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 or calling 533-2673. If he is not available you can e-mail the chief Instrument maker at hearncr@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.


-If you have a question or would like advice on a job please e-mail the shop supervisor at p.given@queensu.ca or call 533-2673. If he is not available you can e-mail the chief Instrument maker at hearnsca@queensu.ca or call 533-2686.

**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.