UW SUPERVISOR COVID-19 Lab Checklist

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| Department: | Location: | | | | |
| Completed by: | Date: | | | | |
| **Continue Working Remotely (**Elimination of Hazard) | | **Y** | **N** | **N/A** | **Notes** | |
| Workers who can continue to work from home have been instructed accordingly. | |  |  |  |  | |
| **Adjust the Workplace** (Engineering Controls) | | | | | | |
| Lab has been reconfigured to ensure physical distancing of 2m. Traffic-flow designations and occupancy reductions are in place. | |  |  |  |  | |
| Equipment is assigned to individuals (glassware, chemicals, equipment, cabinets/drawers).  Clean all glassware prior to leaving lab – do not leave glassware in or beside sink, replace to glassware storage areas. | |  |  |  |  | |
| Fume hoods are assigned to individual workers (one worker per hood using a schedule). Clean and disinfect fume hood (controls and glass sash) before and after each use. | |  |  |  |  | |
| Individual lab bench workstations are assigned by 2m sections to maintain physical distancing. Clean and disinfect twice per day. | |  |  |  |  | |
| Common instrumentation, tools or equipment scheduled for individual use only and procedures for cleaning and disinfection before and after each use are in place. | |  |  |  |  | |
| Signage is posted to promote physical distancing, appropriate hand hygiene and self-screening. | |  |  |  |  | |
| All lab coats are assigned to individual workers (labeled with permanent marker) and not shared, separate racks/hooks are available. Lab coats are laundered when contamination is suspect or evident. Street clothes, backpacks, and other common items should not be stored in any lab. | |  |  |  |  | |
| **Adjust Work Processes** (Administrative Controls) | | | | | | |
| Procedures for appropriate hand hygiene and respiratory etiquette were communicated to workers. | |  |  |  |  | |
| Resources are available for workers to conduct appropriate hand hygiene; lab sink with soap, water, paper towels (required if hands are soiled) or availability of hand sanitizer. | |  |  |  |  | |
| Procedures for sanitization of high touch surfaces, shared equipment/tools/and/or workstations are available and implemented. | |  |  |  |  | |
| Workers are provided with information for self-screening and instructed to stay home if sick. | |  |  |  |  | |
| Staggered start times and/or alternating schedules have been considered. | |  |  |  |  | |
| Opportunities to utilize technology have been identified to limit person to person interactions. | |  |  |  |  | |
| SOPs have been developed to limit the number of workers involved in specific tasks (i.e. vehicle use, lab equipment use, etc.) or to limit the number of visitors/customers/clients admitted into a space at one time. | |  |  |  |  | |
| **Provide GPE or PPE** | | | | | | |
| Determine the appropriate level of Group Protective Equipment (GPE) / Personal Protective Equipment (PPE) recommended for the duties assigned.  Refer to the [PPE section of the Health and Safety Guide](https://uwaterloo.ca/coronavirus/health-and-safety/health-and-safety-guidance-during-covid-19/eliminating-hazards#protective-equipment) for more information. | |  |  |  |  | |
| Educate employees on the need for PPE when no reasonable alternative exists and work assignments require that employees be within 2 m of each other for greater than 15 minutes cumulatively, or for sustained periods of lesser duration (5 minutes).  Refer to the [PPE section of the Health and Safety Guide](https://uwaterloo.ca/coronavirus/health-and-safety/health-and-safety-guidance-during-covid-19/eliminating-hazards#protective-equipment) for more information. | |  |  |  |  | |
| **Communications and Training** | | | | | | |
| Return to campus expectations are communicated to workers prior to return. Workers have completed online training: Returning to Campus Safely During COVID-19 (SO2036). | |  |  |  |  | |
| Requirements for daily self-screening and illness reporting have been communicated. | |  |  |  |  | |
| Training is provided to workers on all workplace procedures. Workers are aware they should take concerns/questions to their immediate supervisor. | |  |  |  |  | |

For more information, please refer to the following:

* [University of Waterloo information on COVID-19](https://uwaterloo.ca/coronavirus/)
* [Health and Safety Guidance during COVID-19](https://uwaterloo.ca/coronavirus/return-campus/workplace-health-and-safety-guidance)
* [(SO2036) training - Returning to Campus Safely During COVID-19](https://uwaterloo.ca/safety-office/training/returning-campus-safely-during-covid-19)