

SOP Title: Hatch Centre Workshop COVID-19 Procedures and Guidelines (JHE-H104/A, JHE-H105, JHE-H106/A/B) PHASE 1		Revision Effective Date: Rev. 1 2020/06/01
Author: M.Lukas (Workshop Technologist)	Reviewed By: Name Here (Title)	
Author Signature	Reviewer Signature	

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://hr.mcmaster.ca/app/uploads/2020/03/Health-and-Safety-Guideline-for-Research-and-Other-Essential-Work-on-Campus.pdf>
- <https://unifor5555.ca/covid19-updates-and-resources/#PPE>
- <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>
- <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>
- <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>
- http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_screening_guidance.pdf
- 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
- <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

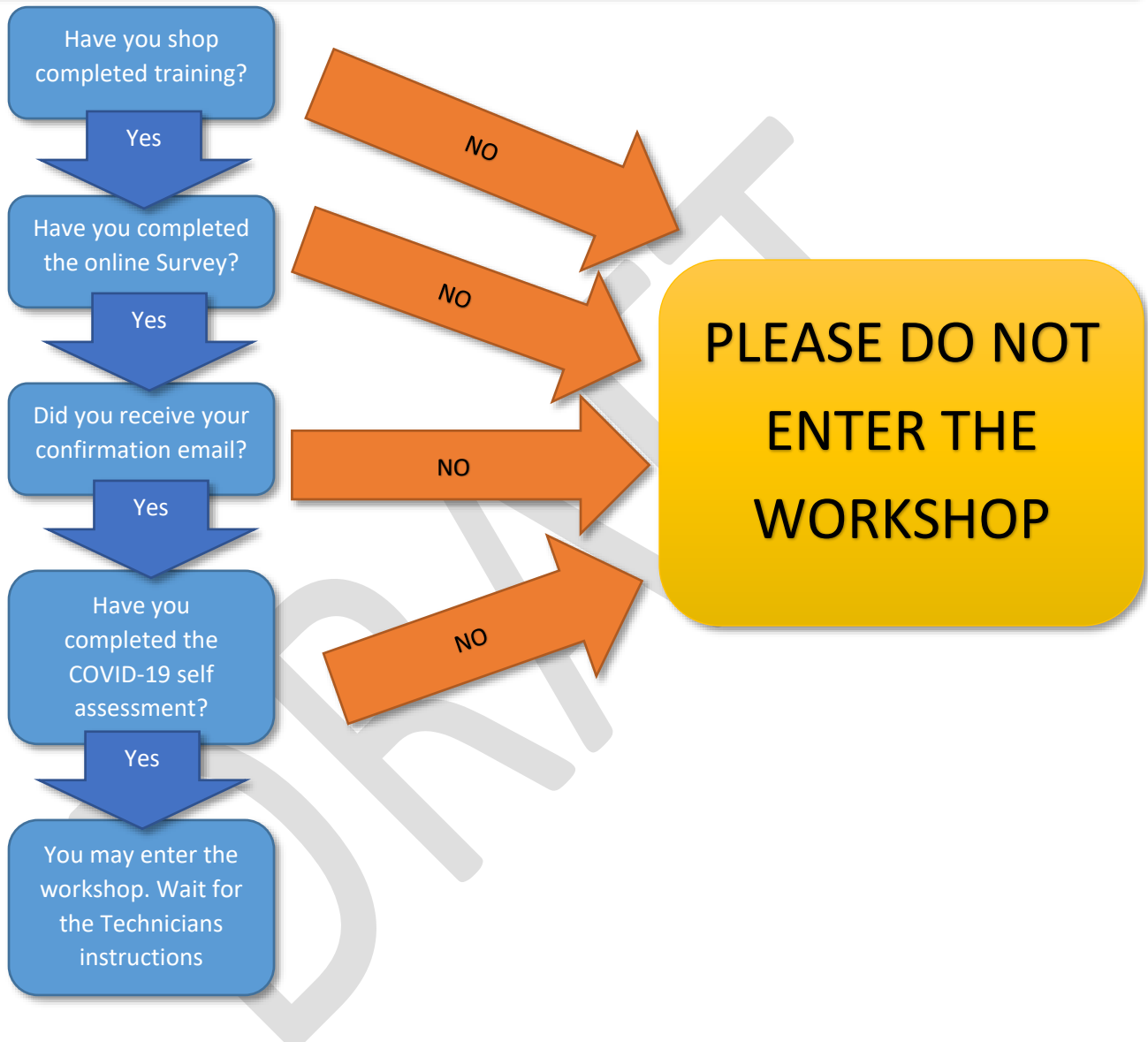
- 10.1. All tools and machines shall be properly cleaned and disinfected after each use. Tools/machines will be cleaned and disinfected by the individual user. Cleaner/disinfectant shall be from the approved COVID-19 list for hard surfaces. Oil tools and machines after disinfecting.
 - 10.1.1. Cleaning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

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STOP! PLEASE DO NOT ENTER

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Contact: Matt Lukas, Workshop Technologist

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12. Revision History

Revision #	Author: Date:	Approval By: Date:	Changes:
1	Matt Lukas 2020/06/01		Original creation of document

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