

OHS - Safe Work Procedure				
COVID-19: Digital Photography Lab for Museum (ACM) students				
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Created Date	August 11, 2020	Revised Date	Oct 4, 2020	
Department/Lab	Heritage Programs – Computer Lab B2121 and C1306 – Tech Apps	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
Museum Management and Curatorship		MUSM58		

1. Concern

The aim of this document is to establish a Safe Work Procedure for the Fleming College Heritage Programs Technological Applications class in the computer lab. Fleming College is responsible for implementing all possible prevention and disinfection measures under the guidance of Provincial and local public health units to ensure the health and safety of all. However, there is always a risk of contracting COVID-19 at Fleming facilities, as is the case in any other public space.

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 2-meters (6 feet).

This Safe Work Procedure must be used in conjunction with the Fleming College Operational Procedures.

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. Restricted Campus Access

All occupants must be pre-approved prior to arrival. All individuals attending campus are required to complete “Return to Campus” training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while on campus and practice physical distancing and personal hand hygiene.

3. 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 the computer lab. 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.

4. Overview of Tasks / Outline of Activities

- Class instruction led by faculty.
- Individual computer-based work with digital programs.
- Photography camera studio to photography artifacts.
- Handling of artifacts.

5. Recognize Hazards / Potential Exposure while Performing Work

- a. Close contact (less than recommended 2-meters) when working on photography.
- b. Handling shared equipment and materials (camera equipment).
- c. Handling of porous materials (i.e. papers).
- d. Potential for congregation and groupings of individuals.

6. Detail the Controls that are implemented to Reduce Hazards

- a. **Close Contact** - Physical distancing at 2-meters is identified as necessary for the prevention of transmission and is to be practiced at all times. The computer lab will only be used by small groups of students at a time, well below the designated COVID occupancy allowance, providing extra room for distancing. Non-medical face masks will be worn at all times.
- b. **Shared Equipment** - Vigilant hand hygiene and routine disinfection practices will be put in place. Students will be encouraged to bring their own keyboards and mouse to attach to computers or use their own laptops. All camera equipment will be wiped down between use by each student.
- c. **Porous Materials** – The classroom does not have porous surfaces itself. When artifacts that consist of porous materials are examined they will be handled by one student alone and gloves will be used. Faculty and students will follow Fleming’s safe work protocol for disinfection and hand hygiene before and after handling items. No paper handouts will be used in class.
- d. **Congregation** – When using cameras student will be assigned individual stations and work in rotation. Use of photography studio spaces in the Conservation Lab will meet all protocol for that lab space. Assigned time slots will be designated by faculty to limit the number of people using studio area.

7. Preparation of Work Area

a. Close Contact

- i. All unnecessary equipment will be removed from the classroom to promote physical distancing.
- ii. Occasional use of studio photography space and equipment, done in the Conservation Lab (see separate protocol document), will be scheduled to provide limited access to that space for small number of students at a time as scheduled by faculty.
- iii. Faculty will take daily attendance.

b. Shared Equipment

- i. Students will be encouraged to use their own laptops and cameras where possible.
- ii. Disinfection stations will be set-up. Students will be required to disinfect personal equipment prior to entering the space.
- iii. Diligent hand hygiene will occur before and after contact with a piece of equipment. The use of gloves is common practice for artifact handling and will continue to be encouraged.
- iv. All tools and equipment will be disinfected after use by each student.
- v. All tools, equipment and workstations will be thoroughly disinfected following each session and will be labelled with a ‘clean’ tag to ensure this is properly communicated.

c. Porous Materials

- i. Consumables that cannot be cleaned and disinfected will not be reused as per standard procedures in our program.
- ii. No paper handouts will be used.

d. Congregation

- i. Floor markings will indicate safe physical distancing for lining up prior to class and for movement throughout the classroom.
- ii. Students personal belongings will need to remain at their own assigned worktable.

- iii. All students and staff are required to maintain a distance of 2 meters (6 feet) from others in order to comply with physical distancing measures.

8. Procedures

- Access and Movement within the Lab Space
 - i. Faculty will be responsible for overseeing student movement around the classroom and students will be encouraged to remain at their designated worktables unless otherwise instructed. These spots will be assigned at the beginning of the course.
 - ii. When students arrive at the computer lab they will line up at a 2-metre distance as indicated by floor markings.
 - iii. Students will check in for electronic attendance with the faculty member, having previously followed Fleming check-in procedures upon entering campus.
 - iv. Faculty and students are responsible for diligent hand hygiene while on campus.

9. Sanitation Procedures

- Equipment Disinfection Guidelines
 - i. Students will be responsible for completing the sanitation of all tools and equipment and reusable supplies. Students will use wipes provided. Tools, equipment and supplies will be allowed to air dry before being returned to storage. Cleaning procedures will be done by students and then checked by faculty who will return items to storage with a 'cleaned' label.
- Daily Procedures
 - i. Each day students will be required to return all cleaned supplies to storage.
 - ii. All community workstation surfaces will be cleaned by students or faculty using disinfectant wipes and allowed to air dry.
 - iii. Faculty and Students will be required to sanitize their personal workstations at the end of each day and allow to air dry.

10. Evaluation

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- b. Weekly inspections to ensure spaces remains decluttered and organized. Program specific material will be returned to our storage and not allowed to remain in shared space.
- c. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

11. Compliance

Failure to comply with this Safe Work Procedure in the Conservation Lab or any other procedures or policies of Fleming College will result in your dismissal from the lab, and therefore you will be asked to leave the College immediately until the College can be assured of your compliance for your safety and of those around you.

12. Approvals

Revision History

Date	Rev.	Revision Summary	by
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Oct 4, 2020		1	Revised what to do if sick	AB