



## **Please follow the following guidelines** **before using the Staff Student Shop**

- Please make an appointment to use the shop by e-mailing [p.given@queensu.ca](mailto:p.given@queensu.ca) or calling 533-2673. If he is not available you can e-mail the chief Instrument maker at [hearnsc@queensu.ca](mailto:hearnsc@queensu.ca) or call 533-2688**
- The Staff student supervisor will be available to periodically check on your wellbeing and for assistance but only after an appointment has been made.**
- Wash your hands with soap and water or alcohol-based hand sanitizer immediately after entering the shop.**
- Equipment being used should be sanitized before and after use.**
- No more than 2 people Plus the Staff student shop supervisor shall be allowed in the shop at time, please look through the windows to make sure there is less than 2 people.**
- Sneeze and cough into your sleeve.**

- If you use a tissue, discard immediately and wash your hands afterward.**
- Avoid touching your eyes, nose or mouth.**
- Avoid contact with people who are sick.**
- Stay home if you are sick.**
- Students staff and Faculty will self-screen using the Ontario Govt. self-assessment website. [https://covid-19.ontario.ca/self- assessment/](https://covid-19.ontario.ca/self-assessment/)**
- If you have a question or would like advice on a job please e-mail the shop supervisor at [p.given@queensu.ca](mailto:p.given@queensu.ca) or call 533-2673. If he is not available you can email the cheif Instrument maker at [hearnsc@queensu.ca](mailto:hearnsc@queensu.ca) or call 533-2686-mail the chief**

**Minimize sharing work spaces. Follow the below precautions at the beginning and end of using the Staff Student Shop.**

- Safety shoes should be worn at all times in the shop if borrowed from room 146 please do not return, instead place**

**boots in the bin marked Safety shoes return near the welding bench.**

**-Safety glasses should be worn at all times if borrowed please return to the bin near the welding bench marked Safety glasses return.**

**-All tools used should be returned to the bin near the welding bench marked tool return do not put back in the tool box.**

**-Wipe all frequently touched surfaces with a disinfectant (wipe or cleaner)**

**-Wipe down hard surfaces on chairs used.**

**-Wipe LCD screens with an appropriate screen cleaning products**

**-Bring personal writing supplies to the work area when beginning to work and remove when finished.**

**-The shop users will access and abide by the department's Return to Work plan as described and also the guidelines posted on the Queen's Covid-19 website.**

**-All workers will be spaced  $\geq 2$  m apart.**

**-Masks and face shields will be used if at any time physical distancing is not possible.**

**-Frequent hand hygiene will be practiced.**

**-Frequently touched surfaces will be disinfected as per Ministry guidelines.**

**-Wash your clothes as soon as you get home.**