

OHS - Safe Work Procedure				
COVID-19: Conservation Labs for CHM students				
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Created Date	July 22, 2020	Revised Date	Oct 4, 2020	
Department/Lab	Conservation Lab C1306	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
Cultural Heritage Conservation and Management		SCIE43		
Cultural Heritage Conservation and Management		SCIE47		
Cultural Heritage Conservation and Management		MUSM43		

1. Concern

The aim of this document is to establish a Safe Work Procedure for the Fleming College Heritage Programs Conservation 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 this lab space. 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 in lab

- Use of shared equipment (microscopes, hand and power tools, specialized conservation equipment).
- Handling of artifacts.
- Treatment of items made from a wide variety of materials (leather, textiles, paper, plastics, wood, metal).

- Work independently on individual projects.

5. Recognize Hazards / Potential Exposure while Performing Work

- Close contact (less than recommended 2-meters) with other people while supervising student work or during group examinations.
- Handling shared equipment and materials.
- Handling of porous materials within the lab environment (i.e. textiles, papers).
- Potential for congregation and groupings of individuals.

6. Detail the Controls that are implemented to Reduce Hazards

- 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 lab space has been set up to allow for each student to have their own individual 6- foot worktable. The wearing of a non-medical face mask is already common practice for many activities in our lab and will be recommended at all times. Both a document camera and projector are already available in our lab and will be used for group discussions and examining of artifacts instead of congregating.
- Shared Equipment** - Equipment will be dedicated to student workstations. Vigilant hand hygiene and routine disinfection practices will be put in place. Students in our labs wear gloves for the safe handling of artifacts.
- Porous Materials** – Our lab is a sterile, clean environment without porous surfaces. In the rare event when porous materials are used Faculty and students will follow Fleming’s safe work protocol for disinfection and hand hygiene.
- Congregation** - Floor markings, individual worktables, a separate entrance and exit, and a separate faculty consultation station will be implemented to ensure that physical distancing will be maintained in and out of the lab spaces.

7. Preparation of Work Area

a. Close Contact

- All unnecessary equipment will be removed from the lab space to promote physical distancing.
- Students will be assigned to a permanent worktable for their own use throughout the semester and will not be permitted to move freely within the lab space without permission.
- Where lab stations need to be used, students will work individually.
- Faculty will take daily attendance.

b. Shared Equipment

- Students will be encouraged to bring in their own tools when possible. All students already have individual tool kits as part of the program.
- Disinfection stations will be set-up. Students will be required to disinfect personal equipment prior to entering the space.
- Diligent hand hygiene will occur before and after contact with a piece of equipment. The use of gloves is common practice in the conservation lab for artifact handling and will continue to be encouraged.
- All tools and equipment will be disinfected after use by each student
- 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. Our lab is a dedicated space for only the students of our program.

c. Porous Materials

- Consumables that cannot be cleaned and disinfected will not be reused as per standard procedures in our lab.

- ii. Sample materials such as textiles, papers, etc. will be divided up and handed out to individual students by faculty either before or upon arrival to the lab. These materials will either be new samples or, if used, have been quarantined before use. These samples are then part of the student's personal kit and they will retain them. The technician or faculty will follow diligent hand hygiene practices prior to hand out.
- iii. The lab is already a sterile environment without any fabric hangings or coverings.

d. Congregation

- i. Lounge areas outside of the labs will be arranged to promote physical distancing.
- ii. Floor markings will be installed for students to check into the lab.
- iii. Students personal belongings will need to remain at their own assigned worktable.
- iv. Students will enter and exit the lab through separate doors as indicated.
- v. 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. Procedure

- **Entering/Exiting and movement in the Lab**

Students will enter the lab through the more southerly door and exit through the more northerly door to the hallway. Markings on the floor will keep students waiting to enter the lab physically distanced. Where movement around the lab may be necessary (retrieval of equipment, use of specialized stations, washing of hands or access to cleaning supplies) students will be strictly controlled by faculty member in accordance with protocols. Arrows on the floor will direct movement patterns.

- **Individual Faculty Consultation**

A plexiglass shield has been purchased to create a faculty consultation station where students can bring up their projects for close consultation with a faculty member. This standing shield is also portable so faculty can go to individual worktables and consult with students in situ.

- **Student Presentations**

- Remain 2 metres (6ft) away from any person in the lab
- Use own laptop and attached cable and disinfect after use
- Faculty will be responsible for turning on projector and managing tech equipment while maintaining physical distance from students.
- Face coverings will be worn at all times.
- Student group presentations at their worktables will not be permitted

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.

- Daily Procedures

- i. Following each day in lab, 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 (i.e. sink area, doors, lab workstation counter tops, etc). This will follow existing lab protocols where students are assigned individual weeks that they are the assigned cleaning crew.
- iii. Faculty and Students will be required to sanitize their personal workstations at the end of each day and allowed to air dry.

- Weekly Procedures

- i. Current thorough weekly cleaning checklist will be maintained. Checklist provided for both weekly and daily procedures.
- ii. All tools and equipment and reusable supplies will be disinfected using guidelines listed above and returned to their appropriate storage location.
- iii. The faculty podium and electronics (i.e. phone, computer keyboard and mouse, computer monitor, etc.) will be disinfected.

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.
- c. Weekly inspections to ensure spaces remains decluttered and organized.
- d. 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
		0	Original	
Oct 4, 2020		1	Revised what to do if sick	AB