COVID-19 CHE - HAZARDOUS WASTE FACILITY SAFETY PLAN – E6 1022

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

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

- Cloth face coverings should be used. Respirators and surgical face masks are not recommended for general use to protect the public against one another.

- 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.

6.0 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 - HAZARDOUS WASTE FACILITY - E6 - 1022

Workshop Supervisor: __Rick Hecktus__  Workshop location(s): __E6-1022___

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>Administrative tasks</td>
<td>Hazardous Waste Drop-off</td>
</tr>
<tr>
<td>Meetings on line</td>
<td></td>
</tr>
<tr>
<td>Written and verbal consultations</td>
<td></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 WORK SCHEDULES

The E6HWF now has an MS Outlook calendar associated with it that users will be required to use should they wish to drop off waste. Time slots will be available on Tuesdays, from 2pm to 3pm, in 10-minute increments. The following restrictions will be part of this use:

- Each laboratory location can schedule only one 10-minute slot per week.
- Laboratories must register for a time slot by 4 pm the previous day for a next day appointment. Example - attempting to book at 4:15 pm on Monday for a Tuesday time slot will not be permitted.
- When signing up for a time slot, the PI and lab location must be identified.
- All waste containers must be properly labelled and waste profile forms must be complete prior to arrival or the time slot will be forfeited.

How to Book an Appointment

- Go into your outlook calendar and click on “New Meeting” at the top
• In the subject box enter the PI’s name and the location of the lab (example ie: Smith, B2-395)

• In the location section, on the very right is a button “Rooms”. Clicking this button allows you to find various rooms on campus.

• A pop-up will appear that allows you to search for a particular room. Select the one you wish and click the “Rooms” button at the bottom, then click the “OK” button

• The E6HWF room is designated as follows:
  o ENG E6-1022
To select a time, click on the “Scheduling Assistant” box. This will bring about the view below.

- To change the calendar resolution, click on the dropdown button highlighted in the image above with the “100%” in it.
- Select a time that is open that you would like. After viewing the open times, type in the beginning and ending time in as depicted in the image below:
2.2 OCCUPANCY LIMITS AND TRAFFIC FLOW

The Hazardous Waste Drop-off facility (E6 1022) is a small room with limited capacity for physical distancing. Therefore a special procedure will be in place to keep physical distance, as described below:

- Please wait in the hallway until you have been signaled to enter.
- When arriving at the E6HWF at your booked time, user should wait in the hallway, outside room E6-1823, keeping 2m distance from each other, until instructed by the technician to enter the room.
- One user at a time will bring their Hazardous Waste to position A (See Figure 1) for initial processing.
- The technician will move to position B and request the waste profile pages. If forms are OK, the technician will instruct the user to move their hazardous waste (in a cart, rubber buckets, or bins) to position C, located by the door of 1022, and then return to position A.

*Note – if you do not type in the desired time, you will only get the option of half an hour increments.
• The technician will remove the hazardous waste from Position C and store them accordingly.
• The technician will return empty carts, and/or bottles to Position C, move back to position B, and instruct the student to retrieve their carts, and/or bottles.
• The user will then exit the area and inform the next user, if one is waiting, to bring their waste in to Position A.

![Figure 1: E6 Hazardous Waste Facility Diagram](image)

**Legend**
- Circles with OL (OL-1, OL-2) indicate an occupancy limit for the area
- Circles in green (A, B) indicate waiting locations.

**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
- Ensure hand hygiene stations are present for employees to use
- Communicate all changes being made due to COVID-19 to all occupants/employees
3.0 SURFACE DECONTAMINATION

3.1 WORK SURFACE AND EQUIPMENT DECONTAMINATION

Table 2: Shared equipment disinfection details

<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>Tables, cupboards, handles and knobs</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%</td>
<td>Rick</td>
<td>Tuesdays</td>
<td>Before and after drop-off time</td>
</tr>
<tr>
<td>Lab phone</td>
<td>Alcohol 70%</td>
<td>Rick</td>
<td>Tuesdays</td>
<td>Before and after drop-off time</td>
</tr>
<tr>
<td>Light switches</td>
<td>Alcohol 70%</td>
<td>Rick</td>
<td>Tuesdays</td>
<td>Before and after drop-off time</td>
</tr>
</tbody>
</table>

Click here for more information on the disinfection of surfaces.
4.0 PERSONAL HYGIENE
The E6HWF technicians should wash hands upon entry into the facility, and upon exit. Handwashing is also required after removing gloves. The E6HWF will prioritize the use of soap over hand sanitizer.

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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<tbody>
<tr>
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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:** ___Rick Hecktus____________________________________

**Shop Supervisor Signature:** ________________________ **Date:** __________