

CHEM -SOP- 01	Revision #: 12	Implementation Date: June-2020	Last Reviewed/ Update: June-8 th -2020	Page #: 1 of 7
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WORKSPACE PREPARATION

1. **Purpose:** to provide guidance on best practices to prepare the research workplace (lab, office, group room, etc.) for a safe return to operations during COVID19

2. **Scope:** applies to all faculty, staff and students within the Department of Chemistry who are working on-site in an office, laboratory or common area setting.

3. **Prerequisites:** WHMIS training and all site-specific safety training as provided by the Office of Environmental Health and Safety and by the Department of Chemistry.

4. **Responsibilities:** It is the responsibility of all faculty to review this guideline and to support the implementation of measures ensuring physical distancing and a safe return to operations

5. Procedures

5.1 Provision of PPE: ensure you review your stocks of common PPE and you obtain the necessary supplies:

PPE should include

- a) Lab coat
- b) Gloves
 - Review your inventory and order accordingly

Additional COVID19-PPE: Cloth Face Mask (2 per person) or COVID19 PPE-kit (2 x face mask and 1 x face shield)

NOTE: this PPE is not mandatory. It is at the discretion of each research group to decide if you would like to opt having the additional PPE. If a lab member requests this PPE, it must be provided. Cloth face masks and face shields will be available from Chem-Stores for St George Campus ONLY. The Chemistry Department will provide a one-time only set of 2 cloth face masks or 2 cloth face masks and one face shield per staff and researcher with site at **St George Campus** at no cost.

WARNING: the face shields provided as part of the COVID19 PPE kit are hospital-rated by Health Canada, and will be effective to reduce transmission of COVID-19 ; but **THEY ARE NOT chemical resistant.**

IMPORTANT: The Department of Chemistry **strongly recommends** the use of masks if physical distancing is not possible and in common spaces such as hallways, stair wells and elevators.

- Please note these masks are non-medical masks. **Non-medical face masks must not be used instead of medical-grade masks** (e.g. N95 or surgical masks) where required by EHS to either conduct research or where physical distancing measures are not possible.
- The use of cloth face masks is allowed when handling chemicals with the exception of handling **flammable and pyrophoric** chemicals
- If you are working with flammables and or pyrophoric chemicals, your cloth mask should have at least as high a flame resistance rating as your lab coat. For example, if your lab coat needs to be Nomex, your mask's outer layer should also be Nomex. **Chemistry is not providing this type of masks.**
- Please use the [General Laboratory PPE Assessment Tool](#) to determine what your lab coat material type should be and place a request for PPE Nomex masks, if appropriated via email to ehs.ppe@utoronto.ca. Please use subject line: LAB PPE Needs Assessment – Division/Faculty name

In order to ensure that we can supply face masks and face shields to all our LM researchers and staff, we will limit the supplies to the quantities identified above.

Procedure:

- Review with your group and decide if your will opt for face masks alone or for COVID19-PPE kit. Tally your findings.
 - Determine the sizes of the cloth face masks (see appendix 1 for instructions)
 - Take an inventory of how many masks (2 per person) and sizes your group will need
 - Submit a consolidated order for cloth face masks or COVID19 PPE-Kit (depending on your group or individual preferences) to Stores indicating the appropriated mask-sizes
- c) Face shield (optional), but must be provided if requested (will be part of the PPE-kit)
- d) Goggles (optional); but must be provided if requested

<h3>Lab Coat</h3> 	<h3>Safety Goggles / Glasses / Face Shields</h3>  	<h3>Face Masks</h3>   <table><thead><tr><th>SIZE</th><th>WIDTH</th><th>CURVE*</th></tr></thead><tbody><tr><td>XS:</td><td>8"</td><td>5"</td></tr><tr><td>S:</td><td>9"</td><td>5.5"</td></tr><tr><td>M:</td><td>9.5"</td><td>6"</td></tr><tr><td>L:</td><td>10"</td><td>6.5"</td></tr></tbody></table> <p><small>*CURVE REFERS TO THE DISTANCE BETWEEN THE BRIDGE OF THE NOSE TO UNDER THE CHIN.</small></p>	SIZE	WIDTH	CURVE*	XS:	8"	5"	S:	9"	5.5"	M:	9.5"	6"	L:	10"	6.5"	<h3>Gloves</h3> 
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5.2 Preparation of work schedules to ensure staggering and physical distancing

Please refer to the **Physical Distancing Evaluation Flowchart** on Page 10 of the [Guideline for Reopening Research Spaces](#)

