

Canadian Light Source Safety Protocol: Users On-site During the COVID-19 Pandemic

11.14.55.12 Rev. 2

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1.0 PURPOSE

The purpose of this document is to outline protocols to reduce the risk of spreading COVID-19 for Users conducting experiments on-site during the COVID-19 pandemic. This document will supplement the current health, safety and training requirements that are already required for facility access.

2.0 BACKGROUND

The current COVID-19 pandemic presents a new hazard in the CLS facility. COVID-19 primarily spreads through respiratory droplets from persons infected with the virus. As transmission may occur from asymptomatic persons, it is critical that workplace controls be in place to support the need for physical distancing measures (minimum of 2 meters) and personal hygiene, which is expected of all individuals. Where these requirements can't be met, personal protective equipment or other measures must be implemented to control the hazard.

Having clear and effective controls in place to ensure a safe work environment is required before users come on-site to the CLS. In addition to workplace controls, government requirements have been implemented to restrict on-site activities. These requirements are subject to change as the situation evolves, and are being monitored closely.

3.0 RESPONSIBILITIES

User - It is the responsibility of the User to be aware of and follow the protocols in this document while on-site during the COVID-19 pandemic. All Users will be required to complete a specific orientation focused on COVID related safety protocols and expectations while on-site. Failure to comply with the CLS protocols may lead to a revocation of facility access.

HSE Manager – It is the responsibility of the HSE Manager to ensure all training and protocols are up to date and made available to the User.

Beamline Responsible (or designate) - It is the responsibility of the Beamline Responsible (or designate) to ensure compliance to the protocols and ensure that the User has been added to the appropriate "daily on-site worker list".

Floor Coordinator – Will monitor compliance to safety protocols. Floor Coordinators may confirm health attestation, or request an additional Saskatchewan Health Authority [self-assessment](#) check, if the Floor Coordinator observes flu-like symptoms from the User.

4.0 PROTOCOLS

4.1 PHYSICAL DISTANCING

1. Physical Distancing (at least 2 metres) is required for the entirety of the experiment.
2. The number of project team members (i.e. anyone actively participating in an experiment) permitted at each beamline is dependent on which phase of the “return to normal operations” the CLS is currently operating in. See section 4.6 for specific information.
 - a. Beamline staff may choose to further restrict this number, dependent on the type of work and area required.

4.2 COMING TO THE CLS

1. Before arrival:
 - a. User must complete COVID Safety Orientation. See Appendix B for overview.
 - b. User must be added to the “daily on-site worker list” for scheduled beamtime by the Beamline Responsible (or designate).
 - i. Daily lists are available for population months in advance. Names can be added to any of the lists that are currently listed on the Daily On-site Worker Schedule page, which is available for all staff from the Confluence Home Page.
2. Effective September 1st, 2021, Users will be required to participate in the **User Vaccination Program** and attest to their COVID vaccination status as either fully vaccinated, partially vaccinated, not vaccinated or prefer not to disclose and provide one of the following:
 - i. **Written verification of COVID vaccination status**, presented to staff at reception upon arrival (not required on subsequent trips). Acceptable forms of verification include appointment cards, printouts from the users’ eHealth account, or any other verification issued by the users’ province.
 - Proof of two doses of any COVID-19 vaccine, [approved by Health Canada](#) (eg. Pfizer, Moderna, AstraZeneca, Johnson & Johnson) administered at least 14 days prior to coming on-site.
 - ii. **Proof of a negative COVID-19 test within 72 hours prior to arriving on-site.** This will need to be presented to staff at reception upon arrival, and is valid for seven (7) days from when the test was performed. Rapid antigen testing can also be arranged prior to users’ arrival – users should contact the User Services Office to make an appointment ahead of time.
 - a. If accommodations at the Light Source Guesthouse at Light Source Guesthouse are required, refer to Appendix D for additional information.
3. Upon Arrival:
 - a. All Users **MUST** wear a face mask that meets government recommendations for the entirety of their stay at the CLS, regardless of the number of people in the area.

-
- i. Face masks may be removed when eating or drinking.
 - b. All Users MUST enter through the main entrance, and sign in at Reception.
 - i. Approach Staff
 - ii. Provide their name
 - iii. Complete the verbal Health Attestation (questions subject to change)
 - 1. Are you currently under investigation, or have tested positive for COVID-19, within the past 10 days?
 - 2. Were you exposed to someone who is currently under investigation, or has tested positive for COVID-19 within the past 14 days?
 - 3. Are you currently exhibiting any flu-like symptoms (such as fever, cough, shortness of breath, difficulty breathing etc.)?
 - 4. I have confirmed my vaccination status or provided a valid negative COVID test result as per the CLS Vaccination Program
 - iv. Provide proof of full vaccination or proof of negative COVID test taken within 72 hours of arrival (valid for 7 days)
 - v. Sanitize Hands

Note: This attestation must remain valid for the entire time you are in the CLS. If the status of any of these change while you are here then you must leave the facility immediately.

