

Summary of College of Engineering Safety Protocols for Accessing the Engineering Building (Stage 3)

February 12, 2021

The College of Engineering has implemented the following safety protocols and controls to protect workers during increasing activities in University of Saskatchewan spaces.

1. Approval of requests:

- Submit access requests through jira for [New Requests](#) or to [Amend Existing Permits](#).
- Requests for access to the Engineering building will be reviewed, prioritized and approved by (1) a department review committee, and (2) Associate Dean Research and Partnerships (ADRP) or Associate Dean Graduate Studies and Strategic Projects (ADGSSP).

2. [Engineering Biosecurity Protocol](#) has been developed for anyone wishing to [access the building](#).

3. **Contact tracing:** A text-in and text-out registry has been created to record the date and time people enter and leave the building. Workers will text "enter"/"exit" to 1-306-900-9602 when they enter/leave the building.

4. Engineering building zones:

- The building has been divided into 6 isolated zones.

Zone 1-ECE-Red	Zone 2-ME-Orange	Zone 3-CBE-Blue
Zone 4-CGEE-Purple	Zone 5-Shops-Green	Zone 6-Office-Teal

- Each zone has its own entrance/exit, lunchroom and washroom facilities.
- Two technical staff will provide safety oversight and research support for each zone.
- Non-contact material transfer with disinfection has been developed for material transfer between zones and between zones and shipping and receiving.
- Workers (except technical staff) are required to limit activities to approved zones and are required to be out of the building for 72 h before moving between zones.
- Technical staff are allowed to cross zone boundaries if deemed necessary in performance of their duties. They are required to wear a mask over their mouth and nose, observe social distancing and keep a work log of any zone boundary crossings.

5. Safety oversight:

- Two technical staff will provide safety oversight and research support for each zone during regular business hours (8:30 am – 4:30 pm Monday to Friday).
- Technical staff will report COVID-19 safety infractions to: enr.safetychairs@usask.ca.

6. **Safety supplies:** The College will supply washable masks and disinfectant (Quat Plus Hard Surface Disinfectant from ppesales.usask.ca) for each technical staff and worker. Masks must be worn in all shared and common spaces.

7. **Cleaning:** Workers and technical staff will disinfect laboratories. Custodial staff will be needed to clean bathrooms, hallways and common areas.

8. **Scheduling:** Department Review Committees and technical staff will fine tune schedules after COVID-19 Safety Permits are granted to ensure that:

- each lab in their responsible zone is able to maintain social distancing for all workers and technical staff,
- the capacity of their responsible zone is not exceeded, and
- their zone is accommodating as much approved activity as possible within the current safety restrictions and the availability of technical staff to monitor safety.

9. **After hours and working alone:** After hours work may be permitted when the following criteria are met.

- The College of Engineering [Working Alone and/or After Hours Plan](#) must be completed, including:
 - a detailed communication plan with frequent (e.g., every hour) contact between the worker and faculty supervisor,
 - a plan for logging communication between the worker and supervisor,
 - an action plan in case of no contact and in the case of emergency,
 - SOPs are available for each work activity,
 - the workers are fully trained and experienced in each work activity, and
 - the work includes only low and moderate hazard activities.
- There must be a demonstrated need for after hours work, such as the research or worker would be substantially impacted without after hours access (e.g., long duration experiments, or workers that require accommodations because they are unable to work during regular hours). The onus is on the applicant to demonstrate the need.
- The worker must have experience working under a COVID-19 permit. There have been no recent safety concerns with the worker or supervisor.