

SOP Title: Faculty of Engineering COVID-19 Procedures: CLASSROOMS and TEACHING SPACES		Revision Effective Date: Rev. 1 2020/06/01
Author:	Reviewed By:	
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1. PURPOSE

- 1.1. To outline the policies, procedures, and guidelines, specific to classrooms and teaching spaces during the phased return-to-workplace during the COVID-19 pandemic.
- 1.2. This SOP does not replace existing procedures for working alone, training, safe machine use, etc.

2. SCOPE

- 2.1. This SOP applies to all faculty, staff, students, volunteers, visitors, and contractors to the Faculty of Engineering.

3. Related Documents

- 3.1. [McMaster Health & Safety Guidelines – Essential Research \(April 2020\)](#)
- 3.2. [UNIFOR COVID-19 Updates and Resources](#)
- 3.3. [McMaster RMM 304 - Working Alone Policy](#)
- 3.4. [Ontario COVID-19 Self-Assessment Tool](#)
- 3.5. [New Yorker – Article on Workplace Restart](#)

4. Use of the Classrooms and Teaching Spaces

- 4.1. Physical distancing must be maintained (a minimum of 2 m distance between users with greater distance preferred).
- 4.2. All users of this space must complete Faculty of Engineering COVID-19 SOP Training. *(maybe this could be watching a video on the steps for entering and exiting rooms, cleaning touched surfaces, etc. and then doing a multiple choice test??)*
- 4.3. Any users of this space must obtain approval for access to the space from the Classrooms Facilities Manager in the Faculty of Engineering (add email address here) . THIS IS A PLACE HOLDER FOR JOHN PRESTON'S LINK TO THE SCHEDULING SOFTWARE FOR USE OF A SPACE.
- 4.4. On the expected date of use, the user will complete the Ontario COVID-19 Self-Assessment Tool or equivalent (link on MS Teams group) within three hours of arrival (i.e. NOT the day before). If the user finds that they “do not seem to have symptoms or be part of an at-risk group” the user may come to the space. If the user is given any other recommendation, the user is not permitted to use the space. In this case it is highly advisable for them to follow the recommendations and if reasonable, for them to inform the Facility Manager they are no longer able to use the space.
 - If a potential user is ill or becomes ill, the user must stay home (or seek medical attention). Access to the space could put all users at risk.

- Some “symptoms” may occur due to allergies, etc., such as coughing or sneezing and access for these users is permitted; in order to minimize concern from others, appropriate hygiene (hand washing, coughing procedure) must be followed at all times.

4.5. Arrival at the space. Elevated hygiene and cleaning protocols will apply immediately upon entry into the space:

- Upon entry into the space, the user will use hand sanitizer to clean their hands, then clean and sanitize all personal items (including but not limited to phone, keys, computer, etc) at the cleaning station (see procedure in section 5).
- Non-essential items will be placed in a designated area to limit risk of contamination to other area of the room.
- If a sink is available, the user will then wash their hands with soap for a minimum of 30 seconds. If no sink is available, the user will use hand sanitizer.
- The user can then access the space required to perform their work.
- The user will open/unlock internal doors so that minimal touching of door handles is required (using mag-lock hold open feature if available) while ensuring that a reasonable level of security is maintained.

4.6. Equipment/Tools:

- If possible, employees will bring their personal computer equipment and tools (i.e. laptop, writing instruments, etc.) to the studio spaces to avoid high touch surfaces.
- Select new tools (i.e. markers, chalk, etc.) will be made available to employees and are not to be shared and will be used for future work in studio spaces.
- Shared and borrowed equipment and tools (i.e. recording equipment, etc.) and high touch surfaces in the space (i.e. desktop, doorknobs, etc.) will be sanitized by the user prior to work and before leaving the space. Disinfectant wipes will be supplied in all classroom and teaching spaces.
- Prior to departure, the user will disinfect their hands with hand sanitizer (or by hand washing for a minimum of 30 seconds if there is a sink available), then use disinfectant to clean / wipe down any touch points or surfaces they used while in the space, including but not limited to door handles, light switches, desk or bench surfaces, keyboards, mice, phones, etc.

4.7. Use of the space:

- Users must wash their hands with soap and water for 30 seconds every 60 minutes or less.
- Users must avoid touching unnecessary items/surfaces.
- Users must maintain distance of 2m or more between other users or visitors to the space.
- Prior to departure, the user will disinfect their hands with hand sanitizer (or by hand washing for a minimum of 30 seconds if there is a sink available), then use disinfectant to clean / wipe down any touch points or surfaces they used while in the space, including but not limited to door handles, light switches, desk or bench surfaces, keyboards, mice, phones, etc.

4.8. Upon return home, and within 2 hours of departure from the space, the user will fill out the sign-out / feedback form. This form will include a list of spaces used while on campus. It will also include a statement that the user completed all cleaning procedures in all mechanical engineering spaces (i.e. not common spaces such as hallways or washrooms). Finally, it will include a space where relevant comments, feedback or observations can be made to the Classrooms Facilities Manager.

4.9 The user will inform the Classrooms Facilities Manager if cleaning supplies need replenishing.

4.10 The user will inform the Classrooms Facilities Manager if they exhibit symptoms of COVID-19 after using the classroom space.

5. Cleaning Procedure

5.1. Each classroom and and teaching space will include a so-called “Cleaning Station” near the entrance to the space.

5.2. A schematic of the cleaning station is shown in **Error! Reference source not found.1** and the procedure is as follows:

- Place items on “not cleaned” side (left side of work area).
- Sanitize your hands with hand sanitizer
- Use an appropriate disinfectant for the items and place them in the “Clean” area.
- Sanitize you hands again after disinfecting items. If a sink is available, wash your hands thoroughly with soap and water at the designated hand-washing sink.
- May use a tray or other container to contain items on both sides of the station.

6. Physical Distancing Requirements / Travel Through Spaces

6.1. Other Spaces (i.e. Building entrances, hallways, washrooms)

- Users should follow all posted access recommendations
- Users should at all times limit proximity to all other occupants in order to minimize exposre. While this might prove challenging, verbal communication in advance of a “collision” should be attempted.

7. Specialized supplies

7.1. Disinfectant

- All touch points in the space, should be properly cleaned and disinfected after each use by the user according to the procedures outlined in the above sections. Cleaner/disinfectant shall be from the approved [COVID-19 list for hard surfaces](#).
- Note that the user should be familiar with the SDS for the particular disinfectant used.

7.2. Hand Sanitizer

- Hand sanitizer shall be used when hand washing is not possible or according to the procedures outlined in the above sections. Hand Sanitizer shall be from the the approved [COVID-19 list](#).

7.3. Masks

- TBD – Based on recommendations of Faculty of Engineering Return to Workplace Committee.

7.4. Signage:

- The following signs will be posted in a visible location near the entrance to the space:
 - [Public Health Ontario: Social Distancing Poster](#)
 - [McMaster Handwashing Poster](#)
 - Public Health Ontario – Cover your cough Poster:
<https://www.publichealthontario.ca/-/media/documents/C/2013/clincial-office-cough-signage.pdf>

8. Figures



Figure 1: Schematic of the Cleaning Station. Cleaning Products are defined elsewhere in this document.

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