Safe Work Plan			
COVID-19:	Haliburton School of Art + Design - Raku Courses		
Created by	Erin Lynch	**Approving Supervisor**	Shelley Schell
Created Date	July 13, 2021	**School**	Haliburton School of Art + Design

Applies to the following:

Program	Course Code
HSAD Summer Program	Pottery — Naked Raku & Related Tech. ARTS1831

Overview

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario advises the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them. The following plan includes recommendations to help reduce the risk of COVID-19.

For onsite campus illness reporting

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.

For offsite campus illness reporting

If an employee or student begins to feel unwell, please contact 705-749-5530 ext. 8000 to report illness and receive instruction and guidance on next steps.

Scope

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This safe work plan applies to all Fleming staff, students and community members participating in the courses listed above. This safe work plan must be used in conjunction with all Fleming College operational procedures and established safety protocols.

Restricted Campus Access

All approved individuals attending campus are required to complete “Return to Campus” training in advance and participate in daily health-related screening as per Public Health requirement. Additionally, all employees and students are required to wear a non-medical mask/face covering, practice physical distancing and vigorous hand hygiene while on campus.

Recognize the COVID related hazards

- Sustained close contact (greater than 15mins)
- Shared materials, tools, equipment
- Congregation

Expected Controls to Reduce COVID Transmission

The following controls reflect current Public Health measures to reduce transmission of COVID-19 in the work and learning environment. All participants are expected to practice these safety measures during the course of work.

Close Contact

- Ensure 2m. or 6ft. physical distancing at all times.
- Daily attendance will be taken. Ideally make note of partnerships and assigned workstations.
- If project/pair work is required, staff and students will be assigned consistent partner for the entirety of the course. Activities that require contact will only be completed with assigned partners.
- Sustained close contact (greater then 15mins) requires a procedural mask AND eye protection.

Shared Equipment

- Assigned equipment to be used as much as possible to reduce sharing.
- Students will be encouraged to bring in their own tools when possible.
- When shared equipment and tools must take place, vigilant hand hygiene will be the primary control.
- Diligent hand hygiene will occur before and after contact with a piece of equipment.
- The instructor podium and electronics i.e. safety phone, computer keyboard, mouse, monitor, etc. will be disinfected prior use and after use using wipes provided.
- Equipment can be left to “rest” for min of 72 hours or disinfected prior to redeployment.

Congregation

- Respect all directional floor markings and posted safety signs.
- Use of staggered schedules to reduce potential of hallway, breakroom etc. congregation.
- Numbered workstations are assigned for duration of all lab activities.
- Workstations are pre-stocked, by lab technologist in advance to minimize student’s movement during the lab.
- Demonstrations will be led by instructor in smaller groups to avoid close congregation.
- Consider the use of technological support such as document cameras.
- Use of plexiglass barriers can be considered for close contact discussions in addition to face coverings.
- Unapproved close contact between individuals is strictly prohibited.

Sanitation

- All labs and workspaces will be provided with hand sanitizer and disinfectant wipes. Care will be taken to use only what is required to prevent waste of supplies.
- All consumables such as wipes will be discarded in the garbage cans provided after use.
- All unnecessary equipment will be removed from the lab/workspace space to promote wipeable surfaces and encourage physical distancing.
- Vigorous hand hygiene must be practiced after using shared equipment or high touch surfaces.
- It is extremely important that everyone washes and/or sanitize hands
    - before touching your face, eyes, or mouth;

- before putting on your personal protective equipment (PPE);
- before eating, drinking, smoking or vaping;
- after removing your PPE or your soiled work clothing;
- after working on a surface touched by other people; and
- after using a tool or equipment that is shared with other people.

CAUTION: DO NOT USE HAND SANITIZER WHEN COMPLETING FLAME WORK DUE TO THE FLAMMABILITY OF THE ALCOHOL IN THE HAND SANITIZER. Each lab is equipped with a sink, running water and soap for use upon entry into the lab. Directions of effective hand washing signs are present at all sinks.

