

<b>Name of SOP</b>	CEDT – Tandem Accelerator Building Annex (TAB) Lab COVID -19 Protocol
Effective Date	June 1, 2020
Author	Dr. Shahram Tavakoli
Reason for SOP	<p>Check All that Apply:</p> <p><input type="checkbox"/> Procedure/Process could cause critical injury.</p> <p><input checked="" type="checkbox"/> Procedure/Process could cause occupational illness.</p> <p><input type="checkbox"/> Procedure/Process could cause environmental impairment.</p> <p><input type="checkbox"/> Procedure/Process could damage University property.</p> <p><input type="checkbox"/> Supervisor's discretion.</p> <p>Provide Details:</p>
Approved by (supervisor)	Dr. Andy Knights
Date reviewed by JHSC	June 1, 2020

## Definitions

Terms	<Put any terms here>
Acronyms	RMM – Risk Management Manual JHSC - Joint Health and Safety Committee EOHSS - Environmental and Occupational Health Support Services EPA – Environmental Protection Act OHSA – Occupational Health and Safety Act CEDT - Centre for Emerging Device Technologies RIE – Reactive Ion Etch MBE - Molecular Beam Epitaxy PECVD – Plasma Enhanced Chemical Vapour Deposition MOCVD – Metal Organic Chemical Vapour Deposition RTA: Rapid Thermal Anneal

## Requirements

<p><b>Applicable OSHA regulations and / or codes of practice.</b></p> <ol style="list-style-type: none"> <li>1. RMM #101 - McMaster University Risk Management System</li> <li>2. RMM #304 Work Alone Program</li> <li>3. <a href="https://hr.mcmaster.ca/app/uploads/2020/03/Health-and-Safety-Guideline-for-Research-and-Other-Essential-Work-on-Campus.pdf">https://hr.mcmaster.ca/app/uploads/2020/03/Health-and-Safety-Guideline-for-Research-and-Other-Essential-Work-on-Campus.pdf</a></li> <li>4. Employee COVID-19 Checklist <a href="https://hr.mcmaster.ca/app/uploads/2020/05/Workplace-COVID-19-Employee-Checklist.pdf">https://hr.mcmaster.ca/app/uploads/2020/05/Workplace-COVID-19-Employee-Checklist.pdf</a></li> </ol>
<p><b>Training and Competency</b></p> <ol style="list-style-type: none"> <li>1. Fire Safety</li> <li>2. WHMIS 2015</li> <li>3. Chemical Handling and Spills</li> </ol>

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| <ol style="list-style-type: none"> <li>4. HF Training</li> <li>5. CEDT Intro</li> <li>6. Site specific training and qualification</li> <li>7. Communicate training for revised workplace procedures</li> </ol> |
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### Description of the Task

<b>Location and time of work</b>	<b>TAB 110 and TAB 205</b>
<b>Individuals involved</b>	CEDT Employees, pre-qualified, trained and authorized grad students, and post-doctoral fellows
<b>Equipment and supplies required</b>	Hand Sanitizer, Disinfectant (ethanol based), soap, ethanol, isopropyl alcohol
<b>Personal protective equipment required</b>	Gloves, goggles, and face mask, where applicable.

### Sequential Steps to Complete the Work Safely

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| <ol style="list-style-type: none"> <li>1. Do not come to McMaster University, or to the lab if you are feeling unwell.</li> <li>2. Practice Physical Distancing at all times – 2m.</li> <li>3. Use hand sanitizer upon entering TAB (#32) foyer.</li> <li>4. If needed wash your hands while in the lab and prior to leaving the lab. (water sink and soap are available inside TAB 110/A and TAB 205)</li> <li>5. Hand sanitizer is available, but washing hands thoroughly is preferred.</li> <li>6. If needed, book equipment on-line via QReserve. Stagger work times.</li> <li>7. One person per equipment is allowed in TAB 110 and TAB 205             <ol style="list-style-type: none"> <li>a. Ion-implanter: Doris Stevanovic</li> <li>b. PECVD: TBD</li> <li>c. MOCVD: Manu Hedge</li> <li>d. MBE: Shahram Tavakoli</li> <li>e. RTA: TBA</li> </ol> </li> <li>8. Make sure that you follow social distancing when entering the TAB foyer, TAB second floor hallway or TAB110 office.</li> <li>9. Sign into the log-book provided in TAB 110 and TAB 205. Include your name, date, time and contact info (email, cell)</li> <li>10. Wipe and dry goggles (if needed) to be worn, and face shields, with provided disinfectant (or ethanol) and wipes.</li> <li>11. Wipe down all surfaces before and after use - microscopes, etc. with provided disinfectant/ethanol.</li> <li>12. Properly dispose of gloves when replacing gloves or when leaving the lab.</li> <li>13. Wash hands thoroughly with soap prior to leaving the lab.</li> <li>14. If one is in TAB 110, one might choose to exit the lab from fire exit door close to MBE. If one is in TAB 205, one might choose to exit from staircase at the back of the room and fire exit door. Make sure that there is no one is in the staircase.</li> </ol> |
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### Contingency Plan and Reporting

<p><b>Accident / injury response</b></p> <p>TAB 110:</p> <p>Dial 88, or use the fire alarm lever on the wall by the exit door at the end of TAB 110/A. Inform CEDT staff member, Shahram Tavakoli and your supervisor.</p>
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TAB 205:

Dial 88, or 905 522-4125 . Inform CEDT staff member, Shahram Tavakoli and your supervisor.

**In the Case of Serious/Critical Injuries**

Seek medical attention. Immediately inform your supervisor and CEDT staff member.

**Equipment Malfunction**

Inform CEDT staff.

**Equipment shutdowns**

To be communicated to all users.

**Environmental Responsibility**

**Waste disposal procedures**

Properly label all containers.

**Building air quality**

Make sure that all the exhaust fans are working (for fume hoods and gas cabinets).

**References**

1. OSHA/ regulations
2. EPA and Municipal environmental regulations
3. RMM #100 McMaster University Environmental Health and Safety Policy
4. Material Safety Data Sheets (MSDS)
5. RMM #300 Safety Orientation and Training Program
6. RMM #301 Standard Operating Procedures

**Distribution**

1. Faculty of Engineering JHSC (for review)
2. CEDT Director
3. Authorized CEDT Facility Users