

Hatch Centre Workshop COVID-19 Procedures and Guidelines

1. Purpose

To outline the policies, procedures, and guidelines, specific to the Hatch Centre Student Workshop during the COVID-19 pandemic.

2. Appropriate Student Projects

To maintain appropriate numbers of students/staff/faculty within the Hatch Centre for maintaining physical distancing, the following projects will be permitted:

- Club/Group/Team large format projects who have rented bay space from the MES
- Undergraduate related course projects
- Capstone
- **NO PERSONAL PROJECTS**

*****Priority will be given to Capstone group projects*****

3. Physical Distancing Requirements

3.1. Student Workshop (H104)

- There shall be NO bench work within the student workshop
- Students shall only be in the Student workshop to:
 - Operate a machine Ex. Mill, Lathe, Bandsaw, Drill Press, Belt Sander
 - To find a tool from the cabinets or to return a tool to the cabinets
 - Ask the Technician a question
- To maintain effective 3m or 6ft distancing, **only 3 students** shall be in the Student Workshop at one time

3.2. Build Bays (H106)

- To maintain effective physical distancing within a single build bay, there shall be **no more than 4 people** working in the opposite corners of the build bay while maintaining 2m or 6ft
- 2 build bays shall be left open for general bench work
- 4 build bays shall be left open for engineering club, group, or team large format projects

3.3. Wood Working Room (H104A)

- **Only 1 student** will be allowed to work in the wood working room at a time to maintain physical distancing with the Technician. (2m or 6ft)ⁱ

3.4. Welding Room (H106A)

- **Only 1 student** will be allowed to work in the welding room at a time to maintain physical distancing with the Technician. (2m or 6ft)

4. Upon Entering the Workshop

- Complete the online questionnaire on Microsoft Teams.ⁱⁱ
- Review 'Hatch Centre Workshop COVID-19 Procedures and Guidelines' document
- Sanitize hands before opening the glass door beside The Drain when you enter
- **Users will use the entrance located beside The Drain (H104 Single Door)**
- Check in with the Technician
- Do not enter the Technician's office
- Wash your hands following this procedure. Use the sink located in the Student Workshop by the double doors.
 - Wet hands with warm water
 - Apply Soap
 - Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails)
 - Rinse well
 - Dry hands well with paper towel
 - Turn off tap using paper towel

5. While Working in the Hatch Centre

- All safety rules found in the 'Procedural Manual' still apply
- All users shall wash their hands every hour
 - Wet hands with warm water
 - Apply Soap
 - Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails)
 - Rinse well
 - Dry hands well with paper towel
 - Turn off tap using paper towel
- Maintain 2m or 6ft between other users
- Follow walking paths laid out on the floor. In the Build Space, there shall only be one person walking in the aisle at a time

6. When Leaving the Workshop

Wash your hands following this procedure.ⁱⁱⁱ Use the sink located in the Student Workshop by the double doors.