Shared Responsibility

- All participants are expected to read and practice all safety measures outlined in this document.
- All participants are responsible for identifying safety related hazards in the workplace.
- The Supervisor is responsible for ensuring all safety measures are known and adhered to by all workers in the workplace.

This section is to capture additional information regarding the unique characteristics of the activity taking place. Please complete this area.

List the standard PPE requirements for this course/dept.

closed toe and back footwear
dust mask
safety glasses
rubber gloves
kiln gloves
face shield
This SWP must be used in conjunction with the Ceramics Studio Safety Manual

1. **Detail the course/department specific activities that require additional safety measures or considerations, not covered in the list above.**

Provide details here:

- Loading and unloading Raku kiln outdoors: The instructor fires the pieces in the raku kiln (loads and unloads). Upon removal, individual pieces are placed in the respective student's 'pit' (pail) for manipulation, with their personal tongs, in pine needles or sawdust, creating reactive effects on the pottery.
- Indoors: lectures, glazing
- Sanding pieces
- Weekly instructor changes

2. **Provide details regarding the additional safety measures required to address the risks outlined above?** (consider suggestions in tip sheet attached)

Provide details here:

<u>Kiln</u>

- Instructor will be the only person unloading outdoor Raku kiln, which is permanently

located outside on the covered cement deck, using designated Raku tongs.
- Students will bring own tongs from home to use at their individual pit stations.
- Half the class will work in the studio at their stations (4 students) while other half of the class is working outside at individual Raku pit stations. These pit stations will be positioned 6' apart by the instructor and will remain on the deck for the duration of the course. They are individual galvanized pails into which the student's hot ceramic piece is placed by the instructor for manipulation by the student, with their personal tongs.
- Face shields will be worn when loading and unloading the outdoor kiln, as well as when students are working in their individual pit stations. The shields are in place as eye and face protection when the ceramic piece is placed in the pit and manipulated there.

Lectures and Glazing

- Instructor conducting indoor lectures, glazing and instruction will ensure all are adhering to aforementioned controls.

Sanding

- Dust mask will be worn if sanding pieces. Sanding is minimal, done with wet sandpaper, and will be executed at individual workstations.

Weekly Instructor Changes

- Instructor podium and electrons (computer keyboard and mouse, computer monitor, etc.) will be disinfected by cleaning staff according to shared equipment protocols

3. List new or additional PPE considerations.

☐ **N/A** *(*please check this box if these considerations are not applicable to this SWP)

Provide details here:

Faculty will wear a shield when working inside the 6 foot or 2 metre distance to assist

4. Provide details regarding required curricular and/or extracurricular activities including location. (Examples Day Trips, Visitors/Guest, One-Off Trips*)*

⬓ **N/A** (please check this box if these considerations are not applicable to this SWP)

Provide details here:

Compliance

Failure to comply with this Safe Work Plan or any other procedures or policies of Fleming College may result in your dismissal from the lab and you may be asked to leave the College until your compliance for your safety and others can be assured.

Evaluation of Safe Work Plan

a. Review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
b. Weekly lab inspections to ensure spaces remains decluttered and organized.
c. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments – Prior to each semester at minimum.

Approvals

Revision History

Date	Rev.	Revision Summary	by
July 13, 2021	0	Original.	E Lynch
Aug 5, 2021	1	Additional Details added to SWP	SS

Tip Sheet

Mitigation Control Strategies

Please review the following examples of mitigation control strategies as related to the inherent risks associated with the acute respiratory illnesses including COVID-19.

Elimination/Substitution Controls:

- Remote work where possible
- Staggered shifts, lunches, breaks
- Virtual learning and demos
- Removal of unnecessary equipment/furniture/materials
- Material handling tools
- Point of Sale Extension Poles

Engineering Controls:

- Plexiglass Barriers
- Workstation Partitions
- Use of a document camera
- Enlarged Screen

Administrative Controls:

- Floor Markings
- Entry/Exit Guidelines
- Assigned workstation/equipment/tools
- Increased sanitation/disinfection protocols
- Job Rotation for work behind plexiglass partitions

PPE Controls:

- Procedural Mask
- Face Shield
- Safety Glasses
- Gowns/Coveralls
- Gloves