

CHEM -SOP- 02	Revision #: 02	Implementation Date: June-2020	Last Reviewed/ Update: Jan. 21st-2021	Page #: 1 of 2
---------------	----------------	-----------------------------------	--	----------------

ENTRY/EXIT

1. **Purpose:** to provide instruction to enter and exit laboratories/offices during COVID19 social distancing and health triage requirements

2. **Scope:** applies to everybody working at Lash Miller

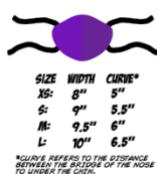
3. **Prerequisites:** Understanding of Social Distancing principles and COVID19 transmission (refer to Public Health Ontario for further information)

4. **Responsibilities:** Principal investigators are responsible to enforce this SOP and lab-personnel are responsible to comply

5.

Personal Protective Equipment (PPE): COVID19-PPE

Cloth face masks are optional when physical distancing practices are in place and it must wear while sharing the space with others if 2 m distancing cannot be ensured



Face shield are optional. Wearing together with cloth face masks will prevent people from touching their faces in situations when proper distancing cannot be ensure at all times

6. Procedure: describe step by step (as applicable for SOP)

ENTRY

- 1) COVID-19 **Health Screening** is now **required** for all University employees and students each day they work at Lash Miller (or at any other space owned by U of T). For any employees who do not have access to <http://ucheck.utoronto.ca>, or do not want to use UCheck for self-assessment, use [the offline or paper-based assessment log](#) or this one for [Students](#).
- 2) Before entering your lab, office or study room review the [health self-monitoring questionnaire](#). The questionnaire should be posted at every entrance. If you respond YES to any of the questions, do not enter the premises. Go home, and report as appropriated.
- 3) Cloth-masks are required to be in use indoors anywhere on campus, and flame resistant face masks are required in labs. (see [Reusable Cloth Face Masks SOP](#) and [Flame Resistant Face Masks SOP](#))
- 4) Fill the [entry log](#) at the beginning of your work day. Note: entry logs are optional; however, they would help tracking people in the case of someone developing symptoms., The logs will also help tracking occupancy density.
- 5) Disinfect the pen used to log in and proceed maintaining distancing at all times
- 6) Wear your face mask whenever physical distancing cannot be achieved.

EXIT

If you are wearing face shields and cloth masks:

While wearing clean gloves

- 1) Remove Face shield (If applicable), clean/disinfect and stored inside a clean bag following proper procedures ([see Reusable Cloth Face Masks SOP](#))
- 2) Fill the exit column of the lab-entry/exit-log (this will help to keep track of people density)
- 3) Disinfect pen used

- 4) Remove gloves and disposed in designated waste container (available at exit door and clearly identified with proper signage)
- 5) Remove face mask and place inside a clean Ziplock bag. Ensure you wash/sterilize the mask once you get home (washing machine or 5 min in boiling water)