

GUIDELINES FOR RESTARTING STUDIO SPACES

BEFORE ENTERING THE STUDIO

- ✓ Return to the building only when entry has been authorized.
- ✓ Plan for staggered start of work for studios (not all of them on day one).
- ✓ Follow the university policy on face coverings, social distancing, personal health monitoring and hand hygiene.
- ✓ Prepare for supply chain disruptions and limited availability of materials.
 - Recognize that order placement may be slower as the volume of requests increases
 - Plan for limited personal protective equipment (PPE) availability (including N95's, face shields, and gloves)
 - Plan for some consumables having limited availability
- ✓ Review equipment manuals and procedures for safe startup instructions.
- ✓ Review start-up procedures for any compressed gas cylinders, gas-generation station, and/or gas distribution systems.
- ✓ Ensure all personnel training requirements are up to date.
- ✓ Review and update studio safety protocols as needed.
- ✓ Review equipment state and safely release or mitigate stored-up energy sources.

ENTERING THE STUDIO

- ✓ Before you walk in, do a mental hazard assessment of the hidden hazards of your studio; chemicals that could have spilled, compressed gases, etc. Think through how you would detect and react to a problem before entering the studio.
- ✓ Do not enter a studio if an alarm is sounding. Contact Campus Safety at 215-204-1234 or Facilities Management at 215-204-1385 to report the alarm.
- ✓ Walk through all the areas and complete a visual inspection looking for any evidence of problems: broken containers, old chemical waste, leaks, failed equipment, spills, etc.
- ✓ Mitigate any leaks, spills, or releases if safe to do so. If not, contact EHRS at 215-707-2520.
- ✓ If you discover a hazardous condition that poses a threat to you or others, notify others in the area, activate the appropriate incident response action, exit the building if required, and contact Campus Safety at 215-204-1234.
- ✓ Check the condition of equipment that may have been affected by a power disruption.
- ✓ Ensure all utilities are functional.
- ✓ If any damage has occurred because of the closure, contact Risk Management within 24 hours of discovering the loss.

- ✓ Start all operations slowly and cautiously e.g. operating water lines for the first time (pressurized and may be rusty).
- ✓ Flush eyewash stations for 3-5 minutes to remove sediment and stagnant water and document on the weekly inspection sheet. Report problems to Facilities Management.
- ✓ Look for product (paint, thinners, other chemical containers) that may have dried up or have otherwise become unusable. Submit a chemical waste pick up for chemicals in these conditions.
- ✓ Confirm spray booths, slot hoods, and other local exhaust ventilation are operating as normal. Report issues to Facilities Management. Do not use this equipment until repaired.
- ✓ Assess stock of PPE and order as needed (restock of certain PPE may be delayed). Do not plan to start work for which you no longer have an adequate stock of PPE.
- ✓ Increase cleaning frequency. Work with Housekeeping to ensure that high touch, high traffic areas are cleaned regularly.