

SOP for Civil Engineering Environmental Systems Lab for Work During the COVID-19 Pandemic

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Purpose

The purpose of this SOP is to document the additional responsibilities and procedures required within the Civil Engineering Environmental Systems Labs¹ to protect the health and safety of all lab users, the McMaster community, and our broader community by preventing the spread of COVID-19 during this pandemic. Note that this SOP supplements all previous laboratory rules and policies, which remain in effect. Failure to comply with this SOP will result in the loss of lab privileges.

Scope

This SOP applies to all faculty, staff, students, and volunteers who have been approved to access the Civil Engineering Environmental Systems Labs.

Responsibilities

Supervisor Responsibilities

- Review this SOP on a monthly basis, update it as required, and draw any changes to the attention of other laboratory supervisors, Monica Han, and personnel under your supervision.
- Ensure that all personnel under your supervision understand and follow this SOP.
- Follow all lab rules and safety policies according to the [McMaster University Laboratory Manual](#) and the [Faculty of Engineering Laboratory Safety Handbook](#).
- Review and address the [McMaster University Workplace Checklist](#).
- Follow all [McMaster University COVID-19 Workplace Guidelines](#) (online only).
- Address all concerns brought to their attention.

Laboratory Technician Responsibilities

- Inform your supervisor if you do not wish to return to campus at this time.
- Follow this SOP.
- Ensure that a copy of this SOP, appropriate signage, and lab capacities are clearly posted at each entrance to the Environmental Systems Laboratory.
- Ensure a sufficient supply of cleaning solution, hand soap, paper towel, Ziplock sandwich bags, and non-medical face masks are located at each entrance, exit, or in common areas, as required by this SOP, at all times. Replenished supplies as required. Note gloves are to be supplied by supervisors and kept at each workstation.
- Follow all lab rules and safety policies according to the [McMaster University Laboratory Manual](#) and the [Faculty of Engineering Laboratory Safety Handbook](#).
- Review the [McMaster University Workplace Checklist](#) on a bi-weekly basis and inform your supervisor if there are any deficiencies in this SOP.
- Follow all [McMaster University COVID-19 Workplace Guidelines](#) (online only).

¹ Environmental Systems Labs include: JHE 223, JEH 223A, JHE 222, JHE 222A, JHE 221, JHE 221A, JHE 220
SOP lab on-site working during COVID-19
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- Report any unsafe working condition(s) to your supervisor immediately.

Lab Worker / Student Responsibilities

- Inform your supervisor if you do not wish to return to campus at this time.
- Follow this SOP.
- Follow all lab rules and safety policies according to the [McMaster University Laboratory Manual](#) and the [Faculty of Engineering Laboratory Safety Handbook](#).
- Review the [McMaster University Workplace Checklist](#) to ensure you understand how to address each of the items listed according to this SOP.
- Follow all [McMaster University Workplace Guidelines](#) (online only).
- Report any unsafe working condition to your supervisor immediately.

Planning Your Lab Work

- All lab work must be authorized by your supervisor.
- You must schedule lab time [on this Google Sheet](#), for one of the four workstations in the Environmental Systems Lab (two in JHE 222 and two in JHE 223).
- If you require a fume hood, laminar flow cabinet, or analytical equipment, please note this on the Google Sheet when you sign up for your workstation time slot.
- You may schedule lab time up to one week in advance.

Prior to Coming to Campus

- [Self-screen for the following](#) (based on the Provincial Assessment Tool):
 - Fever
 - New or worsening: cough, shortness of breath, sore throat, runny nose, nasal congestion, difficulty swallowing, change in taste or smell, nausea/vomiting, diarrhea, and abdominal pain.
 - Atypical signs and symptoms (particularly in children, older persons and persons living with a developmental disability): unexplained fatigue, delirium, unexplained/increased falls, headache, chills, croup, conjunctivitis (pink eye), multisystem inflammatory vasculitis (in children), unexplained tachycardia and decreased blood pressure.
- If you are experiencing one or more symptoms of COVID-19, or if you are concerned that you have been exposed to the virus, *please do not come to campus*. Contact your family doctor or Hamilton Public Health Services at 905-974-9848 for advice, and follow their direction. The [City of Hamilton COVID website](#) may also be helpful.
- You must let your supervisor know that you will not be in the lab as scheduled – any additional information (e.g., reason) you share with your supervisor is personal and is at your own discretion.