1. Wet hands with warm water
2. Apply Soap
3. Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails)

4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

*****Users will exit the workshop using the double doors by the sink in the Student Workshop*****

7. PPE Recommendation

- Nonmedical face mask^{iv}

8. Machine/Tool/Hard Surface Cleaning and Disinfecting

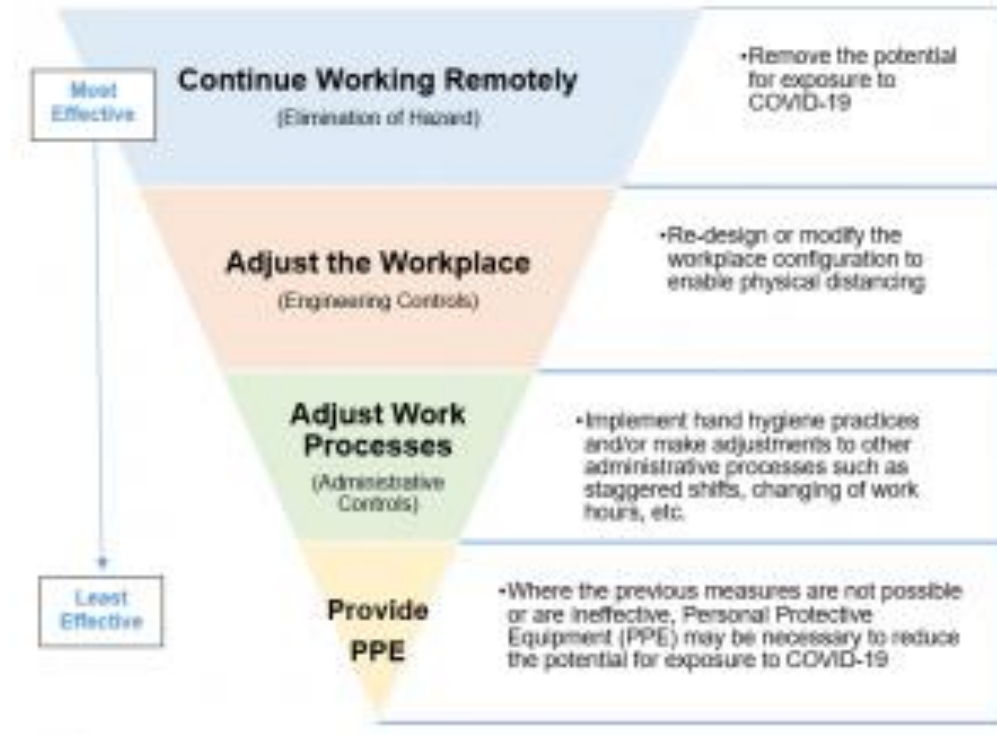
All tools and machines shall be properly cleaned and disinfected after each use. Tools/machines will be cleaned and disinfected by the individual. Cleaner/disinfectant shall be from the approved COVID-19 list for hard surfaces^v. Oil tools and machines after disinfecting.

3M Surface Disinfectant Cleaner Wipes

- Drug Identification Number (DIN): 02354381
- Company: 3M Canada Company
- Active Ingredient: Alkyl Dimethyl Ethyl Benzyl Ammonium Chloride; Benzalkonium Chloride; Isopropyl Alcohol
- Product form: Wipe

Things to Consider:

- Hygiene Measures
 - Washing Hands is critical (Studies have proven this)
 - Also periodically wash your hands when you are in the space (studies have proven this)
 - Sanitizing hands when entering and leaving a space
 - Surface disinfecting is important to
 - Disinfect high touch surfaces daily
 - Screening
 - Daily screening important
 - The mild symptoms are the ones you really need to look for
 - Distancing
 - 6ft is very important but not fool proof
 - Masks
 - Safeguard others not the wearer
 - I protect you, you protect me
 - No N95's with a valve. They expel air out and could infect others
 - Culture
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- Make a training video of this document and place it in avenue to learn for everyone to watch
 - Add a blurb to the waiver including a reference to this document that it has been read and understood
 - Develop an online schedule
 - 2 build bays will need to be cleared out for general bench work
 - We will have to buy more work benches



DRAFT

SOP Criteria Checklist

Section	Criteria	Is it referenced in the SOP?
1	Lab Purpose statement (Describe the specific lab(s) the SOP pertains to)	
2	Appropriate lab usage statement (Describe what activities will be appropriate to your specific lab)	
3	Physical distancing strategy <ul style="list-style-type: none"> • Outline occupancy per space • Outline minimum distances between users 	
4	Lab entry process (Describe the process for entering lab) <ul style="list-style-type: none"> • Screening strategy • Hygiene strategy • Designate entry door • Include drawings/diagrams if possible 	
5	Process while you are working in the lab (Describe the process/guidelines while working in the lab) <ul style="list-style-type: none"> • Hygiene strategy • Foot traffic flow paths <ul style="list-style-type: none"> ○ Include drawings/diagrams if possible • Additional safety rules 	
6	Process for leaving the lab (Describe the process for leaving the lab) <ul style="list-style-type: none"> • Hygiene strategy • Designate exit door <ul style="list-style-type: none"> ○ Include drawings/diagrams if possible 	
7	PPE Recommendation <ul style="list-style-type: none"> • List of recommend/mandatory PPE 	
8	Cleaning/disinfecting process <ul style="list-style-type: none"> • Frequency who is responsible • Supplies required 	
	Where should the SOP be posted?	
	Is signage needed/what signage and where to post it	
	Is special training needed	
	If physical distancing not possible, what are recommendations	
	Should occupancy be staggered	

	Duration of time together	
	Room density	
	Are surfaces 'high touch'	

ⁱ <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>

ⁱⁱ http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_screening_guidance.pdf

ⁱⁱⁱ <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

^{iv} <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html# Appropriate non-medical mask>

^v <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>