- If possible, develop fixed strategies: for example, fixed teams on a regular schedule. Form teams composed of people with a variety of expertise
- Submit your plan proposal to the DOTS (grace.flock@utoronto.ca)
- Develop your schedules considering reduction of occupancy at each time in order to ensure 6 feet (2 m) distancing

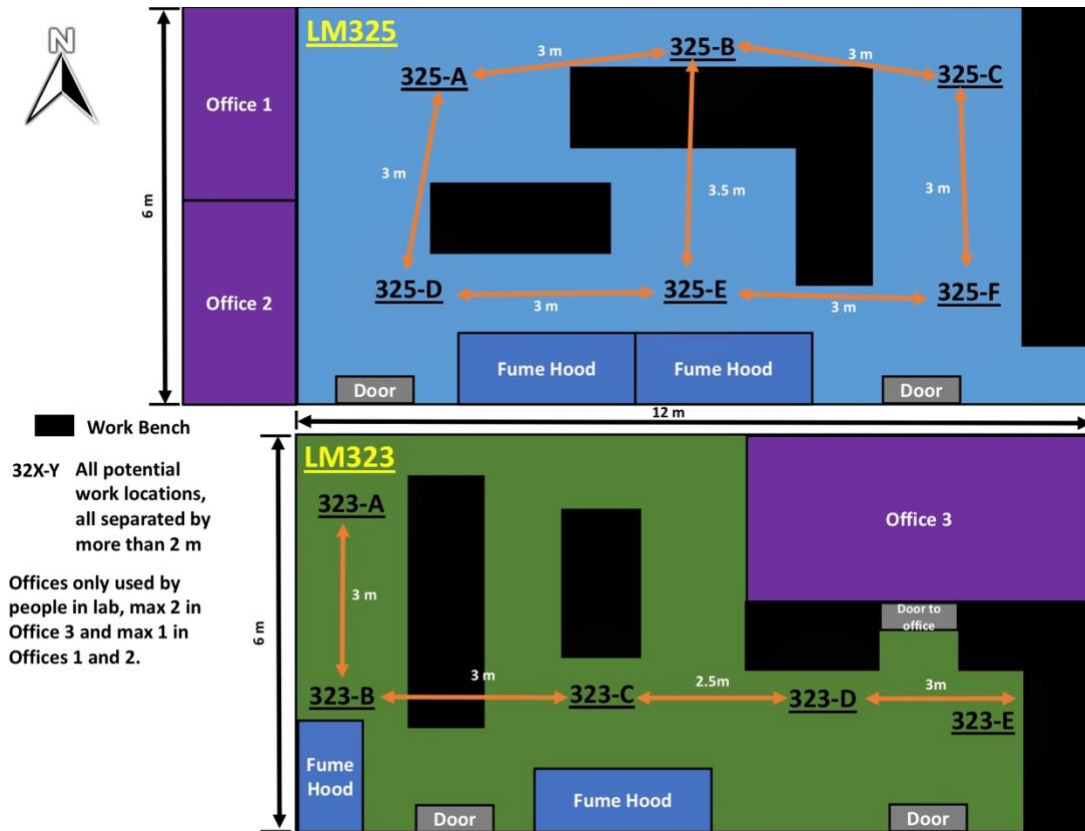
NOTE: When developing your schedule, consider the size of the rooms that will be occupied and the people-density that most likely will facilitate maintaining physical distancing (6 feet at a minimum). Refer to [page 10, PHYSICAL DISTANCING EVALUATION FLOWCHART](#)

- You can use [LM-floor plans](#) (UTORID required) to develop your distancing strategies. Floor plans are also available on the Faculty Teams Channel. Map-out people distribution within each room your group occupies and develop a staggered schedule accordingly
The driving principle should be to ensure maintain 6 feet distancing at all times in all rooms
- If you have a small room where 6 feet (2 m) distancing cannot maintain when more than one person is in the room, develop a procedure to ensure single occupancy

Example below (map and schedule go together)

IMPORTANT:

nobody can be scheduled to work at LM between 12:00 AM and 7:00 AM
(University Policy)



	Monday				Tuesday				Wednesday				Thursday			
	LM323		LM325		LM323		LM325		LM323		LM325		LM323		LM325	
8:00 AM																
9:00 AM	F				H											
10:00 AM																
11:00 AM																
12:00 PM		G		C	A		G		E	C		H		E	B	
1:00 PM																
2:00 PM																
3:00 PM																
4:00 PM	H		B			F		D				F		A		
5:00 PM																
6:00 PM					D				A							E
7:00 PM																

