

McMaster University Workplace COVID-19 Phase 1 Lab SOP Checklist

Department: Mechanical Engineering	Location: JHE 104,104A,106B
Completed by: Jeffrey Girard	Date: 2020-06-12

For more information, refer to the [Workplace Preventative Measures for COVID-19: Hierarchy of Hazard Control](#)

Description	Y	N	N/A	Sections/Notes
1) General Components and Structure				
Clearly defined the permissible activities and the respective individuals allowed with the laboratory space (such as faculty, support staff, volunteers, visitors, and contractors)	Y			Section 4 – Permitted Activities
Prescribes set of procedure on obtaining authorization to utilize the laboratory (see Section 2 for more details)	Y			Section 6 – How to obtain Authorization for Laboratory Use
(If applicable) Details procedures to schedule and share space and equipment (see Section 3 for more details)	Y			Section 6.4 specifies how to schedule a room and shared equipment (calibrators, PIV, etc) via MS Teams and MacSafe. Section 7.4.5 details how users can access labs to retrieve/return shared equipment
Provides daily procedures for laboratory users for start of work, during the day and at the end of work	Y			Section 7 – Laboratory Usage Procedures and Requirements
Identifies and prescribes the use of cleaning/disinfectant supplies and PPE (masks, face shields, etc.)	Y			Section 9.1 – 9.4
Details a clear communication strategy through figures, signage, and document access, such as floor plans and/or, procedural flow chart and/or, and/or hand washing signage, etc.	Y			Section 9.5
Clearly displayed the SOP's applicable re-opening phase and revision number.	Y			Found in Header
References and complies with “Working Alone” procedures and policies	Y			Section 5 – Related Documents
2) Lab Authorization Procedures				
Instructs workers who can continue to work from home to continue to do so	Y			Section 4 – Permitted Activities
Details procedures to obtain required COVID19 training and provide a method to record successful completion	Y			Section 6.3 – COVID training is done verbally over the dedicated MS Teams channel (Details are found on MS Teams channel)
Developed a scheduling process using a shared tool to avoid over scheduling and conflicts	Y			Section 6.4 – Uses MacSafe for space scheduling and MS Teams for equipment scheduling

Requires user to follow the McMaster University Workplace COVID-19 Employee/Researcher Checklist upon arrival to campus	Y			Section 6.5
Recommends users to check-in with scheduling application or “buddy” on arrival at the laboratory space	Y			Section 7.1.3
3) (If applicable) Shared Equipment and Space				
Designates a methodology to schedule shared equipment	Y			Section 6.4 – Uses a dedicated MS Teams and spreadsheet to schedule equipment
Provides instructions on disinfecting and returning shared equipment after use	Y			Section 7.4.5
4) Covid Related Laboratory Tasks				
Prescribes physical distancing and maximum occupancy requirements within each laboratory space	Y			Section 7.4.4
Provides procedures for sanitation/disinfection of high touch surfaces, shared equipment, and/or workspaces	Y			Section 7.2.2 – Cleaning Station Section 7.4.5 – Shared Equipment Section 7.5 – Shared Tools
Procedures for appropriate hand hygiene (a minimum of 20 seconds with soap and warm water)	Y			Section 7.4.2
Describes traffic flow in/out and within laboratory spaces.	Y			Section 7.3.1 Figure 3 - Layout of TMRL Laboratory and “Core” Spaces
Provides a designated area for the consumption of food	Y			Section 7.4.7
Requires users to also follow all other SOPs for the space and equipment	Y			Section 7.4.1
5) Laboratory Exit Procedures				
Recommends users to check-out with the scheduling application or “buddy” within two-hours of departure from the laboratory space	Y			Section 8.1 - MacSafe
Requires users to clean and prepare their workstations at the end of the day in case they are not able to return the next day	Y			Section 7.6
6) PPE and Cleaning/Disinfectant Supplies				
Details what disinfectant supplies are available, what they are for, and where they are located	Y			Section 9.1 – Disinfectant Section 9.2 – Hand Sanitizer Section 9.3 - Soap
Details what PPE supplies (masks, gloves, etc.) are available, when they should be used, where they are located, and users must be appropriately trained	Y			Section 9.4 – Masks/Gloves
7) Communication Strategy				
Details what/where signage will be located and displayed	Y			Section 9.5 – Signage
Provides a one-page cleaning station usage instructions to be posted at appropriate cleaning areas and/or workstations	Y			Figure 2
Requires all users to follow posted signage	Y			Section 7.1.6

Provides detailed floor plan showing workstation spacing (greater than 2 meters), occupancy, traffic flow, cleaning station, hand washing sinks, etc.	Y			Figure 3 - Layout of TMRL Laboratory and "Core" Spaces
---	---	--	--	--