

CHEM -SOP- 03	Revision #: 02	Implementation Date: May-2020	Last Reviewed/ Update: May-2020	Page #: 1 of 2
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## ENTRY/EXIT

- Purpose:** to provide instruction to enter and exit laboratories/offices during COVID19 social distancing and health triage requirements
- Scope:** applies to everybody working at Lash Miller
- Prerequisites:** Understanding of Social Distancing principles and COVID19 transmission (refer to Public Health Ontario for further information)
- Responsibilities:** Principal investigators are responsible to enforce this SOP and lab-personnel are responsible to comply

5.

### **Personal Protective Equipment (PPE): COVID19-PPE**

**Cloth face masks are optional when physical distancing practices are in place and it must wear while sharing the space with others if 2 m distancing cannot be ensured**



SIZE	WIDTH	CURVE*
XS:	8"	5"
S:	9"	5.5"
M:	9.5"	6"
L:	10"	6.5"

\*CURVE\* REFERS TO THE DISTANCE BETWEEN THE SIDES OF THE NOSE TO UNDER THE CHIN.



*Face shield are optional. Wearing together with cloth face masks will prevent people from touching their faces in situations when proper distancing cannot be ensure at all times*

**6. Procedure: describe step by step (as applicable for SOP)**

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**ENTRY**

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- 1) Before entering your lab, office or study room review the [health self-monitoring questionnaire](#). The questionnaire should be posted at every entrance. If you respond YES to any of the questions, do not enter the premises. Go home, and report as appropriated.
- 2) If your group decided, based on a risk assessment, to opt for the use of cloth face masks, then, ensure you bring it to work every day (ensure you follow cleaning/sterilization procedures) ([see COVID19-LM-SOP4](#))
- 3) Fill the [entry log](#) at the beginning of your work day. Note: entry logs are optional; however, they would help tracking people in the case of someone developing symptoms., The logs will also help tracking occupancy density.
- 4) Disinfect the pen used to log in and proceed maintaining distancing at all times
- 5) Wear your face mask whenever physical distancing cannot be achieved.

**EXIT**

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**If you are wearing face shields and cloth masks:**

**While wearing clean gloves**

- 1) Remove Face shield (If applicable), clean/disinfect and stored inside a clean bag following proper procedures ([see COVID19-LM-SOP4](#))
- 2) Fill the exit column of the lab-entry/exit-log (this will help to keep track of people density)
- 3) Disinfect pen used
- 4) Remove gloves and disposed in designated waste container (available at exit door and clearly identified with proper signage)
- 5) Remove face mask and place inside a clean Ziplock bag. Ensure you wash/sterilize the mask once you get home (washing machine or 5 min in boiling water)