

OHS - Safe Work Procedure				
COVID-19: <i>First Aid – CON-ED</i>				
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Department/Lab	Continuing Education, Heath & Wellness – Maskfit Testing Rm C2110	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 2m area.

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 students and community members that use these classrooms. ALL staff and students will be required to complete COVID-19 screening, prior to campus access or prior to participating in any off-campus academic activity.

3. Overview of Tasks / Outline of Activities in lab

- Proper fit testing of N95/other masks for placements using a portacount machine
See video of process: <https://www.youtube.com/watch?v=sVXQyPkivN8>
- Standard PPE requirements for access to this class/lab include:
 - Non-medical face coverings will be worn by testers and participants while in the testing area (when not connected to the portacount)

4. Recognize Hazards / Potential Exposure while Performing Work

- Handling shared equipment and materials.
- Potential for congregation and groupings of individuals.

5. Detail the Controls that are implemented to Reduce Hazards

Shared Equipment – There is one portacount machine and one adaptor. Each participant will be given their own mask for fit testing and the equipment will be thoroughly cleaned using disinfectant between each participant. Plastic chairs will be used for participants and will be cleaned using college provided alcohol wipes between each participant.

- Congregation** – Students will be scheduled for individual 30-minute sessions, and will arrive by appointment only. Only one student will be with the fit tester at any given time and due to the way things are scheduled, only one student will be waiting outside in a designated standing area

and asked to arrive no earlier than 5 minutes before their scheduled test and to remain outside the door until the student before them exits.

6. Preparation of Work Area

a) Shared Equipment

- i. Hand sanitizer will be provided upon entry and exit of the testing area.
- ii. All equipment will be disinfected after each use by the tester and returned to the con-ed storage area at the end of the days testing sessions.

b) Congregation

- i. Students will be scheduled for individual 30-minute sessions.
- ii. Only one student will be with the fit tester at any given time and due to the way things are scheduled, only one student will be waiting outside in a designated standing area and asked to arrive no earlier than 5 minutes before their scheduled test and to remain outside the door until the student before them exits.

7. Procedure

a) Student Access and Movement within Testing Space

- i. Students will arrive at the testing room by appointment only, following the building entrance screening process.
- ii. Students will wait in a designated standing area outside the testing room door until the tester allows them to enter.
- iii. Students will have access to hand sanitizer upon entrance and exit of the testing room.
- iv. Students will be verbally screened again by the tester.
- v. Students will be required to leave campus immediately after testing

b) Set-up and Take-Down

- i. All equipment will be set up and tested prior to the sessions beginning by the tester.
- ii. All equipment including chairs will be sanitized between participants and sanitized once testing is complete and stored in the con-ed storage area.
- iii.

8. Disinfection Procedures

a) Equipment Disinfection Guidelines

- i. The portacount and its components will be disinfected using college provided wipes and allowed to dry prior to reuse.
- ii. If used, all electronic screens (tablets, computer monitors, etc.), keyboard and mouse will be disinfected using a 70% isopropyl alcohol solution sprayed onto a paper towel and then used to wipe the surface.
- iii. Chairs will be wiped down between participants with college provided disinfecting wipes.

b) Daily Procedures

- i. All training space surfaces will be cleaned using college provided wipes and allowed to dry for prior to reuse.
- ii. Request will be made to fog the space after each session.

c) Post Course Procedures

- i. All daily procedures will be completed.
- ii. All equipment will be disinfected using guidelines listed above and returned to con-ed storage room.
- iii. Any unused porous supplies will be disposed of.
- iv. The instructor podium and electronics (i.e.: safety phone, computer keyboard and mouse, computer monitor, etc.) will be disinfected using the above guidelines.

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.	