Guidance for Use of Office Spaces for Instructor Recording during the COVID-19 Pandemic

Scope
The guidelines outlined in this document will assist in the development of Standard Operating Procedures (SOPs) related to use of office spaces for instructor recording and will help to ensure the appropriate COVID-19 health and safety considerations for the protection of all members of the McMaster community.

Description of Task
The majority of employees will continue working remotely. In specific circumstances where tasks cannot be performed remotely, such as producing online student programming, employees may require access to office spaces.

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Hierarchy of Hazard Control

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. For this purpose, the hierarchy of controls must be considered. This hierarchy can be applied to any hazard in the workplace including COVID-19. A brief overview of this concept is highlighted below.

Physical Distancing

Employees should continue to work from home if appropriate tools and resources are available to complete their work tasks.

Administrative Controls

Physical Distancing On-Site

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

Schedule

Employees requiring use of office spaces will schedule a date and time with their supervisor prior to travelling to campus to limit person to person interactions.

For more information, contact Environmental and Occupational Health Support Services (EOHSS)
Updated as of April 26, 2021
**Equipment/Tools**

If possible, employees will bring their personal computer equipment and tools (i.e. laptop, writing instruments, etc.) to their office space to avoid high touch surfaces.

Shared and borrowed equipment and tools and high touch surfaces in office spaces (i.e. desktop, doorknobs, photocopiers etc.) will be sanitized by user prior to work and before leaving office space.

**Hygiene Practices**

Contact McMaster Facility Services to arrange for increased frequency of cleaning and disinfecting of high touch surfaces in office spaces that are used on a daily basis for recording purposes. Increased frequency of cleaning and disinfecting is not required in office areas that are used less than daily.

To prevent exposure, employees should avoid touching face, eyes and mouth.

Employees to conduct appropriate hand hygiene; location of closest sink with soap and water should be communicated and/or hand sanitizer is made available.

**Personal Protective Equipment**

Face coverings or masks are required in all indoor spaces. Face coverings or masks can be removed once alone inside an office with door closed. Physical distancing, scheduling and appropriate hygiene practices also to be utilized.

**Work Procedures**

- 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.

- The supervisor should identify if work can appropriately be completed at home, or if access to office spaces is necessary.

- Employees must receive approval from their supervisor prior to utilizing office spaces by completing the [Office Access Request for Instructors to Record Courses](#) tool.

- Specific dates and times for access to office spaces should be scheduled through employees and their supervisor.
• Supervisors should consider staggering the scheduling of office spaces in order to limit the number of individuals in an office area at one time.

• Working alone procedures (RMM 304) if applicable, should be developed between the employee and their supervisor.

• Prior to authorizing employees to use office spaces, supervisors must ensure that office areas are equipped with appropriate signage to promote physical distancing. Signage is available for ordering online through Media Production Services.

• Supervisors must also ensure that disinfectant wipes are available within office areas so that employees are able to sanitize high touch surfaces. Disinfectant wipes can be ordered through the Campus Store, which provides an online catalogue of available supplies.

• When arriving on campus, employees should go directly to their office space.

• Employees must practice physical distancing on campus and in office spaces.

• Prior to beginning work, employees should use disinfectant wipes to sanitize high touch surfaces (i.e. doorknobs, desktop, etc.) and shared equipment, and dispose of wipes. Information on accessing wipes on campus can be provided by contacting Facilities Services Customer Service at ext 24740.

• Upon completion of work, employees must use disinfectant wipes to sanitize all high touch surfaces and shared equipment and dispose of wipes.

• After leaving office space, employees should immediately proceed to the nearest sink with soap and water, and thoroughly wash hands. If this is not possible, use hand sanitizer provided.

• Employee should notify their supervisor that work has been completed in office space.

• Employees should leave campus as soon as work in their office space has been completed.

Resources

• RMM 304: Working Alone Program

• McMaster Handing Washing Poster

• How to Hand Wash video

• Guidance on Health and Safety for Office Sector during COVID-19

• Public Health Ontario - COVID-19 Self-Assessment Tool

• Public Health Ontario - COVID-19 Information
Government of Ontario - COVID-19 information