

McMaster University Workplace COVID-19 Lab Checklist

Department:	Location:
Completed by:	Date:

For more information, refer to the [Workplace Preventative Measures for COVID-19: Hierarchy of Hazard Control](#)

Description	Y	N	N/A	Notes
Continue Working Remotely (Elimination of Hazard)				
Workers who can continue to work from home have been instructed accordingly.				
Adjust the Workplace (Engineering Controls)				
Lab equipment are spaced to ensure appropriate physical distancing of 2m. Before and after use, all equipment should be sanitized appropriately.				
Assign equipment to individuals if possible (glassware, chemicals, equipment, cabinets/drawers). Clean all glassware prior to leaving lab – do not leave glassware in or beside sink but replace in assigned drawer.				
Fume hoods are assigned to individual workers (one worker per hood) – rotating schedule if necessary - and are wiped down before and after use.				
Lab benches are assigned by 2m sections to maintain physical distancing - frequent cleaning as required.				
Common instrumentation or equipment are scheduled appropriately and wiped down before and after use.				
Signage posted to promote physical distancing, appropriate hand hygiene and self-screening.				
Lab coats are assigned to workers and not for sharing. New coats should be labeled and marked by Laundry Services prior to use.				
Adjust Work Processes (Administrative Controls)				
Procedures for appropriate hand hygiene have been communicated to workers.				
Resources are available for workers to conduct appropriate hand hygiene; proximity to a sink with soap and water or availability of hand sanitizer.				
Procedures for sanitization of high touch surfaces, shared equipment and/or workstations are 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.				
Standard operating procedures 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 customers/clients admitted into a space at one time.				
Provide Personal Protective Equipment				
Workers are educated on the need for personal protective equipment (PPE) only when physical distancing and appropriate hygiene practices are not possible in addition to normal lab PPE practices.				
Communications and Training				
Workplace expectations communicated to workers prior to return.				
Employee COVID-19 checklist has been distributed to all staff.				
Training is provided to workers on all workplace procedures.				