Entering the Lab

- [Wash your hands](#) prior to arriving on campus.
- Follow signage in JHE, for example hallway directions, number of people allowed in washrooms, knock before entering or exiting doors without windows, etc.
- Deposit your personal belongings (e.g., backpack, lunch, snacks) in your office² prior to arriving at the lab.
- Wash your hands immediately upon entering the lab.
- [Don your face mask](#) according to these instructions.
- Sanitize the interior and exterior doorknobs (repeat each time you enter or exit the lab). Follow the steps on the signage by the cleaning supplies.
- Sanitize your workstation, and any personal equipment you plan to use.
- Note that common equipment should be sanitized only as you require access to it (immediately before and after use).

Exiting the Lab

- [Doff your face mask](#) according to these instructions.
- *For those wearing reusable masks:* In this case, doff your mask into an open Ziplock bag (available at the exit), wash your hands, and seal the bag. You may either leave the mask sealed in the bag for 24 hours prior to reusing it (the virus is unlikely to remain viable) or launder the mask prior to the next use.
- [Wash your hands](#).
- Open the door (knocking first if there is no window in the door). While holding the door open with your foot, spray the interior and exterior door handles, wipe with a paper towel, and dispose in the garbage can beside the door. Finish exiting the lab.

Physical Distancing

- As much as possible, personal space of two meters is to be maintained.
- If you need to access a space within two metres of another person, either wait for them to finish in the space, or alert them so that they can allow you to pass.
- Use the designated lab entrances (JHE 221 and 223) and exits (JHE 222 or 221A).
- As much as possible, follow the traffic flow as labelled on the floor plans appended to the end of this document (Appendix A).
- There are two workstations in JHE 222 and two workstations in JHE 223. Only one person should be at a workstation at any time.
- Common equipment may need to be accessed in adjoining rooms (e.g., sinks, balance, fridge/freezer, fume hood, chemical storage, analytical equipment). Only one person should be in any of these spaces at a time. Please do not exceed the following room capacities:

² Note, you may not sit and work in your office; however, you may take a break from lab work to eat lunch or have a snack in your office.

- JHE 223: 2;
- JHE 223A: 1;
- JHE 222: 1 per aisle + 1 at the fume hood;
- JHE 222A: 1;
- JHE 221: 1 at the fume hood + 1 per aisle
- JHE 221A: 1;

Hygiene Measures

- All personnel must wash hands upon entry, and prior to exiting the lab.
- All personnel must wash hands or replace gloves frequently when spending extended periods of time in the lab.
- All personnel are required to wear non-medical masks (or equivalent).
- Disposable (non-medical) masks will be provided in the lab and located at each entrance. You may choose to bring your own reusable mask instead.
- Information and instructions regarding donning, doffing, and wearing face coverings is available [here](#).
- Masks, gloves, and disinfectant wipes must be disposed of in a garbage bin in the lab.

Equipment Hygiene

- Lab users are responsible for sanitizing all shared equipment, both before and after use.
- All personnel are required to sanitize their own equipment and bench space both before and after use.
- For shared equipment that cannot be sanitized (e.g., keyboards):
 - i) Fresh gloves must be worn; or
 - ii) Equipment must be wrapped in Saran wrap, which will be available beside common equipment. Saran wrap must be removed when you are finished.

Working Alone

- [McMaster's Working Alone Program](#) remains in effect.
- Report your anticipated schedule to your supervisor. Report any deviations (arriving early, staying late) in real time.
- If there are no other lab users in the lab during your schedule time slot, you must ensure that your supervisor or Monica is present on campus while you are working in the lab³.

³ In this instance, you and your supervisor must develop and retain a working alone SOP according to [5.1.2 of RMM](#)

Initialling in the spaces below indicates that you have read and understood each of the links/additional materials provided:

- McMaster University Laboratory Manual
- Faculty of Engineering Laboratory Safety Handbook
- McMaster University Workplace COVID-19 Checklist (for Supervisors)
- McMaster University COVID-19 Lab Checklist
- McMaster University COVID-19 Workplace Guidelines
- Hand Washing
- Face Coverings and Mask Wearing
- Working Alone Program
- Laboratory flow floor plan

All faculty, students and staff must confirm their agreement to the above by signing below. Please submit this form to [Monica Han](#) and cc your supervisor(s).

Name: _____

Department: _____

Supervisor: _____

Signature⁴: _____ Date: _____

⁴ Typed Signature is acceptable

Appendix A – Floor Plan and Traffic Flow

- Only enter the lab through the swipe card door JHE221 or JHE223. Other doors are Exit Only.
- Yellow highlighted WS 1-4 are the only designated workstations.

