



Innovation Workshop Lab Access for Elings Hall, Room 2448/2442 STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: 18 June 2021

Changes in this revision:

- No occupancy limit – users shall maintain 1.8m (6 ft) separation
- No requirement to wear gloves except as necessary for work with chemicals
- Room reservations not required.
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OVERVIEW

Please read the Elings Hall Building level procedures documented in the [Elings Hall COVID-19 Phase 4 SOP](#), this SOP does not repeat them. Users are expected to follow the procedures outlined in the building and lab SOPs.

PERSONAL PROTECTIVE EQUIPMENT

Face masks are required at all times in the labs. Cloth, medical and N95 masks are all acceptable.

Maximum Occupancy of Labs (by room):

There is no occupancy limit in the lab. Users shall maintain a 1.8m (6 ft) separation while working.

SPECIFIC LABORATORY PROTOCOLS

Using FBS to reserve time in the lab and tools

- FBS reservations are only required for the 3D printers in the lab. Users should reserve the printer for the period of time that the printer is running your job.
- Detailed instructions for making lab reservations, and for getting started with FBS may be found on the lab Wiki [here](#).

While working

- Maintain at least a 1.9 m (6 ft) separation from other users.

SOP COVID-19 Shared Facility Access/Operation



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- If you need to sneeze or cough make sure to do so into your elbow, and bend down so that your head is below bench level to prevent the spread of germs. Sanitize the work area immediately.
- If you start to feel unwell please leave the lab.