



COVID-19 SOP:

# Use of JHE-216A (The Hub) Space

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## 1. Purpose:

- To outline the policies, procedures, and guidelines, specific to working in the office (The Hub) for distribution of keys and access cards.

## 2. Definitions:

### 2.1. Office Space may be defined as, but not limited to:

- Office space designated for distribution of keys and access cards. Individuals will be separated by a workspace counter with a plastic shield.

## 3. Requirements:

### 3.1. Physical Distancing

- A maximum of 2 people will be allowed in the office at any given time and must not be exceeded under any circumstances.
- When moving around, users are expected to be careful to keep 6 ft (2m) away from other users in the office space.

### 3.2. Hand Washing

- Must be completed upon every entry and exit to the spaces, and after sneezing or touching one's face.
  - Wet hands with warm water
  - Apply soap
  - Wash hands for at least 20 seconds (palms and back of hands, between fingers, under nails and around the thumbs)
  - Rinse well
  - Dry hands with a paper towel
  - Turn off tap with paper towel
- In addition to hand washing, each user must use hand sanitizer provided at the The Hub (JHE-216A) entrance.

### 3.3. Face Coverings

- While on campus, everyone must wear a mask/face covering that covers the mouth and nose.



### 3.4. Cleaning

- Building cleaning procedures will be guided by Facilities Services.
- Individuals are responsible for cleaning their own workspace at the beginning and end of every day or when they are finished their work.
  - To clean surfaces and other equipment, follow cleaning/packaging instructions; spray the 70% ethanol solution onto some paper towel then use the paper towel to lightly wipe down the equipment.
  - Dispose of used cleaning supplies in the garbage cans provided.

### 3.5. Signage

- Appropriate social distancing and hygiene signage must be placed accordingly.
- See Appendix 1.

### 3.6. Before entering the office

- The expectation is for everyone to work from home as much as possible.
- Faculty, staff and students are never required to carry out any work unless they are comfortable and feel safe in doing so.
- Employees are required to complete the [self-assessment checklist](#) prior to coming to campus.
- Travel to and from campus is part of this protocol. If you are not able to travel safely and physically distance yourself during travel (e.g. crowded public transit) then do not come to campus.
- All other policies and procedures pertaining to working or volunteering at McMaster must be followed. All University safety training requirements still apply.

### 3.7. During office use

- Only faculty, staff, and students who need to be present to pick up keys or access cards are allowed in JHE-216A.
- You should always cough and sneeze into your elbow and wash your hands with soap and water for a minimum of twenty seconds immediately after. Where possible, find alternate ways to open doors, push elevator buttons etcetera (e.g. use elbow to push automatic door buttons, use paper towel to open doors). Please be considerate that even minor symptoms will create anxiety among others.



#### 4. Feeling Ill at Work

- If at any point an individual starts feeling ill at work, they must inform their supervisor and immediately go home and seek appropriate medical advice.
- If an individual tests positive for COVID-19, they must self-isolate and it is highly encouraged to inform their supervisor.
- The supervisor will then follow the Supervisor Guides within the COVID-19 Human Resources Information (see Appendix 1).

#### 5. In the Case of an Emergency

- In the case of a fire alarm or another type of emergency on campus, McMaster University's SOPs will apply.
- If an evacuation is necessary, the evacuation supersedes any cleaning requirements. Social distancing guidelines should be adhered to, to the extent possible.

#### 6. Failure to comply with COVID-19 Procedures and Guidelines

- Failure to comply with the above procedures will result in individuals' inability to receive key/card.

#### 7. Phase One (1) Guidelines:

- Office will be open with users following the protocol as stated in this SOP.
- Persons requiring a key or access card must request permission via email to [thehub@mcmaster.ca](mailto:thehub@mcmaster.ca) stating what they require and providing proper authorization. A pick-up appointment will be scheduled.
- The office will be open from 9:00 am to 12:00 pm on Tuesdays for key/card distribution. If demand warrants, the office will also be open from 1:00 pm to 4:00 pm on Thursdays and will be adjusted as required.
- Office personnel will be scheduled so that only one staff member is on the office per shift.
- Staff will ensure that only one customer at a time is in the office.
- Staff will conduct transactions from behind a plastic shield.



## 8. Phase Two (2) Guidelines:

- To be determined.

I certify that I have read, understood, and will abide by the Engineering Hub (JHE-216A) COVID-19 Standard Operating Procedures.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 1: Resources

McMaster COVID-19 Updates

<https://covid19.mcmaster.ca/>

Working in Shared Studio Spaces

[Guidance for Accessing/Working in Shared Studio Spaces during the COVID-19 Pandemic](#)

Traveling on Campus

[Guidelines for Travelling on Campus \(use of paths, sidewalks, parking lots, hallways/corridors\) during the COVID-19 Pandemic](#)

Phased Increase of On-Campus Research Activity

<https://research.mcmaster.ca/on-campus-research/>

COVID-19 Human Resources Information

<https://hr.mcmaster.ca/resources/covid19/>

Workplace Health and Safety Guidance during COVID-19 - Human Resources

<https://hr.mcmaster.ca/resources/covid19/workplace-health-and-safety-guidance-during-covid-19/>

Working Alone Program

<https://hr.mcmaster.ca/app/uploads/2019/01/RMM-304-Working-Alone-Program-February-2011.pdf>

Social Distancing Signage

<https://mps.mcmaster.ca/mcmaster-social-distancing-signs.html>



## Appendix 2: SOP Checklist

- My supervisor has granted me approval to be on campus.
- I have washed my hands prior to entering the office, as per proper hygiene guidelines.
- I have informed my supervisor that I've left my house and of relevant travel/commuting plans.
- I have informed my supervisor that I've arrived to campus.
- I have cleaned my workstation and equipment upon arrival.
- I cleaned my workstation and equipment upon departure.
- I secured the area and locked all necessary doors.
- I notified my supervisor that I left campus.
- I notified my supervisor that I returned home.