with Federal, Provincial, University, Faculty and Department regulations and guidelines.

Where there is disagreement between this or any other SOP, or any higher authority policy, the most stringent criteria shall be used.

This SOP to be reviewed daily and updated as required, as conditions change.

A copy of this SOP is to be conspicuously posted in the entrance to the Applied Dynamics Lab and any changes or updates highlighted.

- 1) Minimal personnel. -The lowest number of people able to complete the task safely, shall be involved in any job function or operation. (maximum of 6 people allowed on the main lab floor at one time, maximum 3 in the basement)
- 2) Consistent personnel. -The same personnel shall be used. The best practice is to use of same personnel for tasks in order to reduce personal exposure. As much as possible, researchers shall work alone, in order to reduce exposure.
- 3) The lab technician is the on-site authority. -The technician on-site is to be considered to be the co-ordinator and safety officer. All issues and concerns are to be first brought to their attention. Any issues that can not be resolved at this level, will be passed to higher authority, in a timely manner.
- 4) Maintain social distancing. -Personal space of 2 meters is to be maintained. Look for signage to assist in maintaining this spacing. Were it is impossible or impractical, the proper use of approved PPE is mandated.
- 5) All lab work must be approved by and scheduled through the Senior Lab Technician. Lab space, time, and resource use will be scheduled in such a way, as to reduce the risks of COVID 19 exposure, in addition to normal resource scheduling.
- 6) Use of COVID-19 safety equipment. -Personnel are required to use safety equipment. Non-medical masks (or equivalent) are required when in the Applied Dynamics Lab. Additionally, PPE such as gloves,

etc. as per government, and university policies and guidelines, unless such equipment directly interferes with personnel safety. These safety items will be provided by the Applied Dynamics Lab, Department of Civil Engineering. All personnel must take the approved training, for the proper use of protective equipment.

7) Wash hands. -All personnel will wash their hands in accordance to guidelines, each time they arrive to and depart from the site. More frequently is highly recommended.

8) Disinfect equipment. -Lab users are to wash / disinfect all equipment being used, both before and after each use.

9) No exchange of equipment between personnel. -As a matter of policy, equipment shall not be moved or exchanged from person to person. In cases where this is not practical or feasible, the equipment shall be disinfected before the exchange and all other necessary precautions taken -on a case by case basis.

10) Report any illness or exposure to illness. -All personnel will report any actual or potential illness and / or exposure to their supervisor and the lab technician, immediately. Self isolation for 14 days may be required.

11) Proper disposal of used safety equipment. -Masks, gloves, disinfectant wipes, etc. will be disposed of in a safe and proper manner- It will be the policy to assume that they are contaminated with COVID 19. The used PPE are to be bagged, and sealed separately, then placed in the normal waste. This is so that custodial staff is not exposed.

12) Lab safety. -All normal lab rules and safety policies are in place and must be followed. Hard hats, safety shoes etc.

13) Limited building access. -Only 'accessible' doors are to be used to enter or move about the building These shall be opened by pushing the operating button with the elbow or hip, which are covered in clothing. Not by hand. In order to re-enforce this, all access door handles will be marked with caution tape. Technicians will ensure that the proper doors are unlocked and working properly.

14) Washroom access. - Washrooms are restricted to one person at a time, in order to maintain social distancing, Due to the inability to operate the doors with out using the door handle, the lady's washroom is to be off limits, however the 'accessible washroom will be deemed to be the lady's room. The men's room is to operate normally as the doors are open and the facilities are touch-less. Taps on fixtures are to be operated with your elbows, not your hands. Before you leave the washroom, you must disinfect every surface that you have come into contact with. The disinfectants are provided.

15) Restricted areas. -Common areas such as classrooms, offices and lounges are to be off limits to everyone except technical staff. Grad students/researchers will have limited access in the building - Only those areas absolutely necessary. (see item 13) Do not enter any small room or office without first checking with who ever is already there, that you may enter.

16) Water fountain. -In order to prevent potential cross- contamination, only personal water bottles and / or cups are to be used. They can be refilled using the non touch feature of the water fountain. The normal spigot and touch control features on the fountain will be disabled.

17) Communal items. -Communal / shared items such as coffee and refreshments can not be provided. (see item 15 and 16) Communal use of items such as refrigerators, microwaves, toasters and coffee pots, is not allowed.

18) Contact tracing. – Be aware who you are interacting with. It may become necessary to contact trace in the event of COVID 19 exposure.

19) Construction and other impediments. -There will be on-site construction and / or other unusual circumstances. All necessary rules and requirements will be communicated to you. Adaptions may be necessary. These projects have a high priority.

20) Any clothing worn in the lab must be washed every day, before it can return to the lab. Clothing can not be stored on site.

21) Standard Personal Protective Equipment, including such items as hard hats, safety glasses and gloves, shall no longer be communal. Each person is expected to have their own and to use that one set exclusively. It is expected that you will maintain control of them and look after them.

22) Obey all posted signs. Signs are directives to help maintain social distancing and personal safety and are specific applications of this SOP

23) All tools are to be clean and disinfected before being returned to the tool room. A cleaning station has been set up in front of the tool room – The procedures for cleaning and disinfecting are posted there.

24) Eating. -Food and drink, as always, are not allowed in the labs. If you leave the building and campus to get and / or eat lunch, you will be expected to follow the Return to Lab procedures- At this time, the Faculty of Engineering procedure requires that if you leave campus for lunch, you will not be allowed to return that day.

25) Daily Check List.- As per EOHSS policy and procedures, everyone working at or visiting the Applied Dynamics Lab, must complete the McMaster Workplace COVID 19 Employee Check List, before arriving.

26) All personnel are required to read, understand and follow this SOP. Failure to comply will result in lab privileges being revoked.

27) Look for and be aware of any changes in these protocols, as they can be updated or changed at any time.

All faculty, staff and students must confirm their agreement to the above by signing this document [typing in the fields below is acceptable] or by providing written agreement to these protocols, to be submitted to the Applied Dynamics Lab Supervisor with cc to their supervisor(s).

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Name

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Department

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Supervisor

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Signature

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Date:

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\*a typed signature is acceptable