

OHS - Safe Work Procedure				
COVID-19: ITS Data Centre & Network Closets				
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Department/Lab	ITS	Document #		

## 1. Concern

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others within a 2 metre (m) area.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic lab.

**If an employee or student begins to feel unwell while on campus, please contact ext.4444 immediately to receive instruction and guidance on next steps.**

## 2. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This procedure applies to all Fleming staff and vendors that perform work in the ITS data centre or network closet locations. All staff will be required to complete COVID-19 screening, prior to campus access or prior to participating in any off-campus academic activity.

This Safe Work Plan must be used in conjunction with all of Fleming College operational procedures and any associated protocols.

## 3. Overview of Tasks / Outline of Activities in lab / Outline of PPE Required in Lab

Any work being performed in ITS data centre or network closets room locations.

## 4. Recognize Hazards / Potential Exposure while Performing Work

- Contaminated surfaces** as access to these areas is controlled and as such these spaces are not routinely cleaned or sanitized by the College's cleaning service.
- Close contact** (less than recommended 2-meters) with other personnel as many closet locations are very small in terms of square footage and have limited ventilation.
- Shared tools and equipment** are often used when working in these areas, e.g. ladder, cable tester, screwdriver, etc.

## 5. Detail the Controls that are implemented to Reduce Hazards

- Contaminated surfaces** Vigilant hand hygiene and routine disinfection practices will be put in place.

- b) **Close contact** Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is to be encouraged at all times within the Data Centre. When not feasible to do so, a face mask & eye coverage must be worn. Limit room occupancy to one (1) person, unless task at hand absolutely requires more than one person to be performed safely, e.g. lifting heavy items into rack, etc. If more than two (2) are working in a network closet location at the same time, prop the room door open to increase ventilation.
- c) **Shared tools and equipment** Sanitize shared tools with wipes before and after each use. If working with another employee on the same task at the same time, do not share tools while performing the same job.

## 6. Preparation of Work Area

- a) **Contaminated surfaces** Assess surfaces you expect to touch before beginning work. Prior to beginning work, sanitize surfaces of non-powered objects using disinfectant wipes provided. Allow items to air dry. Disinfect hands before touching any surfaces.
- b) **Close contact** Assess staff required and review specific work locations necessary to perform all tasks prior to entering the data center or network closet.

Physical distancing at 2-meters is to be encouraged at all times. When not feasible to do so, a face mask & eye coverage must be worn. Don apparel prior to commencing work.

Limit room occupancy to one (1) person, unless task at hand absolutely requires more than one person to be performed safely, e.g. lifting heavy items into rack, etc. If more than two (2) are working in a network closet location at the same time, prop the room door open to increase ventilation prior to commencing work.

- c) **Shared tools and equipment** Assess tools and staff required to perform a task prior to entering the data center or network closet. Ensure that each staff member has their own tools and that no sharing is required. Prior to beginning work, sanitize surfaces of non-powered objects using disinfectant wipes provided. Allow items to air dry before use. Disinfect hands before touching any surfaces.

## 7. Procedure

- i. At all times, be aware of your surroundings and your proximity to others. Pause any work and reassess if there are any changes to staff required, work locations and surfaces or tools being touched.
- ii. Follow all preparation of work area and sanitation procedure instructions.
- iii. Sanitize and return all tools and equipment to storage location after each use.

## 8. Sanitation Procedures

- i. Apply hand sanitizer immediately before and after performing work in these spaces.
- ii. Staff will ensure that all high-touch and shared, equipment and surfaces, of non-powered objects, are disinfected before and after each work session, using disinfectant wipes provided. Allow items to air dry before use. Dispose of used wipes in nearby garbage receptacle.

## 9. Evaluation

- a) Frequent review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- b) Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

## 10. Approvals

### Revision History

Date		Rev.	Revision Summary	by
		0	Original.	