COVID-19 CHE GLASS SHOP SAFETY PLAN – E6 1122

1.0 TRAINING
Before coming back to campus, employees, students and researchers must complete the following training:

- Mandatory “Return to Campus Safety during COVID-19” (SO 2036) online training
- Training from the Shop supervisor on the new practices outlined in this procedure

2.0 RESPONSIBILITIES

2.1 SHOP SUPERVISORS
- Enforce all criteria within this plan.
- Ensure appropriate hand hygiene and surface disinfection supplies are provided for employees.
- Physically inspect the shop to:
  - Identify hazards as per the Occupational Health and Safety Act
  - Ensure the adequacy and adherence to this safety plan.

2.2 EMPLOYEES AND STUDENTS
- Follow all guidance within this plan.
- Do not come to work if ill, and report all illnesses to the supervisor using the process outlined in section 3.2 Illness and Absence Reporting.

3.0 HEALTH PROTOCOLS

3.1 SELF-ASSESSMENT SCREENING
To minimize risk, employees and students must not come to campus when ill. For this reason, the University requires that employees and students monitor themselves daily for symptoms of COVID-19. The COVID-19 self-assessment tool, found in the WatSAFE app and on the University’s Health site provides clear directions on how to self-assess. Signage posted at building entrances will remind employees and students to conduct self-assessments.

3.2 ILLNESS AND ABSENCE REPORTING
Do not participate in work or allow a member of your team to participate if exhibiting COVID-19 symptoms. Review and follow the University’s Health Protocols at all times.
4.0 HAND HYGIENE
Hand hygiene should be performed regularly throughout the day. At minimum, employees and students shall wash hands or perform hand sanitization:

- When entering or leaving a new space
- When they remove gloves
- After using shared equipment

Hand washing is the preferred method of hand hygiene at UW. If hands are soiled (dirt, debris, oils, grease, and other contaminants), hand sanitizers will not be effective. Use soap and warm water in these cases. If work consistently causes hands to be soiled, hand washing facilities need to be provided and accessible (sink and soap).

Communicate these requirements to your employees and students.

5.0 GROUP PROTECTIVE EQUIPMENT
If physical distancing is practiced, additional group protective equipment (GPE)/personal protective equipment (PPE) will not be required. Should physical distancing not be possible for specific tasks or specific situations, cloth face coverings can be used.

More information regarding other protective equipment:

- Gloves are not required where there is no human contact. Gloves shall not be used in hallways (this rule has not changed). Hand hygiene is more effective.
- Respirators and surgical face masks are not recommended for general use to protect the public against one another. In cases where physical distancing of 2 m is not possible, face coverings (cloth masks) can be used.
- Rubber gloves for cleaning glassware can be shared if proper hand hygiene is performed before and after use.
- Face shields, safety glasses, safety goggles, half-mask respirators, and welding masks should be individually provided and wiped with a disinfectant before and after each use.
- Chemical aprons should be wiped with disinfectant before and after each use.
- Lab coats should be designated to an individual. Washing is only required when they have been soiled.

6.0 WASTE DISPOSAL

- Non-hazardous waste will be removed from labs by custodial services as per the schedule used before COVID-19.
- Hazardous waste should be handled and removed according to the hazardous waste guidelines.
Note: Due to COVID-19 and physical restrictions in the Environmental Safety Facility (ESF), open hours no longer exist. Waste must now be scheduled using the online calendar. Information on this calendar can be found here.

7.0 RELATED PLANS THAT MUST BE REFERENCED

7.1 LABORATORY SHUTDOWN PLAN

A Workshop Shutdown Plan is one that assigns responsibility to various individuals within your group to ensure the tasks in the Laboratory Ramp-Down & Temporary Shutdown Checklist can be accomplished on short notice. This is to ensure the workshop can be closed for an extended period of time.

