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|  | Centre for Advancement of Water and Wastewater Technologies | Revision | 0.0 |
| | WI 111 CAWT Enviro Lab Safe Working Practices | Doc Type | WI |
| | | Issued Date | February 10 2021 |
| | | Approved by: | Hong Zhang |

1. SCOPE

This document will provide guidance on working safely in the CAWT Environmental Lab based on all COVID related Health and Safety sector-specific and Public Health guidelines. This procedure applies to all faculty and staff, students, and visitors performing work or participating in the CAWT activities in the CAWT Environmental Lab. At this time, no community members are permitted to be in the CAWT Environmental Lab. Students and visitors will only be permitted to enter the CAWT Environmental Lab when the College is at a later stage of openness, under preapproval by the Vice President of Applied Research and Innovation, and with direct supervision by an authorized member of the CAWT. All staff are required to complete COVID-19 Employee Training before returning to the workplace, and to submit an online Campus Access Request prior to building access using the following links, respectively.

<https://department.flemingcollege.ca/safety/campus-access-request/>

<https://department.flemingcollege.ca/safety/covid-19-training/>

2. PURPOSE

The intent of this procedure is to ensure all health and safety protocols are well planned with clearly outlined procedures in response to the Covid-19 pandemic and SARS-CoV-2 virus for the protection of all members of and visitors to the CAWT.

3. DEFINITIONS/ACRONYMS

Fleming College – The Sir Sandford Fleming College of Applied Arts and Technology

Cleaning: refers to the physical removal of germs (bacteria, viruses, etc.), dirt, dust and impurities from surfaces through scrubbing, washing, and rinsing.

Disinfecting: refers to using chemicals to kill or inactivate germs (bacteria & viruses) on hard, nonporous surfaces. Disinfecting a surface after cleaning can further lower the risk of spreading infection.

PPE: refers to personal protective equipment, is used as temporary (until more effective hazard control techniques can be used) or last line of protection for workers against hazards. Non-medical masks are not included as PPE.

Hand washing: also known as hand hygiene, is the act of cleaning one's hands to remove soil, grease, microorganisms, or other unwanted substances.


Hand sanitizing: refer to using an alcohol-based liquid, gel, or foam to decrease infectious agents on the hands.

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4. PROCEDURES

4.1 General

Reminder for all personnel:


- All personnel must work from home whenever possible. Only required lab analyses, bench top experiments, and project work will be performed within the CAWT facilities, including the Environmental Lab. All other work (e.g., data entry and reporting) will be done at home.
- Prior to returning to work, approved CAWT personnel shall complete Fleming College COVID-19 Employee training at the following link: <https://department.flemingcollege.ca/safety/covid-19-training/>.
- The number of individuals in the workplace will be limited and pre-approved. Table 1 below summarizes space occupancy requirement for the CAWT Environmental Lab. All efforts will be made to stagger work schedules to reduce the number of staff working in the laboratory and office spaces at a time. All work schedules will be approved by the CAWT Manager, and any required deviation (e.g., due to experiment running longer than expected, etc.) will be reported to the Manager as soon as possible and in advance. A record of laboratory and office space use shall be maintained using QT 1091 CAWT Facilities Use Log.

Table 1 Room Occupancy for CAWT

| Room Number | Room Name | Social Distancing Capacity |
|---------------|--------------------------|----------------------------|
| 104 | Office (Sample Tracking) | 1 |
| 106 | Satellite Lab | 4 |
| 101, 102, 103 | Lab A, B, C | Maximum of 5 in each |
| 107 | Storage Room | 2 |

- If you become sick while at work, STOP working, follow the College protocol (contact x4444 and notify the CAWT Manager immediately).
- Before returning to the CAWT lab and offices or coming on site to any Fleming facility, completion of the Safety training module is required. This can be found on the [Health and Safety COVID-19 portal](#).
- To enter the campus each day, you must complete a COVID-19 screening, which can be accessed through the Fleming Safe app, available in the App Store for iOS or in the Google Play

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Store for Android. After completing your COVID-19 screening, you may check in at the Information Desk or swipe your One Card to enter the building.

- In addition, the CAWT employees must read this document and WI 109 Guidelines for CAWT Facilities Use During the COVID-19 Pandemic for other required procedures.

4.2 Working Procedures

4.2.1 Hand Hygiene Practice

Proper hand washing will help prevent the transfer of infectious material from the hands to other parts of the body-particularly the eyes, nose, and mouth-or to other surfaces that are touched. At all times, staff should avoid touching your eyes, nose or mouth with contaminated gloves or unwashed hands.

