

# PHASE 1: BACK TO WORK PLAN

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[www.bowdish.ca](http://www.bowdish.ca)

CONSIDERATIONS - PHASE 1- BACK TO WORK PLAN FOR MDCL4077 (MAIN BSL1 LAB), MDCL 4051 (TISSUE CULTURE ROOM), MDCL 4055(BACTERIAL CULTURE ROOM) MDCL 4058 (HUMAN IMMUNE TESTING SUITE), MDCL 4098 (CORE FLOW FACILITY), CAF (VARIOUS ROOMS)

- No more than 20% of the lab will be working at any given time (for our lab this means no more than 2 people at a time)
- Anyone who can work at home must do so
- Keeping 2 m apart is essential, masks must be worn when this is not possible (e.g. moving in corridors)
- No training, or shadowing by untrained workers is allowed in Phase 1
- Should there be a presumptive or actual case of SARS-CoV-2 infection, the workplace may be shut down immediately. All experiments should be performed planning for an imminent shut-down.

## WORKER RESPONSIBILITIES

- No one should come to work with any symptoms, no matter how minor (e.g. headaches, fever, feeling unwell). Workers will attest daily that they do not have any of the symptoms on the Province of Ontario's Self-assessment checklist. <https://covid-19.ontario.ca/self-assessment/symptoms>
- Do not come to work if you have had contact with anyone who has suspected or confirmed infection or if you cannot follow social distancing practices outside of the work environment.
- You must practice impeccable hand hygiene and clean commonly used surfaces before and after use.
- You must log when and where you have worked on the [bowdish.lab@gmail.com](mailto:bowdish.lab@gmail.com) calendar.
- You must follow the below SOP.
- You must report to D. Bowdish if there is anyone who is not following social distancing protocols.
- Breaks will only be taken in Dr. Bowdish's office or other designated spaces and you will clean surfaces before & after use.
- Make sure there are sufficient surgical masks and order more if running low.
- To minimize contact with other workers in MDCL you are encouraged to consider working outside of standard 9-5 working hours or on evenings and weekends.
- Only one worker may be at the desk stations or within a bay at any given time.
- You must send a Slack message (text, email or other also acceptable) to D. Bowdish when you arrive and leave and update the lab gmail calendar with the time you were actually in the lab.

## ELIGIBLE WORKERS DURING PHASE 1

- Eligible workers include 1) those that have an exemption to finish experiments, 2) those that are working on COVID19/SARS-CoV-2 related projects and 3) those who cannot work at home because they require laboratory facilities. All workers must have approval by Dr. Bowdish before coming in.

