

OHS - Safe Work Procedure				
COVID-19: Chemistry Lab for Conservation (CHM) students				
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Department/Lab	Heritage Program – Chemistry Lab – A3135	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
Cultural Heritage Conservation and Management		SCIE107		

1. Concern

The aim of this document is to establish a Safe Work Procedure for the Fleming College Heritage Programs Conservation students' Chemistry Lab class. 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

- Chemistry experiments to understand materials.
- Use of shared equipment (microscopes, glassware, hotplates, Bunsen burners).
- Use of fume hoods.

- Work independently on individual projects.
- PPE required in this lab include: closed shoes, non-medical face masks, and occasional use of gloves and safety glasses.

5. Recognize Hazards / Potential Exposure while Performing Work

- a. Close contact (less than recommended 2-meters) with other people.
- b. Handling shared equipment.
- c. Handling of porous materials within the lab environment (i.e. textiles, papers).
- d. Potential for congregation and groupings of individuals.

6. Detail the Controls that are implemented to Reduce Hazards

1. **Close Contact** - Physical distancing at 2-meters is identified as necessary for the prevention of transmission and is to be practiced at all times. Students have been split into two sections to reduce numbers in the lab. This will allow each student to have a full workstation to themselves and work individually instead of in groups. The wearing of a non-medical face mask is already common practice for many activities in our lab and will be mandatory at all times.
2. **Shared Equipment** - Equipment will be dedicated to student workstations. Vigilant hand hygiene and routine disinfection practices will be put in place.
3. **Porous Materials** – The 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.
4. **Congregation** - Floor markings, individual workstations, and a separate entrance and exit 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

- i. All unnecessary furniture will be removed from the lab space to promote physical distancing.
- ii. Students will be assigned to a permanent workstation for their own use during labs and will not be permitted to move freely within the lab space without permission.
- iii. Where specialized equipment like fume hoods need to be used, students will be assigned to an individual work area and rotated as necessary with cleaning in between.
- iv. Faculty will take daily attendance.

b. Shared Equipment

- i. Students will be encouraged to bring in their own tools when possible. All students already have individual tool kits as part of the program.
- 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.
- iv. All tools and equipment will be disinfected after use by each student.
- v. All tools, equipment and workstations will be thoroughly disinfected by students 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 lab.
- ii. Sample materials such as textiles, papers, etc. will be provided in advance to students in individual sealed kits. The technician or faculty will follow diligent hand hygiene practices when preparing and handing out these kits.
- iii. The lab is already a sterile environment without any fabric hangings or coverings.

d. Congregation

- i. Floor markings will be installed for students to check into the lab.
- ii. Students personal belongings will need to remain at their own assigned worktable.
- iii. Students will enter and exit the lab through separate doors as indicated.
- iv. 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

- 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.

- Daily Procedures

- i. Following each day in lab, students will be required to return all cleaned supplies to storage and marked as clean.
- ii. Proper sanitation of all shared equipment will be instructed/demonstrated as part of studio orientation and safety.
- iii. 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).
- iv. Faculty and students will be required to sanitize their personal workstations at the end of each day and allowed 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.
- 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
Dec 11, 2020		2	Revised for Winter 2021	AC