

## SparQ Studios 2021 Fall Return COVID-19 Safety Policies

The policies in this document will be put in place in SparQ Studios during Queen's return to campus and applies to all users of the space (director, exec, supervisors, members, etc.). This document reflects **current** public health guidelines. It will be required to be updated as public health guidelines evolve so that it always reflects the regulations currently in force.

SparQ has **zero tolerance** for rule breakers. If an individual is unable to follow the guidelines in this document, they will be asked to leave the space and potentially lose access indefinitely.

### COVID-19 Safety Policies for SparQ Studios

- To gain access to the space, members will first need to complete online safety training, make a booking on [Skedda](#) the day before you want to come in, fill out the SeQure App screening questions, and sign in upon entry.
- Users must practice physical distancing by staying 2 metres (6 feet) away from others, whenever possible.
- The capacity of the space is limited to 4 users total.
- Queen's University announced that it will require all students, staff, and faculty returning to campus to be vaccinated against COVID-19. Students, staff and faculty will need to be fully vaccinated or have a plan to do so, by Sept. 7. This requirement will also apply to all visitors to the Queen's campus. **This means that all SparQ users must be vaccinated.** Please fill out your vaccination declaration form ([link](#)), and ensure you have received the confirmation e-mail from the University.
- Users must always wear a mask in all areas of the space. Masks will not be provided.
- Users will need to stay at their booked workstation while using any hand-held tools or computer work. They will be able to move to the larger machines (3D-printers, CNC, laser, etc.) if the space is free (One person at the larger tools at a time, cleaning/disinfecting after any use).
- Under no circumstances can furniture be rearranged or moved.
- Everyone must clean up after themselves before leaving the space. This includes cleaning their individual workspace and fully disinfecting any surfaces or tools that they have used. Lysol wipes and Oxivir Tb will be supplied.
- Lingering in the space after work is complete is not allowed. When you are done with all necessary work, you should leave the space promptly.
- Everyone in the space is expected to adhere to all health and safety directives imposed by local and provincial public health and the provincial and federal government.

- Everyone in the space is expected to adhere to all health and safety directives put in place by Queen's University.