

## New Safety Rules that will Affect Use of The Shop Rm 103 Stirling Hall during COVID-19

- 1) All standard Machine Shop Safety Practices and Protocols will be followed. All work that can be done from home will be. It is possible that at times we will not be in the shop during regular work hours . Pat will not answer the phone in Chuck's office .
- 2) All researchers and staff must send drawings electronically (PDF etc.). If drawings cannot be sent electronically then submit the paper drawings in clear plastic page protectors .(I think you can get them from Sam). Each drawing must be in its own plastic since we cannot sanitize paper drawings . We will not remove drawings from the plastic .
- 3) Shop door is to remain closed . You must make an appointment to talk to Chuck or Pat.
- 4) Please send all drawings to Chuck as well as Pat even if Pat is working on the parts for you.
- 5) Please Wash/sanitize hands before entering the shop. If you are more comfortable we can wear masks when talking about your drawings . We must practice social distancing , 2 meters apart and unless necessary we would rather you stay close to the door .
- 6) Pat or Chuck will notify you when your parts are ready for pick , again by appointment only .
- 7) Pat and Chuck can be reached by e-mail : Pats is [p.given@queensu.ca](mailto:p.given@queensu.ca) , Chucks is [hearnsc@queensu.ca](mailto:hearnsc@queensu.ca)