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
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**

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 or hand sanitizer should be made available.
- All individuals must complete the [Ontario COVID-19 screening tool](https://www24.gov.on.ca/eweb.OR0165A1.0) 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

Face coverings or masks are required in all indoor areas. Once inside studio 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 studio space and notify supervisor.
3) Wear a face covering or mask in all indoor spaces and practice physical distancing.

For more information, contact [Environmental and Occupational Health Support Services (EOHSS)](mailto:EOHSS@mcmaster.ca)

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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) Once alone and ready to record in studio, face covering or mask can be removed.

7) Do not eat/drink in studio 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 studio 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](#)