

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
Proof of Vaccination (Elimination of Hazard)				
Reduce the impact of exposure to COVID-19. Ensure Faculty, staff and students are informed of the McMaster Vaccination Policy requirements and have completed the MacCheck digital tool for clearance to attend the workplace.				
Adjust the Workplace (Engineering Controls)				
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)				
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.				
Standard operating procedures have been developed to ensure safe practices for tasks.				
Provide Personal Protective Equipment				
Workers are educated on the need for personal protective equipment (PPE) and appropriate hygiene practices in addition to normal lab PPE practices .				
In accordance with provincial protocols every person is required to wear a face mask in all indoor areas. Individuals working within 2 meters of others who are unmasked must also wear eye protection.				
Communications and Training				
Workplace expectations communicated to workers prior to return.				
Employee COVID-19 checklist has been distributed to all staff.				
COVID-19 training has been completed.				
Training is provided to workers on all workplace procedures.				

For more information, contact [Environmental and Occupational Health Support Services \(EOHSS\)](#)

Updated as of September 1st, 2021