# Safety - Key Points to Remember

**Key Points to Remember     (from Dave King, OH&S Officer)**

**(with edits from Alice MacKay Computer Lab Staff)**

- Maintain social distance (reach out and don't touch someone) – from both patrons and other staff

- Wash hands a lot

- Do not touch your face

- Cough in to your elbow or sleeve

- Communicate clearly expectations of public

- Communicate clearly to patron the roles of staff

- When you receive a request from patron, stop, and then act from a distance

- Approach the patron workstation only if they have moved behind the line (stanchion)

- When applying QUAT often, minimize exposure by using eyewear and/or mask.  Apply product downwind (i.e. in such a way that you are moving away from the application area, as opposed to into the application area)

- If patrons are not following social distancing expectations, clearly identify that they "follow the expectations or leave" – 1 warning only and then contact Security

- Security not to approach individuals without PPE

- Keep doors open

- Use PPE (gloves)  to remove and sanitize patron workstations at end of session

- Use PPE (gloves) to sanitize your workstation at beginning and end of day with quat solution

- Other PPE (masks and/or face shields) are provided. Use it as you wish.

- Remove the hazard before you think of PPE (social distance vs mask)

- Elimination, Substitution, Engineering, Administration, PPE. In that order.

- Safety question? – Supervisor, Manager and Safety Coordinator