

# **SOP for Creating Virtual Undergraduate Labs During COVID-19 Pandemic**

## **Additional Lab Protocols for Geotechnical Engineering Lab on-site work**

### **Purpose**

These protocols are based on the SOP for Civil Engineering Geotechnical Engineering Lab for Work During the COVID-19 Pandemic in place, July 13, 2020, which 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.

### **Scope**

This SOP applies to all faculty, staff, students, and volunteers who have been approved to access the Civil Engineering Geotechnical Engineering Labs to create virtual undergraduate labs during COVID-19 pandemic.

### **Responsibilities**

1. Non-medical masks (or equivalent) are mandatory when more than one person is in the lab.
2. Minimal personnel. - The lowest number of people able to complete the task safely, shall be involved in any job function or operation (5 people maximum).
3. 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, operational teams shall remain intact, in order to reduce exposure.
4. The lab technician is the on-site authority. -The technician on-site is to be considered to be the coordinator and safety officer. All issues and concerns are to be first brought to their attention. Any issues that can not be resolved at his level, will be passed to higher authority, in a timely manner.
5. Maintain physical distancing. -As much as possible, personal space of 2 meters is to be maintained, except where it is impossible or impractical.
6. Use of safety equipment. -Personnel are expected to use non-medical masks (or equivalent) while in the building. Gloves, etc. are required, as per government, and university policies and guidelines, unless such equipment directly interferes with the operations being conducted. For example: when the personnel are being filmed. 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. -Wash your hands immediately when getting into the lab. 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. Equipment hygiene. – Lab users are responsible for sanitizing all shared equipment, both before and after 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. Proper disposal of used safety equipment. -Masks, gloves, disinfectant wipes, etc. must be disposed of in a garbage bin in the lab - It will be the policy to assume that they are contaminated with COVID 19.
11. Lab safety. -All normal lab rules and safety policies are in place and must be followed.
12. Contact tracing. -All personnel will be required to sign in and out each day for contact tracing purposes, in case of exposure.
13. Food and drink, as always, are not allowed in the labs.
14. All personnel are required to read, understand and follow this SOP and the SOP for Civil Engineering Geotechnical Engineering Lab for Work During the COVID-19 Pandemic in place, July 13, 2020. Look for and be aware of any changes in these protocols, as they can be updated at any time.

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

Responsibility Checklist  
McMaster University Guidelines for Coming to Campus  
McMaster University Laboratory Manual  
Faculty of Engineering Laboratory Safety Handbook  
Responsibility checklist  
Hand washing  
Face covering  
Working Alone Program  
Laboratory flow floor plan

All faculty, student and staff must confirm their agreement to the above by signing below. Please submit this form to Kent Wheeler and copy your supervisor(s).

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature<sup>1</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> Typed Signature is acceptable