

Reopening and Operation of Physics Learning Services

Purpose

The purpose of this document is to outline the procedures for the opening and operation of the Physics Learning Services (PLS) group. The PLS group provides teaching support to lecture demonstrations (Demo's), 1st Year, 2nd Year and the Advanced Teaching labs.

Weekly Review

This plan will be reviewed weekly and if changing circumstances warrant, be revised. This will be done in consultation with Environmental Health & Safety (EHS), The Faculty of Arts and Sciences (FAS), University of Toronto (UofT) Guidelines and with approval of the Chief Administrative Officer (CAO) of the Department of Physics.

Principles

- Paramount will be the health, safety and protection of PLS staff and all users including faculty, students, post-doctoral fellows and staff
- Applicable EHS, FAS and Departmental directives and guidelines will guide the restart and operation of Learning Services.
- Learning Services planning and implementation will follow the principles described in this document and revisions.
- The Department will provide reasonable accommodation to staff members for personal circumstances while balancing the needs of the University and its members and adhering to agreements, policies, procedures, guidance documents and legislation.
- Labs, classrooms and lecture halls will have specific requirements for teaching and not covered in this document. PLS staff will be required to follow any policies or procedures applicable when in these areas. This document will focus on PLS work areas.

General Preparation for Reopening

This section outlines general guidelines for Physics Learning Services. PLS will not reopen until these measures are in place and have been inspected and approved by the Director and a certified member of the Physics Joint Health & Safety Committee or EHS or designate.

- All PLS areas will have prominent notices located at the corridor entrances outlining rules for clients. There will also be a COVID hygiene poster.
- All sinks will be equipped with soap, paper towels and a garbage container for handwashing. Posters and signs will encourage staff and clients to wash frequently.
- All standard shop safety practices are to be followed (for example personal protection equipment when required, equipment guards and shields).
- Face masks will be made available but are not required unless physical distancing cannot be maintained

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- Non-PLS persons will not be allowed into PLS work areas except for a specific task of short duration. Physical distancing must be maintained and masks worn while non-PLS staff are present
- It will be the responsibility of the PLS supervisor to ensure that the signs are in good condition, barriers are in place and in maintaining the supplies. These will be inspected at least daily and more frequently as required.
- Directions on how to access PLS services will be posted to the PLS website and circulated to the department through the email system
- A reservation system will be setup for the PLS staff by email or using Microsoft Booking. The PLS website will have links and instructions. This information will be circulated to the department

General procedures for all Staff

- Staff members are to practice physical distancing at all times, keeping a minimum of two meters apart. Work apart as much as possible.
 - If this is not possible (i.e. needing help with moving materials) then a face mask is required. All areas of common contact are to be cleaned afterwards.
 - Avoid sharing of tools, machines or work areas. If they are shared then they must be cleaned between uses
- Hands are to be washed with soap frequently, especially after contacting materials and surfaces others may have handled
- Re-wash hands when re-entering the workspace
- All personal work areas such as cubicles are to be cleaned at the start of the workday. This includes desks, counters & benchtops, phones, keyboards, tools, etc. Any tools, equipment etc. entering or leaving a personal workspace must be cleaned.
- Report hazards and concerns to your Supervisor
- Review and follow specific COVID protection procedures for your area
- Use equipment and/or PPE as defined for your workspace
- Consider changing your clothes when arriving and leaving work
- Stay home if you feel unwell or are experiencing symptoms, and follow the process outlined by Human Resources & Equity. Report any absences to your Supervisor as soon as possible
- All other safety protocol & procedures for workplace hazards are to be followed

General procedures for Facility Users

- Anyone wishing to visit the facility or obtain help from the staff will make advance arrangements by email
- Clients will be informed of the user guidelines and expected to abide them.
- Clients will be asked to leave if they deliberately behave in a manner not consistent with this document. Anyone refusing to comply with these guidelines will not be allowed access to PLS services and repeated behaviour will be reported to their Supervisor or appropriate authority.
- Clients may have to wait in a safe area, asked to return later or make an appointment if in the opinion of the PLS staff, physical distancing will be compromised.
- After use all tools, equipment, etc. must be cleaned by a PLS staff member before storage or reuse

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First Floor Resource Center

Preparation

In addition to the general items above:

- A plexiglass shield will be installed in the service window
- Signs regarding access procedures and Covid related health information will be posted by the window and doorways
- All equipment available for loaning is to be sanitized before and after the loan
- One door will be designated as the entrance, the other as the exit to maintain distancing.

Practice

In addition to the general items above:

- Two staff members are allowed to occupy the desk space area at a time and are to work diagonally from each other at their desks to maintain spacing
- Masks are not required in this room unless spacing cannot be maintained
- If necessary and with permission a non-PLS staff member may enter the room for a specific task but all occupants will then be required to wear a mask. Distancing is to be maintained
- Before leaving and upon entering or re-entering the room, staff will thoroughly wash their hands
- All entrance doors are to remain shut and locked
- As much as possible access to the staff is on an appointment basis
- All equipment borrowed and returned is to be cleaned before storing or reissuing
- Meals are to be taken at the desk. There is to be no sharing of food or any kitchen items
- At the start of the day the staff on duty will inspect the resource center to make sure there are adequate supplies and that it is in compliance with this document. Staff will clean any common areas in addition to their own work area
- Surfaces that pose a transmission risk, including common touch surfaces and equipment that might be used by multiple people will be sanitized before and after use

Second Floor Resource Room

Preparation

In addition to the general items above:

- A plexiglass shield will be installed in the service window
- Signs regarding access procedures and Covid related health information will be posted by the window and doorways
- All equipment available for loaning is to be sanitized

Practice

In addition to the general items above:

- One staff members are allowed to occupy the room at any one time
- Masks are not required in this room unless spacing cannot be maintained
- If necessary and with permission another person may enter the room for a specific task but all occupants will then be required to wear a mask and distancing will be maintained
- Upon leaving and entering or re-entering the room, staff will thoroughly wash their hands
- The entrance door is to remain shut and locked
- As much as possible access to the staff is on an appointment basis
- All equipment borrowed and returned is to be cleaned before storing or reissuing
- Meals are to be taken at the desk. There is to be no sharing of food or any kitchen items
- At the start of the day the staff on duty will inspect the resource center to make sure there are adequate supplies and that the area is in compliance with this document. Staff will clean any common areas in addition to their own work area
- Surfaces that pose a transmission risk, including common touch surfaces and equipment that might be used by multiple people will be sanitized before and after use