

## Department of Plant Agriculture - Common Space Operating Procedures

### Objectives & Scope

- The goal of this SOP is to keep personnel safe in common spaces (e.g., hallways, elevators, washrooms, etc...) within Department of Plant Agriculture buildings through revised sanitation procedures and social distancing, during the COVID-19 pandemic.
- If in the past 14 days you have been in close contact with a person suspected or confirmed to have COVID-19, do not come to work and inform your supervisor immediately. If you become sick while at work, stop working, isolate yourself from others, inform your Supervisor and go home as soon as possible. Take measures to protect others around you and avoid public transportation.
- **Safety is priority one – If you suspect you are ill or have any COVID-19 symptoms, please stay isolated and seek professional medical guidance as required – do not come to campus!**

**For all department buildings (e.g., Bovey and Crop Science) and non-department buildings (e.g., Summerlee Science Complex, University Centre), it is mandatory to wear a face covering** (i.e., use of a material to cover the nose and mouth that is not defective and not a valved mask) **when entering and exiting the building, as well as where indicated below.**

*See SOPs for individual labs and common research facilities for specific instructions related to those areas.*

**There are posters in both buildings that provide safety instructions. Please adhere to these where posted, and maintain 2 meters of social distancing in hallways, growth facilities and laboratories.**

	Strategy	Comments and/or Description
<input type="checkbox"/>	Hallways and stairwell	<ul style="list-style-type: none"> <li>•Any conversations in the hallway or stairwells should be brief and distanced to allow for others to pass while maintaining social distancing</li> <li>•Face coverings (as described above) must be worn at all times</li> </ul>

<input type="checkbox"/>	Elevator	<ul style="list-style-type: none"> <li>•No elevator use except for health reasons and/or if a cart or heavy objects are being transported</li> <li>•Maximum 1 person per elevator</li> <li>•Stand back 2 meters when waiting for an elevator, and allow the person in the elevator to exit</li> <li>•Face coverings (as described above) must be worn at all times</li> </ul>
<input type="checkbox"/>	Lunchrooms	<p>•<b>Lunchrooms and kitchenettes in Crop Science and Bovey (including Greenhouse Café) are closed until further notice. DO NOT USE OR CONGREGATE IN THESE AREAS.</b></p>
<input type="checkbox"/>	Washrooms	<ul style="list-style-type: none"> <li>•Personnel are required to wash/disinfect their hands before entry/after exiting to mitigate germs on shared door handles/stalls/faucets.</li> <li>• Follow the guidelines provided on the washroom entry door as per the amount of people allowed per washroom. <b>If only one person is allowed, knock on the door before entering to verify the room is empty and enter only if this is the case.</b></li> <li>•Face coverings (as described above) must be worn at all times</li> <li>•No spitting is allowed.</li> </ul>
<input type="checkbox"/>	Personal offices	<ul style="list-style-type: none"> <li>• To minimize the number of people in the building, offices are <u>NOT</u> to be used except during extended laboratory incubations.</li> <li>•No more than 1 person may be in an office at a time by mutual consent of office mates.</li> <li>• Face coverings (as described above) must be worn at all times , except in private (single assigned user) offices.</li> <li>•Due to limited custodial services, do not throw food or beverage items into the office trash bin. Daily refuse should be thrown out in the garbage bin by the loading dock.</li> </ul>
<input type="checkbox"/>	Picking up orders and dropping off invoices	<ul style="list-style-type: none"> <li>•Shipped orders will be delivered to the University Centre. You will be notified by e-mail when your shipment has arrived and where to pick up at the University Centre loading dock.</li> <li>•Face coverings (as described above) must be worn at all times when picking up your package at the University Centre.</li> <li>•For Bovey personnel, any packages that are not picked up at the University Centre within 5 days will be transferred to Bovey</li> </ul>

		<p>thereafter. In this case, you will receive an e-mail advising you to pick up your parcel at the Bovey Greenhouse. For pick up at the Bovey greenhouse, orders will be placed on a cart upon entry to the Greenhouse from the main hallway.</p> <ul style="list-style-type: none"><li>•Face coverings (as described above) must be worn at all times when picking up parcels in the Bovey Greenhouse.</li><li>•Packing slips should be signed and then either a picture taken and sent to the Purchasing Admin or an e-mail sent to <a href="mailto:pagcrop@uoguelph.ca">pagcrop@uoguelph.ca</a> (for Crop Science orders), or <a href="mailto:pagbovey@uoguelph.ca">pagbovey@uoguelph.ca</a> (for Bovey orders). Alternatively, for Bovey orders a hardcopy of the invoice can be left in Verena Kulak's mail slot in the Bovey mailroom.</li></ul>
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Trainer \_\_\_\_\_

Trainee \_\_\_\_\_

Date \_\_\_\_\_