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

2. Scope
   2.1. This SOP applies to all faculty, staff, students, volunteers’, visitors, and contractors to the Hatch Centre Workshops (JHE-H104/A, JHE-H105, JHE-H106/A/B).

3. Related Documents/Links
   https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/
   https://unifor5555.ca/covid19-updates-and-resources/#PPE
   https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1

4. Appropriate Student Projects
   4.1. To maintain appropriate numbers of students/staff/faculty within the Hatch Centre for maintaining physical distancing, the following projects will be permitted:
   4.1.1. Club/Group/Team large format projects who have rented bay space from the MES
   4.1.2. Undergraduate related course projects
4.1.3. Capstone
4.1.4. NO PERSONAL PROJECTS
4.2. ***Priority will be given to Capstone group projects***

5. Physical Distancing Requirements
5.1. 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
5.2. Build Bays (H106)
   - To maintain effective physical distancing within a single build bay, there shall be no more than 4 students 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
5.3. Wood Working Room (H106B)
   - 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)
   - Non-medical face masks will be required due to the size of the room
5.4. 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)
   - Non-medical face masks will be required due to the size of the room

6. Upon Entering the Workshop
   - Complete the online questionnaire on Microsoft Teams.
     - Wait for approval before coming to campus
   - Review ‘Hatch Centre Workshop COVID-19 Procedures and Guidelines’ document
     - SOP will be posted on Avenue to Learn
     - SOP will be posted on Microsoft Teams ‘Hatch Centre’
   - Sanitize hands before opening the glass door beside ‘The Drain’ when you enter
     - Hand sanitizer will be provided beside the door
   - Users will use the entrance located beside The Drain (H104 Single Door)
   - Check in with the Technician. Stay behind safety line before entering
   - Do not enter the Technician’s office
   - Wash your hands following procedures outlined by health Canada. Use the sink located in the Student Workshop by the double doors.
7. While Working in the Hatch Centre
   7.1. Safety rules found in the ‘Procedural Manual’ still apply
   7.2. All users shall wash their hands every 30 minutes
   7.3. Maintain 2m or 6ft between other users
       7.3.1. If 2m or 6ft is not possible, nonmedical facemasks will be required
   7.4. In the Build Space, there shall only be one person walking in the aisle at a time

8. When Leaving the Workshop
   8.1. Wash your hands following procedures outlined by health Canada. Use the sink located in the
       Student Workshop by the double doors.
   8.2. Ensure you have properly cleaned and disinfected all items and spaces in the area you were
       working
   8.3. Inform the technologist you are leaving
   8.4. Users will exit the workshop using the double doors by the sink in the Student Workshop

9. PPE/Hygiene
   9.1. Nonmedical face mask is recommended in all spaces.
       9.1.1. Nonmedical face masks will be required in certain spaces. Refer to section 5
   9.2. Hand washing will be done following guidelines laid out by EOHSS. McMaster hand
       washing signage will be posted at each sink.
       9.2.1. All occupants shall wash their hands every 30 minutes
   9.3. Hand sanitizer shall be used when hand washing is not possible. Hand sanitizer shall be
       from the approved COVID-19 list

10. Machine/Tool/Hard Surface Cleaning and Disinfecting
    10.1. All tools and machines shall be properly cleaned and disinfected after each use.
        Tools/machines will be cleaned and disinfected by the individual user.
        Cleaner/disinfectant shall be from the approved COVID-19 list for hard surfaces. Oil
        tools and machines after disinfesting.
    10.1.1. Cleaning products and procedures may change due to the availability of
        disinfecting products.
    10.2. Wood Working Room (H106/B) will have a dedicated disinfecting station within
        the room
    10.3. Welding Room (H106/A) will have a dedicated cleaning station within the room.
    10.3.1. Alcohol spray disinfects will not be permitted due to flammability concerns
    10.4. Student workshop (H104) will have a dedicated disinfecting station.
    10.5. All 6 Build Bays (H106) will have dedicated cleaning stations within the lines of
        the individual bay
11. Supporting Signage
STOP! PLEASE DO NOT ENTER

Hatch Centre Workshop COVID-19 Procedures and Guidelines (JHE-H104/A, JHE-H105, JHE-H106/A/B) PHASE 1

Have you completed training?
- Yes
- NO

Have you completed the online Survey?
- Yes
- NO

Did you receive your confirmation email?
- Yes
- NO

Have you completed the COVID-19 self assessment?
- Yes
- NO

You may enter the workshop. Wait for the Technicians instructions

PLEASE DO NOT ENTER THE WORKSHOP

Contact: Matt Lukas, Workshop Technologist
Lukasm2@mcmaster.ca – email or message/call on MS Teams

Hatch Centre Workshop COVID-19 Procedures and Guidelines 2020/06/01 Rev 1
## 12. Revision History

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Author: Matt Lukas</th>
<th>Approval By: Date:</th>
<th>Changes:</th>
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<tbody>
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