

Safe Operating Practice

Safe Use of Conference Room During COVID-19

Before meeting starts all areas that will be touched must be disinfected



Use a Meeting Room



End of the meeting all areas that have been touched must be disinfected

Workers must be trained/competent and aware of associated hazards. Use the "Take Ten" tool if needed. Trainees must work under supervision.

This SOP describes the use of conference rooms during Covid-19 pandemic.

Note: Use video conferences whenever possible during COVID-19 unless it is absolutely necessary to use a conference room to avoid any exposure.

Potential Injuries: Infection of Covid-19

Potential P&E Incidents: n/a

Mandatory CSA Approved PPE: n/a

Mandatory PPE CSA Approved: n/a

Recommended CSA Approved PPE: PPE recommended in Safety Data Sheet

Tools & Equipment: Disinfectant spray such as disinfectant wipes such as Clorox, Lysol, Fantastik, Spray 9, etc.

Best Practice:

If conference room must be used

1. Hand hygiene practices to be followed;
2. Follow all Safety Data Sheet (SDS) recommendations for the disinfectant being used;
3. Meeting facilitator must ensure all chairs are a minimum of 6 feet apart to accommodate physical distancing;
4. Meeting facilitator must ensure all areas that will be touched must be disinfected before the meeting can begin i.e. door handles, tables, chairs;
5. End of meeting each participant must disinfect their area before exiting the meeting;
6. Meeting facilitator must make sure all areas have been disinfected including door handles after the meeting is adjourned.

Related SOPs:

Cleaning and Disinfecting for Equipment

Related Manuals/Policies:

SPM –WHMIS - 900

Related Training

WHMIS 2015