

Guidance for Retrieving Supplies/Equipment from Office Spaces during the COVID-19 Pandemic

Scope

The guidelines outlined in this document will assist in the development of Standard Operating Procedures (SOPs) related to **retrieving supplies/equipment from office spaces** 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

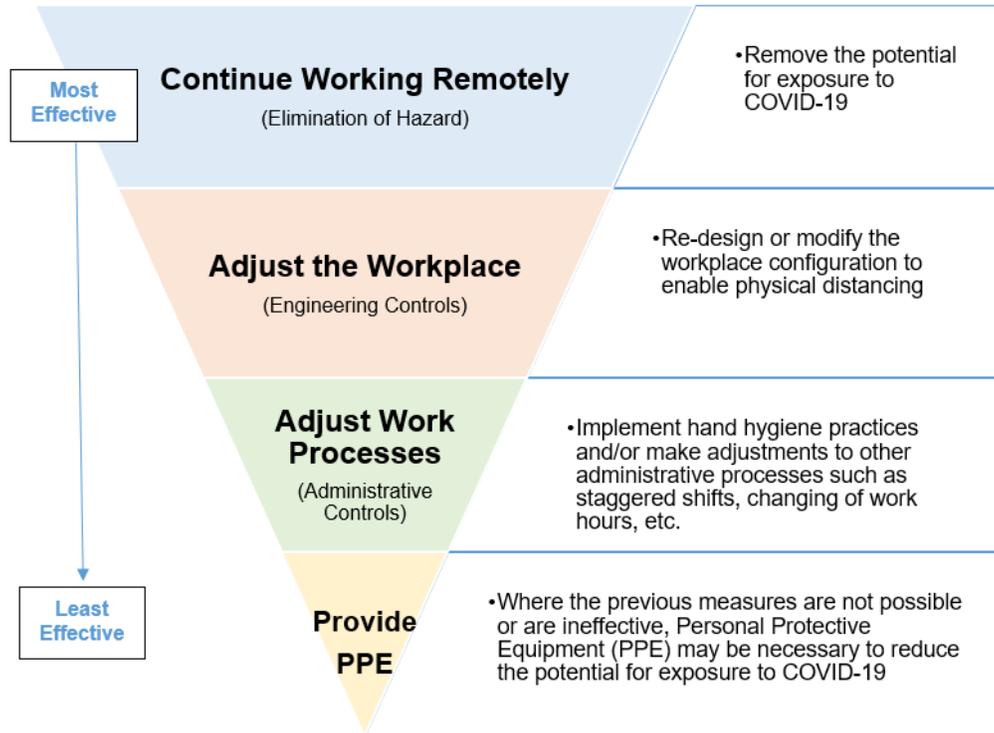
The majority of employees will continue working remotely. Employees may be required to access office spaces and retrieve supplies/equipment (i.e. computer accessories) to support a healthy and safe remote working environment.

Table of Contents

Scope	1
Description of Task.....	1
Hierarchy of Hazard Control	2
Physical Distancing/Engineering Controls	2
Administrative Controls.....	2
Physical Distancing On-Site	2
Schedule.....	3
Hygiene Practices	3
Personal Protective Equipment	3
Work Procedures.....	3
Resources	4

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/Engineering Controls

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 required to access office spaces will request approval and then make their supervisor aware of the date and time in which they intend to retrieve supplies/equipment prior to travelling to campus to limit person to person interactions.

In some circumstances, supervisors or employees may be required to contact Security Services to access office spaces (i.e. buildings locked on weekends).

Hygiene Practices

- Employees are encouraged to self-screen and stay home if sick (complete the [Ontario COVID-19 self-assessment tool](#) to help determine how to seek further care).
- To prevent exposure, employees should avoid touching face, eyes and mouth.
- Employees to conduct appropriate hand hygiene. Employees should be aware of location of closest sink with soap and water for handwashing. Secondary option for hand hygiene is the use hand sanitizer provided in the building.

Personal Protective Equipment

Personal protective equipment is not required while accessing office spaces to retrieve supplies/equipment as physical distancing and appropriate hygiene practices can be achieved. Requirements for employees accessing MDCL and the MUMC will differ due to the connection of these buildings and the screening and PPE requirements for healthcare settings. Further instructions are highlighted in the work procedures below.

Work Procedures

1. Identify if it is necessary to retrieve supplies/equipment to continue to work remotely.
2. Receive approval from supervisor to retrieve supplies/equipment during an agreed upon date and time.
3. Supervisors should consider a staggered schedule to access office spaces to limit person to person interactions.
4. Supervisors or employees may be required to contact and make arrangements with Security Services (905-522-4135) to access office spaces after hours. At campus off site locations, follow protocols at that location and contact Security office using their contact number

5. When arriving on campus, employees should go directly to the office (do not enter kitchenettes, lounges, meeting spaces, etc.).
6. Employees accessing MDCL and the MUMC will be required to complete a screening process prior to entering the building. Employees entering these buildings will be provided with a medical mask that must be worn at all times while in the building.
7. Practice physical distancing on campus and in office spaces.
8. Avoid touching face, eyes and mouth.
9. Use disinfectant wipes to sanitize high touch surfaces and supplies/equipment and dispose of wipes.
10. After leaving the office, immediately proceed to the nearest sink with soap and water, and thoroughly wash hands. If this is not possible, use hand sanitizer provided in building.
11. Notify supervisor that supplies/equipment have been retrieved from the office and leave campus.
12. Provide supervisor with a list of supplies/equipment that have been removed from the office to continue to work remotely.

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](#)