	Friday				Saturday				Sunday			
	LM323		LM325		LM323		LM325		LM323		LM325	
8:00 AM												
9:00 AM												
10:00 AM												
11:00 AM												
12:00 PM			F		B	D		G		A	E	
1:00 PM												
2:00 PM												
3:00 PM												
4:00 PM	G			E			C				B	
5:00 PM												
6:00 PM												
7:00 PM												C

5.3 Hazardous Waste Management During Covid-19

- 1) review the [Hazardous Waste Management-during COVID19 SOP](#) and identify the allocated time slot for your group.
- 2) Communicate this information to all approved personnel

5.4 Preparation of your physical workspace

- a) Consider that fume hoods FHs may have to be used staggered (one person, every other FH) if they are located closer than 2 meters.
- b) Develop a booking system for FH-use. Consider a mechanism to block the use of adjacent FHs.

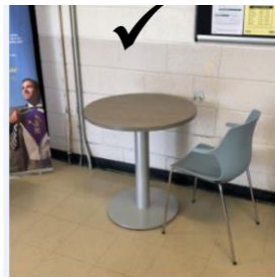
- c) Place cues, tape, signs to ensure that desks, benches, etc. are occupied maintaining 2 metres distancing



Physical Distancing Poster

- [Restricted Seating for Physical Distancing](#)

- d) Review the materials of your chairs. Remove, (or place aside and prevent use by placing an off-limit sign on them) all chairs made of material that cannot be disinfected (absorbent fabric). Alternatively, assign a chair per person and ensure chairs are not shared (place a name tag on them for example)
- e) Remove extra chairs, or block the use of adjacent chairs (if applicable).



- f) In common areas; organize the space to ensure distancing and facilitate compliance. Limit the number of staff and/or seated locations in an enclosed area such that two metre (six foot) distances can always be adhered to. Remove seats and/or post capacity signs at the entrance and around the room to inform staff. Areas may include: lounges, group rooms, kitchen, meeting rooms, photocopy and supply rooms.



- g) If applicable; consider re-locating common equipment (spread-out rather than concentrated in a single room) to ensure lower chances of people working in close proximity (less than 2 metres apart)

- h) **The use of common fridges, microwaves, and kitchenettes is prohibited during phase 1 of return to research.** Viable alternatives are for every lab member to bring their own cooler with the food needed for the duration of the experiment. (remember, you must leave as soon as your experiment ends)



5.5 Entry & Exit SOP

[SOP can be found here](#)

- a) Post applicable posters at each entrance (found at right)
- b) Ensure you communicate the importance of health self-assessment BEFORE entering labs, office, group rooms, etc.
- c) Prepare entry stations where hand sanitizer and PPE is readily available (gloves)
- d) Place appropriated waste containers for people to dispose of PPE (gloves) at exit points

Entry/Exit Poster

- [Self-Screening 1](#)
- [Self-Screening 2](#)
- [Self-Screening 3](#)

5.6 Disinfection: follow Disinfection SOP

[SOP can be found here](#)

- a) Setup disinfection stations throughout the lab, office and common spaces.
- b) Disinfection stations should have disinfectant solution in squeeze bottle, paper towels or other materials to wipe down surfaces, gloves, and a waste container to dispose wiping materials
- c) Develop disinfection schedules that are lab-specific and/or equipment-specific

5.7 Handwashing

- a) Place appropriate posters at each handwashing sink (found at right)
- b) Ensure you have working soap dispensers (and enough soap)
- c) Ensure paper towels are readily available
- d) Consider provision of hand sanitizer

Handwashing Posters

- [Handwashing & Sanitizing 1](#)
- [Handwashing & Sanitizing 2](#)

5.8 Shared Electronics (keyboard and mouse)

- a) Setup disinfection kit (disinfectant solution and paper towels) at each shared computer

- b) Develop a schedule where every day somebody is in charged to check disinfectant supplies at each shared computer
- c) Consider covering keyboard and mouse with Saran Wrap. Develop a procedure for people to dispose the Saran wrap (and replace for a new film) after each use

Additional Posters

- [Prevention & Precaution poster](#)
- [Restricted Access Self-Screening Poster](#)
- [Stairwell Poster](#)
- [Maximum Occupancy Poster](#)
- [Directional Arrows Poster](#)
- [Floor Decals](#)
- [Elevator Poster](#)
- [Wait Behind the Marker Poster](#)
- [Signage for Customization](#)
- [How to put on or take off surgical masks and disposable gloves](#)