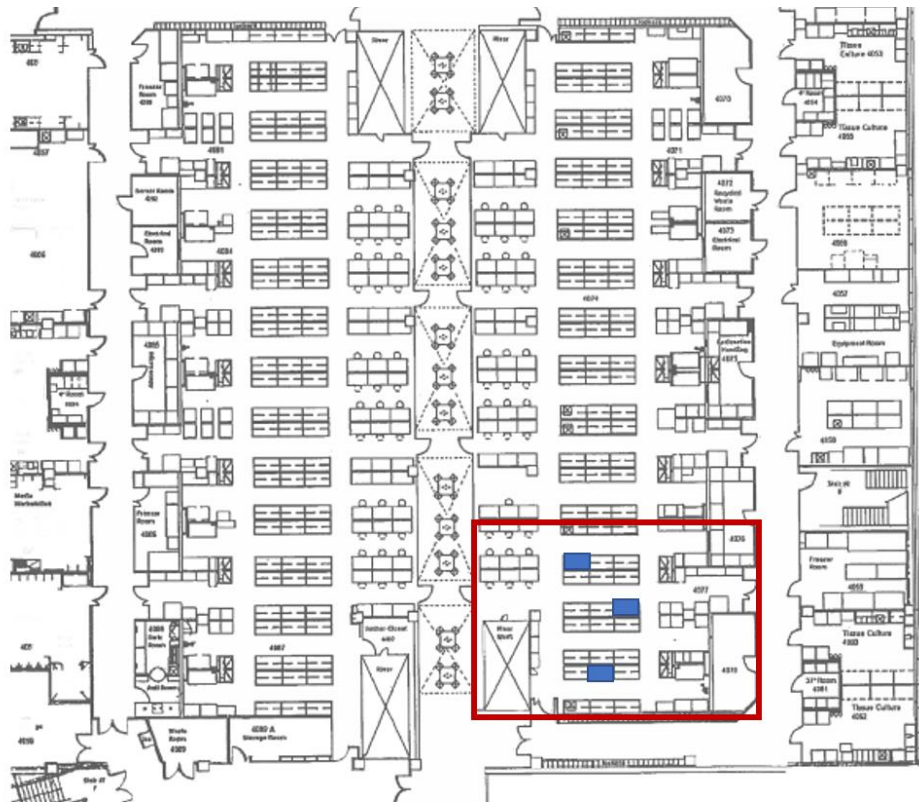
## COMING TO WORK

- 1) Let D. Bowdish know when you are planning to come to work via Slack and what project you are working on and log room number and time on the [bowdish.lab@gmail.com](mailto:bowdish.lab@gmail.com) calendar.
- 2) If you need to use the tissue culture rooms, book in advance.
- 3) Log temperature using the forehead thermometer available in the lab on the "Temperature Chart" in the lab Google Drive  
<https://docs.google.com/spreadsheets/d/1wgoA9JxJnSg1YSzuvKa2UIDBk1hq44jAB1PujwZfa9M/edit#gid=0> You may also check your circulating oxygen concentration using the pulse oximeter in D. Bowdish's office.
- 4) Wear personal protective gear (i.e. surgical mask and lab coat) in the tissue culture rooms, HITS and CAF when it is not possible to be 2 m apart and will wash lab coats daily.
- 5) Clean frequently used surfaces with 70% ethanol.
- 6) Practice impeccable hand hygiene. Wash hands frequently. Use hand sanitizer before and after using common equipment.
- 7) Only perform experiments that you are fully trained to do. If you are working alone, make sure you have Dawn's phone number easily available in case there is an emergency.
- 8) Do not have breaks anywhere other than Dr. Bowdish's office or a dedicated break room. Do not use communal microwaves, kettles, etc.
- 9) Be respectful of 2 m distancing around others and aware of distancing around common equipment.

## SIGN OFF:

- I will not come to work if I can work at home.
- I will not come to work if I have symptoms or a temperature, have been in contact with a case, am unable to follow social distancing.
- I have done the employee checklist (attached). I have asked any questions and brought up any concerns with D. Bowdish.
- I have watched the video on how to put on/take off a surgical mask. The best data suggest SARS-CoV-2 does not live on surfaces for > 3 days. You can store masks for 3 days for reuse if necessary.
  - (safely storing N95 type masks) [https://www.youtube.com/watch?v=Tal\\_LiRRAr8](https://www.youtube.com/watch?v=Tal_LiRRAr8)
  - (safely storing surgical masks for reuse) <https://www.youtube.com/watch?v=JwPWdkbyizw>
- I am confident that I can safely put on and take off a surgical mask and understand hand hygiene practices.
- I will wear a mask when I am likely to be in the tissue culture rooms, hallways, HITS, or anywhere that there is a chance that I will not be 2 m apart from my colleagues.
- I understand that I cannot have more than one person at the desk space or in a BSL1 bay at a time.
- I will clean workstations and common touch surfaces before & after use.
- I will log my time in/out of the lab including location and my temperature in our communal Google Drive folder.
- I will not perform any experiments that I am not trained to do. I have easy access to contact phone numbers in case of an emergency.

Signature & Date: \_\_\_\_\_



Bowdish lab workspace marked in red. Bays available to workers (max 2 in use at any given time, marked in blue).

## McMaster University Workplace COVID-19 Employee Checklist

Description	Y	N	Recommended Action (if applicable)
<p>1. Are feeling unwell in any way, have you travelled out of country or come into close contact with someone who has symptoms of COVID-19?</p> <p>Symptoms may include but are not limited to: fever, difficulty breathing, cough, sore throat, runny nose &amp; muscle aches.</p>			<p>If yes, complete the <a href="#">Ontario COVID-19 self-assessment tool</a> and follow the recommendations provided after completion.</p> <p>If no, you may proceed to the workplace and follow workplace health and safety requirements as instructed by your supervisor.</p>
Please follow the recommendations provided by the self-assessment tool. If no further medical follow-up is required, you may proceed to the workplace.			
<b>Stay at home if you are feeling unwell in any way.</b>			
2. Are you familiar with the workplace requirements for physical distancing?			When outside of your home, physical distancing means staying at least 2 metres (or 6 feet) away from other people whenever possible. Check with your supervisor on the specific physical distancing requirements for your work area.
3. Are you familiar with procedures for appropriate hand hygiene?			Practice frequent and thorough hand hygiene washing with soap and water for at least 20 seconds or using alcohol-based hand sanitizer if soap and water are not available. Review <a href="#">Public Health Ontario hand washing video</a> .
4. Are you familiar with the proper etiquette for coughing and sneezing?			Cover your mouth and nose with a tissue when you cough or sneeze. Put used tissue in the garbage and practice appropriate hand hygiene. If you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
If you are able to practice appropriate physical distancing and appropriate hand hygiene within the workplace, no further protective measures are required.			
For work areas where physical distancing is not possible, check with your supervisor on the requirements for Personal Protective Equipment (PPE).			
<b>Masks</b>	<p>Masks will only be provided by the University under circumstances where work is required to be completed and physical distancing is not possible. The recommended mask in these circumstances is a <b>medical mask</b>. N95 respirators are only recommended for healthcare workers providing care to COVID-19 patients.</p> <p>Homemade masks/face covering may be used as a voluntary measure but will not be provided by the University. These masks are not regulated and do not necessarily provide the wearer with extra protection.</p>		
<b>Eye Protection</b>	<p>Eye protection is only required where workers may come into contact (less than 2m) with individuals who are known or suspected to be COVID-19 positive.</p> <p>In circumstances related to their role where employees may come into contact with individuals who are known or suspected to be COVID-19 positive, safety goggles or a face shield are the recommended practice.</p>		
<b>Gloves</b>	Gloves will only be provided by the University under circumstances where hand hygiene is not possible.		
<b>Appropriate instructions on the use of PPE must be provided by your supervisor.</b>			

For more information, contact [Environmental and Occupational Health Support Services \(EOHSS\)](#)

Updated as of May 22, 2020