Staff must wash hands at a minimum:

- Before leaving the work area;
- Before eating, drinking;
- When returning to your work area from other areas;
- After handling materials that may be contaminated;
- After visiting the washroom;
- When you get home from work.

When hand washing, hands must be washed for at least 20 seconds with soap and water. If handwashing is not possible, apply an alcohol-based hand sanitizer.


4.2.2 Disinfection Procedures

While personal hygiene is of top priority, cleaning and disinfection within the labs should take place as a secondary measure to control the spread of viruses and is the responsibility of CAWT staff.

Equipment and common surfaces should be cleaned and then wiped using an appropriate disinfectant at the beginning of day (prior to use), at the end of the day (after final use), or before it is used by another individual. For samples, coolers, ice packs and sample containers should be cleaned/disinfected immediately after receiving. Surfaces requiring regular disinfection include, but are not limited to:

- All highly-contacted surfaces such as chairs, desktops, computer keyboards, computer displays, light switches, doorknobs, doors, door push plates, refrigerator/freezer handles and their doors;
- Equipment and instrument surfaces;
- Bench tops or other work surfaces (carts and tables);

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- Fume hood sashes and their working surfaces;
- Solution bottles (reagents, sample bottles, hazardous waste containers);
- Project equipment surfaces (pumps, aerators, stirrers);
- Project instrumentation as supplied by 3rd party/partner;
- Commonly used tools and small objects (pipettes, balance, thermometers, tongs, etc.);
- Commonly used construction hand tools (screw drivers, pliers, measuring tapes, etc.);
- Commonly used power equipment (drills, sawzall, lawnmower);
- Phones.

A disinfection log (QT 1092) should be updated each time disinfection is completed.

4.2.3 Physical Distancing

Physical distancing (2m) must always apply between staff members working in the same vicinity.

- Visual markings have been added to the floor to indicate appropriate physical distancing and one-way flow through work spaces.
- As needed, relocate equipment and reconfigure workstations to support physical distancing. When possible bench-top experiments should be relocated to areas that are less commonly occupied (for example away from fume hoods) to allow for physical distancing from other lab members.
- Floor plans of the lab space are shown in Appendix.


4.2.4 Work Schedule

Individuals will be spaced out in the CAWT facilities to create physical distancing, as well as having staggered work schedules to limit the number of individuals in each room (as listed in Table 1) at a time. Weekly virtual team meetings will be scheduled to discuss the upcoming schedule, following this a timetable will be emailed to the group. Further, the Microsoft Outlook CAWT calendar will be updated so that all group members know who will be in each location, and when they are scheduled to be in. All CAWT staff members should check in regularly with their Manager while working. If working alone, staff must follow the procedures outlined in WI 105 Working Alone Guideline.

4.2.5 PPE

Regular PPE necessary for the lab environment should be used as usual. Refer to QL 1001 CAWT PPE Guide for PPE requirements for various lab activities. The following considerations should be taken during the pandemic and reopening of CAWT facilities.

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- Perform lab inventory check biweekly for the supply of PPE and cleaning/disinfection products. Ensure that the lab has an adequate supply of required items to support laboratory activities.
- Each staff member will have their own dedicated lab coats, safety glasses, and goggles. Project specific PPE, such as face shields, hard hats, ear protection muffs, and rubber boots, will be assigned to individuals and not shared. Shared PPE, including oven mitts and high-visibility jackets are to be used by one individual only each day. Individual PPE must be stored in a bag (e.g., a plastic kitchen garbage bag) that is labelled with the wearer's name and placed in the users assigned locker. Common coat hooks will not be used for lab coats and other PPE.
- Lab coats must be washed on a regular basis (once a week) by a commercial laundry service. Lab coats are to be used on a daily basis, with a new lab coat used each day. Used and soiled lab coats are to go into the laundry hamper located in the support space for pick up and cleaning by an external party.