7.2 WORKING ALONE PLAN

Depending on the work being undertaken, and if employees or students will be expected to work alone, a working alone plan may be required. To determine if you need a plan refer to UW’s Working Alone Guide.
SAFETY PLAN - E6 GLASS SHOP - E6 - 1122

Workshop Supervisor: _Ron Neill___  Workshop location(s): _E6-1122___

1.0 ELIMINATION OF NON-CAMPUS RELATED WORK

Eliminating the hazard is the best means of ensuring that risk is minimized. Differentiate work that should be performed remotely versus work that must occur on campus. All work that can occur remotely should be conducted remotely.

<table>
<thead>
<tr>
<th>Remote work</th>
<th>Campus work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design work</td>
<td>Glassware Fabrication</td>
</tr>
<tr>
<td>Administrative tasks</td>
<td>Glassware repairs</td>
</tr>
<tr>
<td>Meetings on line</td>
<td>Water Treatment System maintenance</td>
</tr>
<tr>
<td>Written and verbal consultations</td>
<td>Liquid nitrogen dispensing</td>
</tr>
</tbody>
</table>

*To be clear, all work that can occur remotely should be conducted remotely.*

2.0 ADJUST THE WORKPLACE - PHYSICAL DISTANCING

Physical distancing is the next best way to reduce risk. To ensure 2m physical distancing can be maintained, these two main tools are implemented:

- Occupancy limits and traffic flow
- Scheduling work

2.1 OCCUPANCY LIMITS AND TRAFFIC FLOW

This workspace (E6 1122) only has one regular occupant – Ron Neill. So no modifications are required.

The Glass Shop clients will set up a meeting time with the Glass Shop Technician via email or phone call in advance. Preferentially, drawings, work order information, pricing and approval from supervisor should be done by email/phone.

A client requesting **glassware repair** should bring their glassware clean and dissembled, when possible. A client requesting **new glassware fabrication** can bring their drawing to the shop, if further clarification is needed.

The meeting will proceed in the hallway, just outside the workshop, keeping 2m separation at all times. The transfer of materials will occur at a table in the corridor; physical distancing and sanitary protocols will be observed.
Occasionally and briefly one visitor at a time will be invited to workshop to inspect work-in-progress. So the total occupancy limit is two.

In the event that physical inspection/verification of work-in-progress is required, physical distancing will be maintained, and face masks will be employed.

The Glass Shop Technician will advise customer via phone or email that requisition is ready for pick up and arrange time. The transfer of materials will occur at a table in the corridor; physical distancing and sanitary protocols will be observed.

Figure 1: Glass shop Diagram

Legend
- Circles with OL (OL-2) indicate an occupancy limit for the area
2.2 WORK SCHEDULES
This workspace (E6 1122) only has one regular occupant – Ron Neill. So no scheduling is required, however the following guidelines still apply.

- Process for approving and enforcing scheduling to ensure occupancy limits are not exceeded
- Work should be scheduled weekdays between the hours of 8 am and 6 pm, Monday to Friday
- Requirements that office work be done at home
- Meetings should be held virtually
- Measures to ensure that Working Alone guidelines are followed at all times, including specific working alone procedures to be implemented within the workshop.

2.3 OTHER CONSIDERATIONS FOR PHYSICAL DISTANCING
- Post occupancy limits on all workshop entrances/exits
- Post hand hygiene procedures on all sinks and hand hygiene stations
- Remove extraneous seating
- Ensure hand hygiene stations are present for employees to use
- Communicate all changes being made due to COVID-19 to all occupants/employees

Standardized posters relevant to COVID-19 controls can be ordered here.

3.0 SURFACE DECONTAMINATION
Surface decontamination within the laboratory is the responsibility of the Supervisor or PI. At minimum, most surfaces should be disinfected twice per day. Fill out the sections below which outline decontamination plans for the lab.

3.1 WORK SURFACE AND EQUIPMENT DECONTAMINATION

<table>
<thead>
<tr>
<th>Equipment Identifier</th>
<th>Disinfectant</th>
<th>Concentration</th>
<th>Contact time*</th>
<th>Frequency of disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment handles and knobs, sink surfaces</td>
<td>alcohol</td>
<td>60-80%</td>
<td>Two minutes</td>
<td>Post-visitor, or as required</td>
</tr>
</tbody>
</table>

*Contact time refers to the amount of time that the disinfecting agent is required to be in wet contact with the surface/object to appropriately disinfect. Consult manufacturer’s
protocols to determine appropriate contact time for commercially available products (e.g., Lysol wipes).

