



COVID-19 SOP:

Use of Studio Spaces

Department/Program/Unit/	Faculty of Engineering (Outreach) Studios	
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1. Purpose:

- To outline the policies, procedures, and guidelines, specific to working in the Outreach Studio Spaces.

2. Definitions:

2.1. Studio Spaces may be defined as, but not limited to:

- Engineering Media Studios to film online/virtual content for courses

3. Requirements:

3.1. Physical Distancing

- A maximum of four people will be allowed in the studio 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 studio 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 Studio entrance.

3.3. Face Coverings

- While in the studio, it is recommended that everyone (except those on camera/being filmed) use a face covering that covers the mouth and nose. If the person has a preferred face covering, they can choose to wear that. If not, Outreach will make them available to you.



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 studio/premises

- The expectation is for everyone to work from home as much as possible and perform all pre-production and post production outside the studio.
- Paid faculty, staff and students who opt to come to campus for the purpose of participating in research activities during the COVID-19 pandemic are doing so voluntarily.
- Faculty, staff and students are never required to carry out any work unless they are comfortable and feel safe in doing so. Unpaid volunteers are required to observe these protocols and sign the appended liability waiver. If you volunteer to carry out work in a studio as part of an approved project, you must follow the protocols outlined in this document.
- 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.
- Report your anticipated schedule to Outreach contact. Report any deviations (arriving early, staying late) in real time.
- 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 studio use

- Only faculty, staff, and students that need to be present to perform filming, directing or assisting will be allowed in the studio. The process is for each person to request permission via email to be in the studio from Outreach, with an explanation of what work needs to be done, and when the person in question



desires to do this work. Outreach will provide written approval on a first come, first served basis.

- Any person who has not requested permission to work in the studio, and any person who is not granted permission to work in the studio, shall not enter the studio. For students who have permission to work in the studio, only filming/setup and teardown will be allowed, all pre-production and post production must be performed outside the studio.
- 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.
- Only one person should use/touch given equipment at any time (only one person should be touching the camera throughout the session) and shall ensure that it is sanitized before another user touches it.

3.8. After studio use

- Be prepared to shut down your production upon completion of your requested use in the event that the space is closed and cannot re-open for the time being, or you are not able to return to campus. Try not to plan for multiple studio uses for a single project/production. (In other words, do not plan to film for a single project across multiple visits.)
- Any working area/equipment should be cleaned thoroughly immediately after each use.
- All equipment must be returned to where it was stored.
- All users will be required to sign in and sign out with times so there is a record of who accessed the studio and when.

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, 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 a loss of use privileges.

7. Phase One (1) Guidelines:

- Studio will be open with users following the protocol as state in this SOP.

8. Phase Two (2) Guidelines:

- To be determined.

9. Phase Three (3) Guidelines:

- To be determined.

I certify that I have read, understood, and will abide by the Outreach Studio Spaces 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 studio, 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.