



COVID-19 SOP Template:

# Use of Studio Spaces, Office Spaces and Grad Student Spaces

The below standard operating procedure should be used as a template for your units' work. Remove what is unnecessary, and edit what needs to be edited before sharing it with your unit and submitting it to the office of the Dean.

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**Department/Program/Unit/  
Research Group:**

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**Chair/Director/PI/  
Administrator/Manager:**

	(Name)	(Email)
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**Primary Contact:**

	(Name)	(Email)
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**Relevant Rooms:**

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## 1. Purpose:

- To outline the policies, procedures, and guidelines, specific to working in Studio Spaces, Offices Spaces and Grad Student 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

### 2.2. Office Spaces may be defined as, but not limited to:

- Departmental Offices
- Program Offices
- Administration Offices (i.e. Dean's Office, Associate Dean's Office, etc.)
- Individual Faculty Member or Staff Offices
- Shared Faculty Member or Staff Offices

### 2.3. Grad Student Spaces may be defined as, but not limited to:

- Shared grad student offices
- Individually assigned student offices
- Common grad student areas or lounges

## 3. Requirements:

### 3.1. Social Distancing

- 2 meters or 6 feet will be kept between individuals.
- 2 meters or 6 feet will be kept between workstations.

### 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
- Hand sanitizer (minimum 70% ethanol) must be used when hand washing is not available.

### 3.3. 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.
  - Each workstation will be supplied with a 70% ethanol solution in a spray bottle and a roll of paper towel.
  - 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.
  - General workspace clean-up instructions:
    - At the end of the day individuals must tidy away their personal devices into their backpack/briefcase to take home.
    - Personal items may not be left in the offices overnight.
    - It is recommended individuals clean their personal spaces with the 70% ethanol solution before putting it away to take home (follow packaging instructions).

### 3.4. Signage

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

## 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:

### 7.1. Studio Spaces

- Engineering Studio Spaces will be closed.

### 7.2. Office Spaces

- Office Spaces will be closed.
- The doors will remain closed and locked.
- Individuals may pick items up from their office and must adhere to the Working Alone Program (see Appendix 1).
  - Individuals must request approval from their supervisor to go to campus to pick items up.
  - Individuals should plan to pick several items up during trips to campus and should refrain from going to campus regularly.
  - Individuals must inform their supervisor upon departure and return.
  - Individuals must close and lock appropriate doors upon departure.
- No meetings shall take place within.
- All meetings shall be conducted remotely and virtually.



- Social distancing measures and proper hand-washing protocol must be adhered to at all times.
- No PPE is required.

### 7.3. Grad Student Spaces

- Grad Student Offices and other shared/common areas will be open at a limited capacity.
- The doors will remain closed and locked.
- Grad students may not work in the grad student offices.
- Grad students may not work in shared/common areas.
- Grad student offices may be used for storage of backpacks and other personal belongings that are prohibited within the research space/lab; only where social distancing rules may be followed.
  - Grad students must seek approval from their supervisor.
- Grad student offices may be used for lunch, only where social distancing rules may be followed.
  - Grad students must seek approval from their supervisor.
- No meetings shall take place within.
- All meetings shall be conducted remotely and virtually.
- Social distancing measures and proper hand-washing protocols must be adhered to at all times.
- No PPE is required.

## 8. Phase Two (2) Guidelines:

### 8.1. Studio Spaces

- To be determined.

### 8.2. Offices Spaces

- To be determined.

### 8.3. Grad Student Spaces

- To be determined.

## 9. Phase Three (3) Guidelines:

### 9.1. Studio Spaces

- To be determined.



- 9.2. Offices Spaces
  - To be determined.
  
- 9.3. Grad Student Spaces
  - To be determined.



## Appendix 1: Resources

McMaster COVID-19 Updates

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

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

The below can be altered by users depending on specific circumstances/criteria.

- My supervisor has granted me approval to be on campus.
- I have washed my hands prior to leaving home, 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 upon arrival.
- I cleaned my workstation upon departure.
- I secured my workstation/area and locked all necessary doors.
- I notified my supervisor that I left campus.
- I notified my supervisor that I returned home.