- c. All Users must report directly to their beamline. No exceptions.
- d. Users may not travel to any other beamline, office space, etc.
- e. Users must sanitize beamline area and any additional shared equipment (including personal protective equipment) prior to use. The Sanitize log must be completed prior to starting beamtime (see Appendix A).
 - i. Any equipment that can be sanitized shall be sanitized.
- f. Users MUST sign onto e-permit prior to starting experiment.

4.3 DURING BEAMTIME

1. Users **MUST** stay at their designated beamline for the duration of their experiment, with the exception of:
 - a. Users have access to bathrooms (Beamline staff will indicate closest available facility if required)
 - b. Users have access to lunchrooms (Beamline staff will indicate closest route if required)
 - c. Users have access to water fill stations only, to fill water bottles only, drinking directly from fountains is currently not permitted.
2. Users may **NOT** enter any other beamline area at any time.
3. Users do not have access to meeting rooms, unless accompanied by a staff member.
 - a. Access to other office spaces is not permitted.
4. Users **MAY NOT** enter the SAL (shipping / receiving, control room) area. Signage is posted to indicate restrictions. See section 5 for map.
 - a. If items are needed from the supplies cage, this needs to be pre-arranged by the beamline staff and provided ahead of beamtime.
5. If Users require Floor Coordinator assistance for something while on-site, the Floor Coordinators will do their best to assist, while maintaining physical distancing at all times.

4.4 LEAVING THE CLS

1. Exiting the CLS for the day:
 - a. All Users **MUST** exit through the main entrance/reception area of the facility.
 - b. All Users **MUST** sign out at reception prior to exiting:
 - i. Provide name to staff
 - ii. Indicate intent to leave
 - iii. Sanitize hands prior to exiting
 - iv. Exit building
2. Exiting the CLS after beamtime is completed:
 - a. All beamline areas, and any equipment that can be sanitized (including personal protective equipment), **MUST** be sanitized prior to leaving.
 - i. The Sanitize Log **MUST** be completed before exiting the beamline. See Appendix A for example. These will be located at each beamline.

- b. All User personal items MUST be removed at the end of beamtime.
- c. Users MUST ensure that photon safety shutters are closed prior to leaving the beamline.
- d. Users MUST sign off of e-permit.
- e. All Users MUST exit through the main entrance/reception area of the facility.
- f. All Users MUST sign out at reception prior to exiting:
 - i. Provide name to staff
 - ii. Indicate intent to leave
 - iii. Sanitize hands prior to exiting
 - iv. Exit building

4.5 ILLNESS WHILE ON-SITE

1. User who begins exhibiting symptoms while on-site must:
 - a. Immediately cease experiment
 - b. Shutdown any equipment being used with appropriate procedure
 - c. Inform Beamline Responsible (or designate) that they are ill and have ceased the experiment
 - d. Leave immediately
2. User who has come on-site with flu-like symptoms is in breach of CLS safety protocols; therefore:
 - a. Floor Coordinator will cease beamline operation by enacting Floor Coordinator key and disabling the beamline.
 - b. User will be informed to gather belongings and exit building
 - c. Floor Coordinator shall inform beamline responsible.
 - d. User may receive suspension of beamtime for a predefined amount of time
 - i. Users found in non-compliance will receive one warning, followed by a suspension from the CLS if repeated.

In both of the above cases, the beamline MUST remain vacant for 72 hours following an unwell User. Beamline and all equipment that can be sanitized MUST be sanitized after 72 hour vacancy before accepting additional staff members or Users to the area. **There are no exceptions to this.** See Appendix C for form.

Floor Coordinators have the authority to ask Users to complete an SHA self-assessment while on-site, if they witness a User exhibiting flu like symptoms. If the self-assessment results in a recommendation to self-isolate and contact 811, Users will be asked to follow the above procedure above and leave the CLS.

4.6 HOURS OF OPERATIONS

Users will be scheduled for beamtime as normal. Floor Coordinators will be completing rounds on a regular basis, correlated to the designated shift (normal, development, maintenance).

Floor Coordinators will be maintaining physical distancing whenever entering beamline areas, and will be wearing a facial covering (mask). Floor Coordinators may confirm health attestation, or request an additional SHA [self-assessment](#) check, if the Floor Coordinator observes flu-like symptoms from the User.

Failure to comply with Floor Coordinator requests will result in one verbal warning. Additional failures to comply may result in termination of beamtime.

