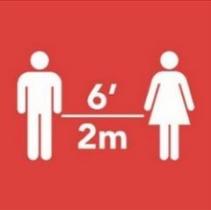


Infection Prevention Guidelines for Workshops

Note: Before beginning research, the Principal Investigator must submit a Plan for Research Resumption and receive approval from the OVPRI. All research must be undertaken in accordance with the [Principles and Procedures for On-campus Research at Carleton University](#).

This checklist is intended to aid research teams in planning to ramp-up operations, to minimize potential disruptions, and to ensure the safety of all returning staff, faculty and students to laboratories. These COVID-19 infection prevention guidelines are in addition to standard laboratory safety practices as outlined in Carleton's [Labsafety program](#) (e.g. Training, Labsafety Manual). Principal Investigators must ensure supplied materials (e.g. disinfectants, PPE, face coverings) are available and procedures are established. They also must anticipate the need to quickly ramp down research, as indicated in the Research Resumption Plan, if Public Health recommendations change.

GENERAL	
Communicate to all research staff and students the steps taken to ensure a safe workplace and what each person can do themselves.	
Educate faculty, staff and students on areas of potential transmission within the workspace, including specific activities.	
Install wall and floor signage to indicate hand hygiene and physical distancing requirements.	
All faculty, staff and students are required to complete the COVID-19 Daily Campus Access and Screening Form before entering a building on Carleton campus and follow any additional approval processes that have been put in place within your unit, department or Faculty.	
If you are sick, or someone at home is sick, DO NOT come to campus. Inform your supervisor and complete the COVID-19 symptom reporting form .	
If you become sick while at work, STOP the work, self-isolate and inform your supervisor electronically and complete the COVID-19 symptom reporting form . Follow Ottawa Public Health Guidelines for self isolation.	
Educate employees and students that everyone is responsible to evaluate their health consistently. If they are sick, develop flu-like symptoms or someone at home is sick then you must remain home.	
Faculty, staff and students must complete COVID 19-Infection Prevention Training.	
PHYSICAL DISTANCING	
Are there non-essential tasks you can minimize, postpone or eliminate?	
If possible, continue to work remotely.	
Move non-hazardous and non-research tasks into offices and available non-shop areas. This can include labelling, unpacking supplies, data analysis, and other tasks.	
Practice physical distancing (staying 2 metres away from others) during work activities and during breaks.	
Control and limit the number of people in a workspace to one at a time if 2 metre distancing is not possible.	
Implement job rotation and shift changes when possible to have fewer individuals doing the same task in the same workspace.	
Reposition assigned shop spaces to increase physical distances. Install barriers, partitions and floor markings where recommended.	
Implement directional traffic flow for safe pedestrian circulation in enclosed public spaces where recommended	
Avoid unnecessary visits to the workplace by supply chain partners, vendors, delivery people or others who do not need to be there. Seek technology solutions for these interactions.	
If possible, assign each individual to their own equipment or schedule use of shared equipment.	

USE OF MASKS	
As outlined in the CU Mask Policy , non-medical masks are required in enclosed public spaces and in non-public spaces when in the presence of others and you are not able to consistently maintain a two-meter physical distance, or where maintaining such distance could be unpredictable or impossible (such as high-traffic areas, hallways, common rooms or elevators).	
Masks prevent transmission by blocking the release of exhaled respiratory particles into the environment. And studies demonstrate that a well fitting, tightly woven, multiple layer face covering can reduce the wearers' exposure to infectious droplets through filtration.	
Continue using the typical approved PPE required for working safely in your area.	
Do not share PPE between workers.	
Ensure the workshop has the PPE required to work safely in the lab.	
Remove PPE in a manner that minimizes potential transmission.	
HAND HYGIENE	
Disinfect your hands as soon as you come into work through the use of good handwashing techniques or use alcohol-based hand sanitizer	
Disinfect your hands after interacting with co-workers and/or completing tasks where you come into contact with shared surfaces or equipment or after removing your laboratory gloves.	
If you cough or sneeze, cover your nose and mouth with a tissue or your arm. Immediately dispose of your tissue and wash your hands.	
VENTILATION (FMP Responsibility in most areas)	
Maximize the amount of fresh air into a space and maintain 100% air to the building where possible keeping in mind temperature and relative humidity constraints. Open windows if possible.	
Ensure restrooms are under negative pressure	
Ensure HVAC systems are properly maintained	
CLEANING AND DISINFECTION	
FMP will continue cleaning public spaces (e.g corridors, washrooms)	
Implement twice a day cleaning of all commonly handled shared items/equipment (i.e. inner door handles, laboratory equipment). This should be completed at the start of the day, or if multiple shifts are in place, at the start of each shift.	
Maintain your normal disinfection protocols and consider expanding them to frequently touched surfaces in your workshop.	
Clean all shared equipment and tools before and immediately after use.	
WORKSHOP SPECIFIC STARTUP CONSIDERATIONS	
Ensure you have an adequate stock of research PPE, consumables, and face coverings (if required) before beginning work.	
Complete a walk through of the workshop and complete a visual inspection looking for any evidence of problems before beginning laboratory work (e.g. failed equipment, leaks, spills, theft, etc.). Review spaces for physical distancing as part of inspection	
Review equipment manuals for safe start-up instructions.	
Flush emergency eyewash stations for 3-5 minutes to remove sediment and stagnant water and document on inspection tag.	
Inspect fume hoods, local exhaust devices, laminar flow benches, and any other engineered safety devices. Ensure fire extinguisher has been inspected within the last month, and is fully charged.	
While physical distancing, avoid working alone in hazardous situations. Review and comply with Working Alone Guidelines.	

Please forward any questions you may have to EHS@carleton.ca.