Notes on surface disinfection:

- Ensure the disinfectant chosen is appropriate for the surface being disinfected.
- Ensure there is enough disinfectant to last the workweek.
- All work surfaces should be decontaminated twice daily. In most situations, this means before work begins and once work has concluded.
- If commercially available disinfectants are proposed for use, include full product name and corresponding contact time.

### 3.2 HIGH-TOUCH AREA DECONTAMINATION

All high-touch surfaces should be disinfected twice daily. Designate responsible persons and a schedule for this to be done. Complete the table below for your research areas. Include 1 table for each separate location.

**Table 1: High-touch surface disinfection summary table**

<table>
<thead>
<tr>
<th>Item Identifier</th>
<th>Disinfectant</th>
<th>Responsible Person</th>
<th>Schedule</th>
<th>Frequency of disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door knobs/push bars for all doors</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
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<tr>
<td>Water faucets</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
</tr>
<tr>
<td>Cupboard handles (clean bottle area)</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
</tr>
<tr>
<td>Lab phone</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
</tr>
<tr>
<td>Light switches</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
</tr>
<tr>
<td>Keyboards and mice</td>
<td>Alcohol 70% Ron</td>
<td>Daily</td>
<td>Twice a day</td>
<td></td>
</tr>
</tbody>
</table>

[Click here](#) for more information on the disinfection of surfaces.

### 4.0 PERSONAL HYGIENE

Please answer the following questions.

1. Are handwashing sinks available for use within each lab for which access is being requested?  
   - Yes ☒  
   - No ☐  
   - If “no”, outline what hand hygiene stations you have provided, and identify the location of the nearest accessible sinks for hand washing:

   [Click or tap here to enter text.](#)
2. Is task-specific PPE used and shared (E.g., cryogenic gloves, chemical aprons)?
   Yes ☐ No ☒
   o If “yes”, specify how this equipment is disinfected between uses:
     No shared PPE

3. Are Offices available for personal storage?  Yes ☐ No ☒
   o If “yes”, provide details regarding room number and location, occupancy limits, location of hand-hygiene stations, and room dimensions, and ensure that relevant surfaces and high-touch areas are identified in disinfection tables within sections 3.1 and 3.2;
   o If “no”, indicate the alternative method of ensuring personal items are not contaminated within the lab (for example – providing rubber maid bins or storage racks in designated locations with disinfection before/after use):
     Ron is the sole occupant of the workshop. If necessary, he can store personal items by his desk.

5.0 Other Required actions:

The following action items have been completed, or will be completed upon approval of this safety plan prior to conducting any research activities in the laboratory:

☐ I have posted occupancy limits on all lab entrances/exits.
☐ I have posted hand hygiene procedures on all sinks and hand hygiene stations.
☐ I have removed extraneous seating from the spaces in this plan.
☐ I have designated single use workstations with floor markings or tape (if needed).
☐ I have established hand hygiene stations for employees to use.
☐ I will communicate all changes being made due to COVID-19 to all occupants/employees.
☐ I have communicated that all personal or street items shall not be stored within the lab. Where required, I have made arrangements for locker or office space.
☐ I have planned for the safe shutdown of my work spaces should another extended shutdown of campus be required. This plan is available for review.
☐ I have completed a Working Alone Assessment and have implemented this plan where required. This plan is available for review.
6.0 ACKNOWLEDGEMENTS

Employee and student acknowledgements

By printing and signing my name in the table below, I acknowledge that I have been trained on the procedures outlined in this document, that I have been consulted and have no reservations with the safety precautions and processes that will be in place to conduct research described in the request to be in on campus.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
<th>Date</th>
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Principal Investigator Acknowledgement:
I acknowledge that I am responsible for the implementation of all procedures outlined in this document to reduce infection risk of COVID-19. Those found not following these directives may be subject to corrective action up to and including disciplinary measures.

Shop Supervisor Name: __Ron Neill____________________________

Shop Supervisor Signature: ______________________  Date: __________