

Standard Operating Procedure (SOP) Pandemic Lab Procedure for COVID 19 Effective 5.1.2020

Reference: The Centers for Disease Control and Prevention (CDC)

The College of Western Idaho (CWI) has established this SOP to allow occupants (students, faculty, and staff) in campus Welding & Metal fabrication laboratories for educational classes.

There will be **NO EXCEPTIONS** to this SOP, the safety of students, faculty, and staff is of the utmost importance to the college

General Guidelines

No More than **10 Occupants (this includes faculty and lab assistants)** in the Lab environment. All occupants must keep a minimum of **6ft.** distance from each other.

If you feel sick or exhibit the following symptoms, you will not be permitted in the lab.

- Cough
- Runny nose
- Fever

For students to enter the lab, the following **MUST** be adhered to:

1. **Building Entrance** – Use designated entrance & exit only – **Back Welding Lab Bay Doors**
 - a. Students to park in the main parking lot east side and walk around the exterior through the east gate. Enter through the open back Welding Lab bay doors. Student should exit the same way.
 - b. Doorways are to remain open in order to increase ventilation and air flow
2. **Sign In and sign out** – Each day, upon arrival, student should go immediately to the designated sign-in station where these protocols will be followed:
 - a. *Faculty will check in student and ask if they have cough, fever, runny nose*
 - i. If there are concerns, students will be sent home
 - b. Students will follow guidelines and wear the safety items listed below at all times
 - c. Students must notify faculty anytime they enter and or leave the classroom/lab
3. **The use of designated restrooms** Use the designated restrooms only: **auto body hallway restrooms**
 - a. Students should only use the main corridor to access restroom near auto body.
4. Vending Machines and Water Fountains will **NOT** be available. Bottled water will be available upon request.
5. The use of hand sanitizer is required when entering lab and after contact with any surfaces. CWI will provide.
6. The use of cloth face coverings is required per CDC recommendations. Student must provide.
7. The use of safety glasses is required while in the lab. Students must provide.
8. The use of disposable gloves is required while in the lab. CWI will provide.
9. Upon completion of your time in the Lab- sanitize your workstation again prior to leaving.

General Responsibilities

Lab assistants/faculty are responsible for spraying each station with Lysol prior to, between, and after uses

All Lab Occupants including students, instructors, and lab assistants are responsible to comply with this SOP.