

Safe Work Plan			
COVID-19:		Fr 190 Chemistry Lab	
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Created Date	11/08/21	School	Frost Campus
<b>Applies to the following:</b>			
<b>Program</b>		<b>Course Code</b>	
AWSOM Field Camp		ENVR137, ENVR140	

## 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 than 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 sanitizes 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.

Staff Requirements - to be supplied by chem lab;
Individual lab coat safety glasses - worn at all times during lab activities
Face shield (optional) - worn during all activities when physical distancing is compromised
Student Requirements - to be supplied by student;
Individual lab coat and safety glasses - worn at all times during lab activities
*Nitrile gloves - to be supplied by chem lab when required for staff and students
*Procedural mask – supplied by college when physical distancing is challenging (paired work for longer than 15min intervals)

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

**Provide details here:**

1. Movement within the lab space during activities
2. Close proximity interactions – i.e. hands on instruction or spill clean up
3. Personal belongings
4. Wastewater being used as test samples

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

**Provide details here:**

1. It is recognized that staff and students will need to briefly walk by each other to access various pieces of equipment and supplies (reagents, glassware). Every attempt will be made to ensure

the appropriate physical distance of 2-meters is maintained at all times which includes;

- Students will sit at their assigned workstation and will not be permitted to roam freely within the lab
- Staff will stay within the marked area at the front of the room to deliver instructions
- Workstations including glassware, reagents and equipment will be set up prior to the lab start time so students do not need to access any cupboards
- If a student requires items or needs to move to another area to use shared equipment, they must wait for assistance from the faculty member or tech
- Activities involving shared resources will be staggered so students are not in the same place at one time or waiting in close proximity to one another
- Students will be rotated in and out of small spaces (fume hood room, balance room) to help maintain 2-meter separation at all times
- If students must be within 2 meters of each other (i.e. paired work cannot be avoided), enhanced PPE will be worn which will include a procedural mask and eye protection
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2. If hands on instruction (i.e. calibration or troubleshooting of equipment) is required to take place or if there is a spill/broken glass that requires staff to clean up; students will move away from the area and allow the staff member to perform their duties before returning to their workstation.

3. Students are encouraged to leave personal belongings at home or within their locker. When not possible, the student will take their belongings to their workspace, communal hooks at the front of the room will not be used until further notice. Students should have their own paper and writing utensils, sharing is not permitted. Lab instructions should be printed before coming to class. Efforts will be made to utilize electronic submissions as much as possible.

4. All wastewater will be used by students under the supervision of staff and only when necessary to meet the necessary sample requirements. Students will be instructed to wear nitrile gloves as well as glasses and a lab coat when handling any wastewater. Once finished, students will be instructed to dispose of all gloves and thoroughly wash their hands. Lab coats will not leave the lab area and students will be instructed to wash them after the activities are complete. Lab equipment, glassware and lab surfaces will be sanitized after use and all liquids (samples, reagents, waste) will be properly disposed of by staff.

#### 4. List new or additional PPE considerations.

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

***Provide details here:***

\*Absolutely no food or drink permitted

5. **Provide details regarding required extracurricular activities** (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
	0	Original.	

## 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:

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