

Guidance for Accessing/Working in Shared Spaces during the COVID-19 Pandemic

Purpose

Ensure employees' health and safety by minimizing the spread of the virus when required to utilize shared spaces to prepare programming.

Description of Task

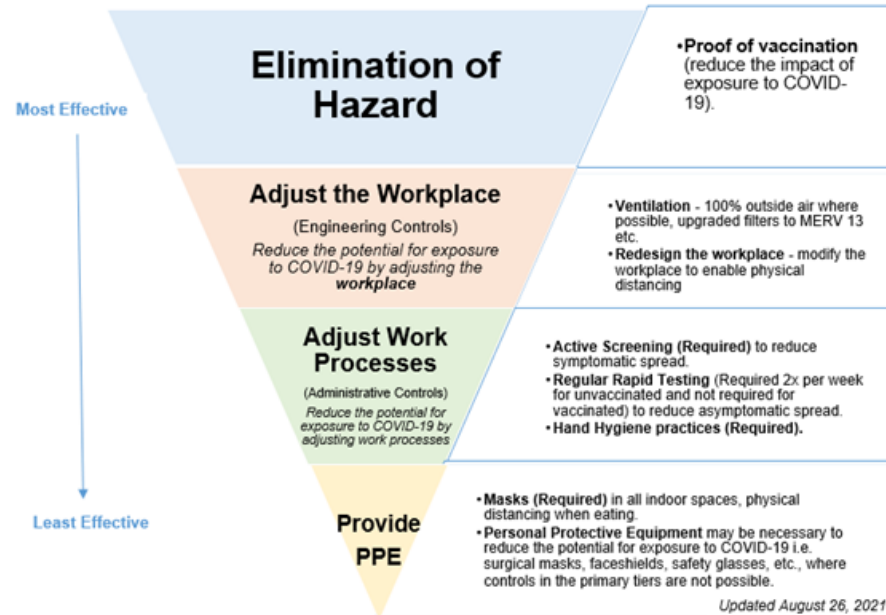
Some programming will continue to be conducted online. To offer and produce quality online programming, employees will require access to shared studio spaces and tools (recording equipment, whiteboard and markers, etc.).

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Hierarchy of Hazard Control

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. The hierarchy can be applied to any hazard in the workplace including COVID-19.



Physical Distancing

Physical Distancing is required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.).

Administrative Controls

Physical Distancing On-Site

Physical distancing (always keep a minimum distance of 6 feet(2m) from others) must be maintained when on campus and in shared spaces.

Schedule

Employees requiring use of shared spaces will schedule a date and time to access space prior to travelling to campus to limit person to person interactions.

Equipment/Tools

- If possible, employees will bring their personal computer equipment and tools (i.e. laptop, writing instruments, etc.) to the shared spaces to avoid high touch surfaces.
- Select tools (i.e. markers, chalk, etc.) are to be brought in by employees and are not to be shared.
- Shared and borrowed equipment and tools (i.e. recording equipment, etc.) and high touch surfaces in space (i.e. desktop, doorknobs, etc.) will be sanitized by user prior to work and before leaving the shared space. Disinfectant wipes should be available in all shared spaces.

Hygiene Practices

- Contact McMaster Facility Services to arrange for increased frequency of cleaning and disinfecting of high touch surfaces in shared spaces.
- To prevent exposure, employees should avoid touching face, eyes and mouth.
- Employees must conduct appropriate hand hygiene; location of the closest sink with soap and water should be communicated or hand sanitizer should be made available.
- All individuals must complete screening using the MacCheck digital tool within 1 hour before arriving on campus.

Personal Protective Equipment

Face coverings or masks are required in all indoor areas.

If using a shared studio space for the purposes of recording, once inside and ready to record, face coverings or masks can be removed to perform the required tasks. Physical distancing and appropriate hygiene practices continue to be required.

Work Procedures

- 1) Identify if work can appropriately be completed at home, or if access to studio space is necessary.
- 2) Schedule a date and time to access shared space and notify supervisor.
- 3) Wear a face covering or mask in all indoor spaces and practice physical distancing.
- 4) Prior to beginning work, use alcohol wipes provided to sanitize high touch surfaces (i.e. doorknobs, desktop, etc.) and shared equipment (i.e. microphone, etc.), and dispose of wipes.
- 5) Avoid touching face, eyes and mouth.

- 6) If recording, once alone and ready to record in studio, face covering or mask can be removed.
- 7) Do not eat/drink in shared spaces.
- 8) Upon completion of work, replace face covering or mask, use alcohol wipes provided to sanitize all high touch surfaces and shared equipment including armrests on multi-user chairs, and dispose of wipes.
- 9) After leaving shared space, immediately proceed to the nearest sink with soap and water, and thoroughly wash hands or use hand sanitizer.
- 10) Notify supervisor that work has been completed in studio space.

Resources

- [RMM 304: Working Alone Program](#)
- [How to Hand Wash](#) video
- Public Health Ontario - [COVID-19 Self-Assessment Tool](#)
- Public Health Ontario - [COVID-19 Information](#)
- Government of Ontario - [COVID-19 information](#)