

CHEM -SOP- 08	Revision #: 1	Implementation Date: Sep-2021	Last Reviewed/ Update: Sep-2021	Page #: 1 of 2
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GROUP MEETING ROOMS

1. **Purpose:** To provide instruction to use the group meeting rooms during COVID19 social distancing, occupancy limits, 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)**

Face Mask:

must wear while sharing the space with others



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

- 1) Face mask must be worn in all indoor spaces, unless exempted ([Mask Poster](#))
- 2) In common areas (rooms); organize the space to ensure distancing and facilitate compliance. Limit the number of people and/or seated locations in an enclosed area such that two metre (six foot) distances can always be adhered to ([Restricted Seat Poster](#))
- 3) Remove seats and post capacity signs at the entrance and around the room to inform staff ([Maximum Occupancy Poster](#))
- 4) Disinfect shared tools/equipment such as whiteboard markers after each use. Disinfect shared/high-touch surfaces such as tables.
- 5) Sanitize your hands BEFORE you do any other activity and AFTER you finish. Ensure hand sanitizer and surface disinfectant are available on location ([Sanitizing Poster](#))
- 6) Place all available posters as applicable (see links above).
- 7) [UCheck Poster](#)
- 8) Place a no food or drink poster on the door (sample poster can be found on the following page).

**NO FOOD OR
BEVERAGES ALLOWED
BEYOND THIS POINT**

