

Name of SOP	CEDT Cleanroom Protocol – COVID-19 Checklist
Effective Date	June 1, 2020
Author	Doris Stevanovic
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	
Acronyms	RMM – Risk Management Manual JHSC - Joint Health and Safety Committee EOHSS - Environmental and Occupational Health Support Services EPA – Environmental Protection Act OHS Act – Occupational Health and Safety Act CEDT Centre for Emerging Device Technologies RIE – Reactive Ion Etch PL – Photolithography SDS – Safety Data Sheet

Requirements

<p>Applicable OHS Act regulations and / or codes of practice.</p> <ol style="list-style-type: none"> 1. RMM #101 - McMaster University Risk Management System 2. RMM #304 - Working Alone Program 3. https://hr.mcmaster.ca/app/uploads/2020/03/Health-and-Safety-Guideline-for-Research-and-Other-Essential-Work-on-Campus.pdf 4. Employee COVID-19 Checklist https://hr.mcmaster.ca/app/uploads/2020/05/Workplace-COVID-19-Employee-Checklist.pdf
<p>Training and Competency</p> <ol style="list-style-type: none"> 1. Fire Safety 2. WHMIS 2015 3. Chemical Handling and Spills 4. HF Training 5. CEDT Intro 6. Site specific training and qualification 7. Take training for all revised workplace procedures, COVID-19 Checklist

Description of the Task

Location and time of work	JHE-A306
Individuals involved	CEDT Employees, pre-qualified, trained and authorized grad students, and post-doctoral fellows
Equipment and supplies required	Hand Sanitizer, Disinfectant (ethanol based)
Personal protective equipment required	Clean room apparel and gloves. Goggles, face shield, and face mask, where applicable.

Sequential Steps to Complete the Work Safely

<ol style="list-style-type: none"> 1. Do not come to McMaster University or to the lab if you are feeling unwell. 2. Practice Physical Distancing at all times – 2m. 3. Wash your hands before entering the lab and after leaving the lab. 4. Hand sanitizer is available, but properly washing hands is preferred. 5. Book equipment on-line via Q-Reserve. Stagger work times. 6. No more than 1 person per room, RIE side, PL side, and Lesker side. 7. Make sure that the Cleanroom entrance way and change room are vacant before entering. 8. Sign into the Log book provided; date, name, time and contact info. 9. Sign into the usual Cleanroom log sheets. 10. Individual cleanroom apparel should now be labelled and stored in the change room, on the metal shelf, in provided plastic bags. 11. Gown up as usual, in the change room. 12. Wipe and dry goggles to be worn, and face shields, with provided disinfectant and wipes. 13. Wipe down all surfaces before and after use- laminar flow benches, microscopes, etc. with provided disinfectant. 14. Properly dispose of gloves when replacing gloves or when leaving the cleanroom. 15. Bundle up your cleanroom hood, gown, and booties, compact down, and store in the provided plastic bag. Label bag with your name. 16. Sign out as usual, on the Cleanroom log-sheets. 17. Wash hands after leaving Cleanroom lab.

Contingency Plan and Reporting

<p>Accident / injury response</p> <p>Dial 88, or 905-522-4135, or use the emergency push button on the wall by the phone on the RIE and PL sides. Inform CEDT staff member, Doris Stevanovic and your supervisor.</p> <p>In the Case of Serious/Critical Injuries</p> <p>Call Security at extension 88 or 905 522-4135, or use the emergency push button to arrange for medical and emergency services immediately. Apply first aid as needed.</p> <p>Notify your supervisor in case of accident/injury, department, and the CEDT. Complete an Injury/Incident Report.</p>
<p>Equipment Malfunction</p> <p>Inform CEDT staff.</p>
<p>Equipment shutdowns</p> <p>To be communicated to all users.</p>

Environmental Responsibility

Waste disposal procedures

Dispose of material waste generated in accordance with disposal considerations listed in the material's SDS. Properly label all waste containers. Dispose of sharps in the appropriately labeled sharps container.

Building air quality

Check cleanroom temperature, (18C +/- 1C) humidity, (45% +/-5%), and air flow for positive pressure. Check that exhaust is working on all benches, prior to using.

References

1. OSHA/ regulations
2. EPA and Municipal environmental regulations
3. RMM #100 McMaster University Environmental Health and Safety Policy
4. Safety Data Sheets (SDS)
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