

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

## Purpose

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

## Description of Task

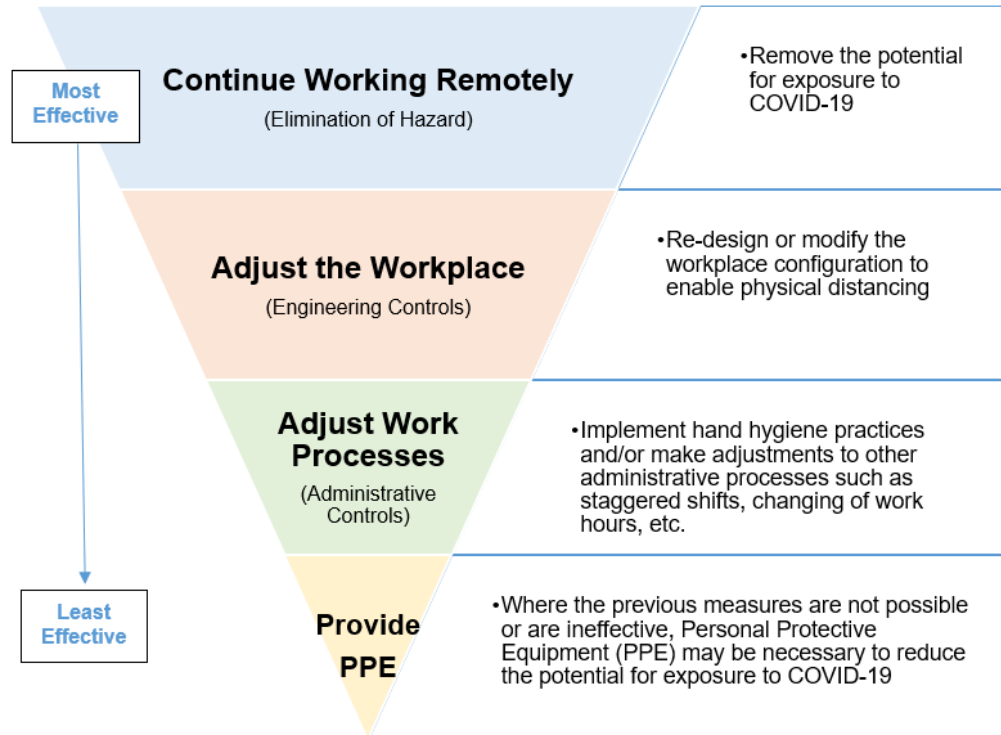
A considerable amount of programming will be conducted online. To offer and produce quality online programming, employees will require access to shared studio spaces and tools (recording equipment, whiteboard and markers, etc.).

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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

Employees should continue to work from home if there is appropriate space and access to tools to prepare programming.

## 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 studio spaces.

### Schedule

Employees requiring use of studio 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 studio 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 studio space. Alcohol wipes will be supplied in all studio spaces.

## Hygiene Practices

- Contact McMaster Facility Services to arrange for increased frequency of cleaning and disinfecting of high touch surfaces in studio 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 and alcohol wipes should be made available.
- All individuals must complete the [Ontario COVID-19 screening tool](#) no more than 1 hour before coming to the University and contact (email, MS Teams, text message, phone call, etc.) their direct supervisor to advise them of their result (whether they are clear to attend campus or have been advised to get tested for COVID-19 or to isolate). It is recommended that individuals retain a copy of their screening result. Supervisors are required to retain the result for a period of 14 days.

## Personal Protective Equipment

Personal protective equipment is not required while working in studio spaces as physical distancing and appropriate hygiene practices can be achieved.

## 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 studio space and notify supervisor.
- 3) Practice physical distancing on campus and in studio space.
- 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) Do not eat/drink in studio spaces.
- 7) Upon completion of work, use alcohol wipes provided to sanitize all high touch surfaces and shared equipment including armrests on multi-user chairs, and dispose of wipes.
- 8) After leaving studio space, immediately proceed to the nearest sink with soap and water, and thoroughly wash hands. If this is not possible, use alcohol wipes provided.
- 9) 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](#)