5. REFERENCES AND ASSOCIATED DOCUMENTS

Public Health of Ontario <https://www.publichealthontario.ca>

Develop your COVID-19 Workplace Safety Plan. <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

QT1091 CAWT Facilities Use Log


QT1092 CAWT Facilities Disinfection Log

WI 109 Guidelines for CAWT Facilities Use During the COVID-19 Pandemic

QL 1001 CAWT PPE Guide

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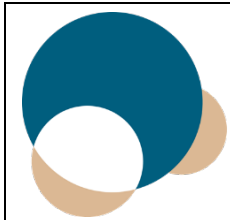
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6. HISTORY OF REVISIONS

| REVISION HISTORY | | | | |
|------------------|----------|-----------------------|--------|---------------|
| Date | Revision | Description of Change | Author | Authorized By |
| Feb 10, 2021 | 0.0 | First edition | HZ | JA |
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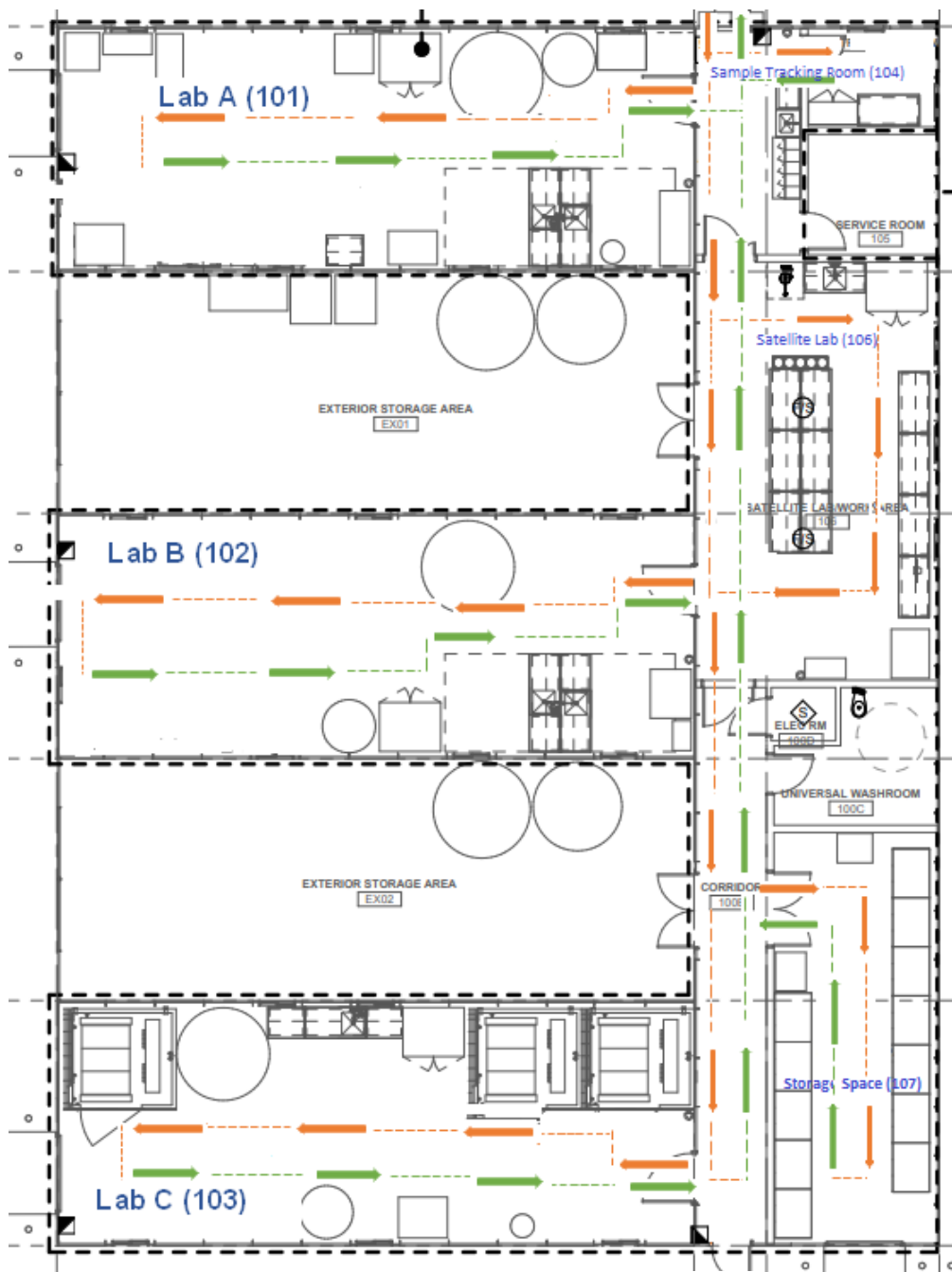


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APPENDIX



CAWT Enviro Lab Floor Plan

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