

IN-CLASS TEACHING LAB COVID-19 GUIDELINE

September 2, 2022

This guideline is to be used as a companion to the “In-Class Teaching COVID-19 Guideline, which provides the comprehensive guidelines required for in-class instruction in the COVID-19 era. The documents can be found on the [University’s COVID-19 Information website](#). The documents are updated as public health requirements evolve, so regular review of the COVID-19 website is strongly recommended. Departments, in conjunction with the Faculties, are responsible for assigning resources for implementing the measures outlined in these guidelines and other lab related guidelines in Appendix A. Any questions regarding the guidance can be submitted to EHS. Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

General Safety Measures

- All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton’s COVID-19 response and health and safety requirements please see the [University’s COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Lab Start and Stop Times

- Lab start and stop times have returned to regular (pre-COVID) scheduled times. A reminder that labs normally start five minutes after the hour (e.g. 10:05 or 2:35) and end 5 minutes before (e.g. 11:25 or 4:55) to allow time for students and instructors to transition between buildings.

Attendance and Tracking Data

- Scanning campus QR location codes with a smartphone camera and taking attendance for the purposes of contact tracing is no longer required. Please leave all signage regarding QR codes in place should we be required to re-implement this in the future.

Lab Occupancy and Circulation

The capacity of each laboratory has returned to regular (pre-covid) limits and while encouraged where possible, physical distancing in the laboratory setting is not required.

Inform Students About Procedures

- Instruct students in advance of performing procedures. Consider having the lab technician or a TA demonstrate procedures virtually.
- To minimize traffic and line-up congestion, ensure that student lab benches are set up prior to the lab session to have all necessary equipment and materials for the lab, where possible.
- Review the use of all shared equipment (e.g., scales, fume hoods, biological safety cabinets) and develop strategies for students to use them while avoiding congregation
- Develop protocols to ensure shared equipment (e.g., students running samples through one machine) remains sanitized, such as having each student sanitize the touch surfaces before each use, or having students use hand sanitizer (70% ethanol) on their hands before and after each use or wear gloves.
- Where support staff are not present (e.g., computer labs), signage and communication are to be provided outside or inside each lab on procedures.

High-Touch Surfaces / Shared Equipment / Shared Data

- Students should be instructed to thoroughly clean their lab benches and equipment set-up before they commence their lab experiments and after their experiments are complete. Provide instructions and necessary cleaning materials.
- Provide whiteboard cleaning solution and disposable wipes for collaboration tools.
- Encourage online platforms associated with secure data channels for data transfer.
- Use University provided online platforms like Brightspace to securely distribute teaching and learning materials, such as lab data, procedures, etc.

Contamination Control

- Storage: Encourage students to only bring what is required to the labs. Where possible add places for individuals to store and secure their own items separately from others (i.e., individual coat hooks rather than coat closets used by the group, individual lockers, individual bins).
- If PPE is reusable, there should be a bin for contaminated items (used items, for example glasses, goggles, shields) and clean items.
- Supplies: Secure supplies in storage areas and designate specific personnel (lab technicians, TAs) to manage stock and distribute items.
- Deliveries: Designate one location for any deliveries to the space.

Obtaining Assistance

- Clearly advise TAs and students on what is permissible in terms of interacting with each other in the lab. Advise students how to approach a TA for assistance (e.g., raise hand rather than congregate around the TA).

Personal Protective Equipment (PPE)

Ensure that you have sufficient stocks of PPE and cleaning supplies prior to the Fall semester commencing. These items are available through eShop.

For questions regarding accommodation, please contact covidinfo@carleton.ca or speak to your supervisor.

Individuals cannot require colleagues or students cannot require others to wear masks in laboratories except in very specific situations such as laboratories where masks were required prior to the pandemic.

When wearing a mask or face covering, the presence of hazardous materials (e.g., biological agents, flammables, and ignition sources) should be considered accordingly. If the lab is working with hazardous materials, please confirm with EHS regarding proper PPE.

Lab coats should be worn to protect street clothes from contamination where applicable. Lab coats must be removed prior to leaving the lab.

General information about donning and doffing PPE is below. These procedures should be communicated to lab coordinators, TAs, and students regarding wearing PPE as appropriate.

Teaching labs should assess the level of PPE required for the experiments. Contact EHS if you have any concerns about the order of donning/doffing for additional PPE.

Wash/sanitize hands after removal. If your hands become contaminated during PPE removal, wash/sanitize before removing the rest of your PPE.

1. Donning PPE Sequence
 - a. Perform hand hygiene.
 - b. Put on any additional face mask (where applicable, based on type of work or facility engineering control)
 - c. Put on eye/face protection (where applicable)
 - d. Put on lab coat (where applicable)
 - e. Put on gloves (where applicable)
2. Doffing PPE Sequence
 - a. Remove gloves (to avoid contamination, follow [Public Health Ontario's Steps](#))
 - b. Perform hand hygiene.
 - c. Remove eye/face protection and wipe with disinfecting cloth.
 - d. Remove any additional face mask by grasping bands that go around head or ears – do not touch the front of the mask. Dispose of face mask in garbage.
 - e. Remove lab coat and place on assigned hook, and/or if done for the day into plastic bag for laundering.
 - f. Perform hand hygiene.

Training

- Traditional in-class laboratory safety training shall be provided. Training can be provided in person or virtually.
- Safety orientation for each practical session should include review of infection prevention and control procedures.
 - Avoid touching your face, nose, or mouth with unwashed hands.
 - Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
 - Practice proper respiratory etiquette, such as sneezing and coughing into your elbow.
 - Do not shake hands.
 - Stay home if you are sick.

Non-Compliance

Everyone in the laboratory is required to comply with public health requirements and the University's policies and procedures to ensure a safe environment. No person shall knowingly create a condition that endangers the health or safety of other persons. The following steps should be followed if a student does not comply. These steps follow existing processes for non-compliant behaviour in a classroom.

- A student in non-compliance should be dealt with in a stepped approach, whereby the instructor first speaks with the student. If the student does not comply with the request

or guidance, the instructor should connect with Campus Safety who will triage the incident.

- If the behaviour is repeated, Step 1 is to be followed and the instructor should also elevate the matter to the Chair/Director and Student Affairs, who will engage with the student. If necessary, Student Affairs will consider the Student Rights and Responsibilities.

Student Illness Procedure

Steps to follow when a student feels ill during instruction and requires assistance:

- Request that the student with symptoms immediately leave campus and self-isolate;
- Remind the student to complete the symptom reporting tool and, if student is also an employee, remind them to also email/phone their supervisor/manager.
- If the student is incapable of leaving the laboratory, contact Campus Safety at 4444. Establish, a safe, designated isolation area for the student to wait that is at least 2 metres away from you and other students until CSS and EMS arrive.