

MC78 STUDENT SHOP

COVID 19 - PROTOCOLS AND GUIDELINES

Fall/Winter 2020/21

Entry Procedures

- **Please be present outside the machine shop no more than 5 minutes before your scheduled time slot**
- **Once inside the Machine shop please leave your backpacks, coats in the plastic bin at the entrance**
- **Head straight to sink, wash your hands thoroughly using soap and water.**
- **Replace your mask with the one supplied by the machine shop which must be worn at all times when in the student shop.**
- **Store your outside mask in paper bag , plastic bag or container to be brought by the student.**
- **Read the self assessment form for Covid-19 symptoms. Act accordingly for everyones safety..**
- **Swipe student card through tracking system, confirm contract tracing info with the Student shop**
Machinist
- **Please have your drawing ready (No Drawing.. No machining!!)**
- **Follow the coloured tape to the allocated machine**

Machinig Procedures

- Tool kit for machining along with digital caliper will be at the allocated machine.**
- Assistance will be provided by the student shop machinist when required, just ask but remain at your allocated machine.**
- If you need to use a tool not at the assigned machined ask the student shop machinist. They will get it, or operate the other tool on your behalf.**
- Do not cross any area of the floor marked with black and yellow stripped tape, these areas are off limits to students.**

Exit procedures

- **Students are required to clean up the machine, tool kit, etc to the satisfaction of student shop machinist.**
- **Swipe out your student card in the tracking system.**
- **Head to the sink, wash hands, put on outside mask..**
- **Collect personal belongings and leave the machine shop and Building.**

Washroom breaks

- **Head straight to sink, wash your hands thoroughly using soap and water**
- **You should leave your supplied mask on while travelling to and from the washroom**