

# Guidance for Training of Research Personnel During COVID-19 Pandemic

## Purpose

Ensure health and safety of the campus community by minimizing the spread of the virus when training research personnel.

## Location

Research labs.

## Description of Task

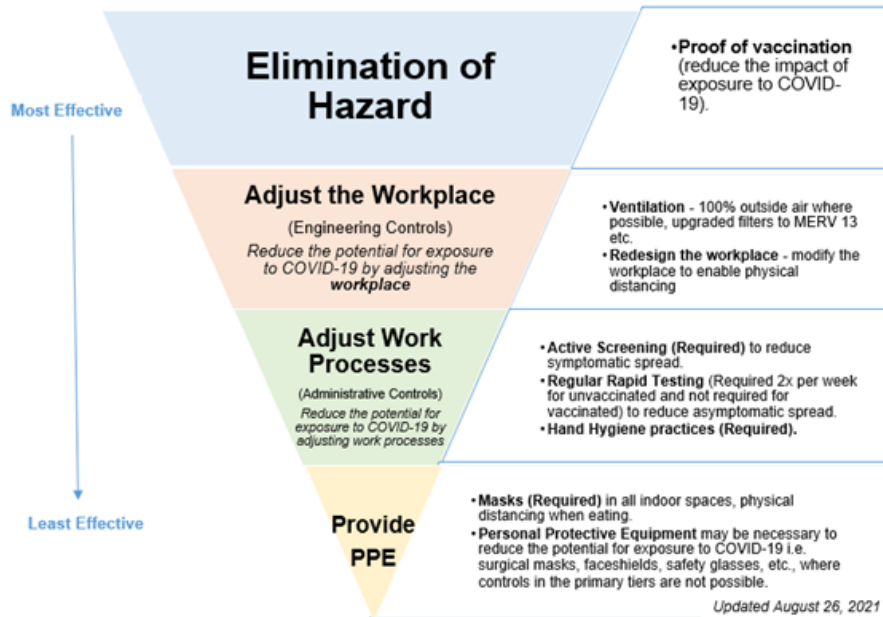
The majority of individuals will continue working remotely. Individuals may be required to access campus for the purposes of training research personnel.

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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.



## Continue Working Remotely

Individuals should continue to work remotely if appropriate tools and resources are available to complete their work tasks. Utilize technology where possible to conduct training for research personnel.

## Physical Distancing

Physical Distancing is required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.).

### **Adjust Work Processes (Administrative Controls)**

Prior to scheduling training, instructors and trainees should be required to complete the MacCheck digital tool and stay home if sick.

Scheduling of training should be implemented in such a way as to limit the number of individuals in the space.

**Hygiene Practices:** to prevent exposure, instructors and trainees should avoid touching face, eyes and mouth as well as conduct appropriate hand hygiene. Instructors and trainees should be aware of location of closest sink with soap and water or hand sanitizing station for hand hygiene.

### **Personal Protective Equipment**

Masks are required in all indoor spaces. Personal protective equipment is required where physical distancing cannot be achieved during training of research personnel.

### **Procedural Guidelines**

- 1) All individuals must complete the MacCheck digital tool no more than 1 hour before coming to the University.
- 2) Training should be limited to one on one interactions as much as possible.
- 3) Where possible, reorganize the research space to maintain physical distancing between the researchers and the trainees. If not possible, physical separation with barriers such as Plexiglas or other partitions should be considered. If after other considerations (spacing workstations, rotational schedules, etc.) barriers are necessary, submit a work order with Facility Services (or location-specific building services) for materials and installation. Barriers do not replace the need for masks or face coverings.
- 4) Consider the use of floor markings and wayfinding signage that is clearly visible to maintain physical distancing within the research area.
- 5) If physical distancing cannot be achieved during specific training tasks, PPE is required (surgical mask and goggles or face shield).

- 6) In situations where contact is required between the instructor and the trainee (i.e., positioning a trainee's hand to properly hold or use an instrument), the above noted PPE is required. Appropriate hand hygiene must also be conducted after completion of the task.
- 7) Ensure all high touch surfaces (i.e., door handles) are frequently disinfected and that hand washing, or hand sanitization stations are available.
- 8) Disinfect all research equipment or materials that are touched by trainees between each use.
- 9) In order to limit trainee contact with research equipment or materials as much as possible, instructors should point to or manipulate equipment or research material.

### Resources

- [Guidelines for Research Labs During the COVID-19 Pandemic](#)
- [Donning](#) and [Doffing](#) Disposable **Masks** (videos)
- [RMM 300 – Health & Safety Training Program](#)
- [Public Health Ontario](#)
- [Government of Ontario](#)
- [Government of Canada](#)