4.7 RETURN TO NORMAL OPERATIONS - USERS

The Canadian Light Source (CLS) continues to evaluate community risk of transmission within Canada and globally. Phasing for return to normal operations has been developed and will be followed. The possibility of moving both down and up the scale exists, and will be dependent on the risk to the facility and to the employees. Target dates for implementation will be determined based on risk. Up to date information regarding the current phase of User operation can be found on the Canadian Light Source public website: www.lightsource.ca

Return to work plans for employees of the CLS are not covered in this document.

Phase 1 – Users:

- no Users permitted on-site
- mail in, or sample drop off permitted
- CLS beamline staff responsible for running experiments and completing data analysis

Phase 2 – Users:

- Beta-testing of User protocols
 - Users from University of Saskatchewan only
- limited number of Users permitted in the building, and require executive approval
 - <10 Users permitted on-site
- Sample preparation to be completed off-site

Phase 2A – Users:

- Users from Saskatoon
- Sample preparation to be completed off-site, unless prior approval granted
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 3 – Users:

- One User per beamline permitted
- Local Users only (within Saskatchewan)
- Sample preparation to be completed off-site, unless prior approval granted
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 4 – Users:

- Two Users permitted per beamline, physical distancing must be maintained sample preparation to be completed off-site, unless prior approval granted
- Local Users Only (within Saskatchewan)
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 5 – Users:

- Three Users permitted per beamline, if physical distancing permits
- sample preparation permitted, however discouraged
- Local Users permitted (within Saskatchewan)
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 6 – Users:

- Three Users permitted per beamline, physical distancing must be maintained
- sample preparation permitted
- Canadian Users permitted
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 6A – Users:

- Three Users permitted per beamline, physical distancing must be maintained
- sample preparation permitted
- International Users permitted
- Masks required at all times
- Movement restrictions within CLS in place
- Effective September 1, 2021 – User Vaccination Program Required (see 4.2d)

Phase 7 – Users:

- All restrictions removed

4.8 WORK INVOLVING TWO OR MORE PEOPLE

- If tools need to be shared, wash or sanitize prior to sharing (see cleaning guide below).
- Wash hands before task and after task is complete.
- Physical distancing must be maintained when working with others. If tasks require breach of physical distancing, they must be limited to very short periods of time (less than 2 minutes). Masks are mandatory.

4.9 PERSONAL PROTECTION

- If you are experiencing **flu like symptoms** (such as fever, cough, shortness of breath, difficulty breathing etc.), **DO NOT come to the CLS**.
 - a. Inform the Beamline Responsible (or designate).
 - b. Follow the [self-assessment tool](#) [1] to determine what actions you should be taking
- If you **begin experiencing flu like symptoms** while at the CLS (such as fever, cough, shortness of breath, difficulty breathing etc.), **STOP WORK** and follow section 4.4.
- Keep the beamline and work areas clean and tidy. This will make disinfecting the area easier if required.
- Protect yourself by:
 - a. Following handwashing protocols as described by the Saskatchewan Health Authority.
 - i. Details can be found [here](#) [2] and on posters in all CLS bathrooms
 - b. If you need to cough or sneeze:
 - i. Do so into a tissue, your elbow, or clothing
 - ii. Dispose of tissues into the garbage after use. DO NOT reuse.
 - iii. Wash hands afterward's
 - c. Minimizing your movement around the CLS.
 - i. While moving to and from different areas, use a tissue or paper towel to open doors that cannot be opened "hands free"
 - ii. Keep with you for the length of your journey
 - iii. Discard after use and wash hands

Notes:

- ***If a tissue / paper towel is not practicable, ensure you wash your hands when you've moved to a new area.***
- ***Gloves are NOT an acceptable substitute for proper handwashing or for general disinfection control.***

4.10 PERSONAL HYGIENE

- Minimize the areas you touch
- Avoid touching your face
- Daily work space sanitizing
 - o Sanitize work area at the end of each shift
- All Users shall frequently practice good handwashing while on site. Handwashing should be completed when:
 - o Entering the facility
 - o When moving from one work site to another
 - o After using the bathroom
 - o Before and after eating
 - o After removing PPE
 - o After touching shared tools or workstations

4.11 SHARED WORKSTATIONS

- Avoid shared workstations wherever possible.
- If a shared workstation is unavoidable, wipe down any shared surfaces, tools and equipment with appropriate disinfectant prior to switching shifts (see cleaning guide below).
- Where ever possible, the station should be left unattended for three days in between users.

4.11.1 Lab Spaces

Lab spaces now have reduced occupancy. The maximum number of persons permitted in each lab is now as follows:

- | | |
|--------------------|-----------------------------|
| - 1071 – 2 persons | - 1120 – 1 person |
| - 1080 – 3 persons | - 1112 – 4 persons |
| - 1118 – 8 persons | - 1113 – 8 persons |
| - 1119 – 1 person | - 1608.12 (ISL) – 3 persons |

Additionally, given that these are small spaces with no physical barriers, a mask must be donned prior to entry.

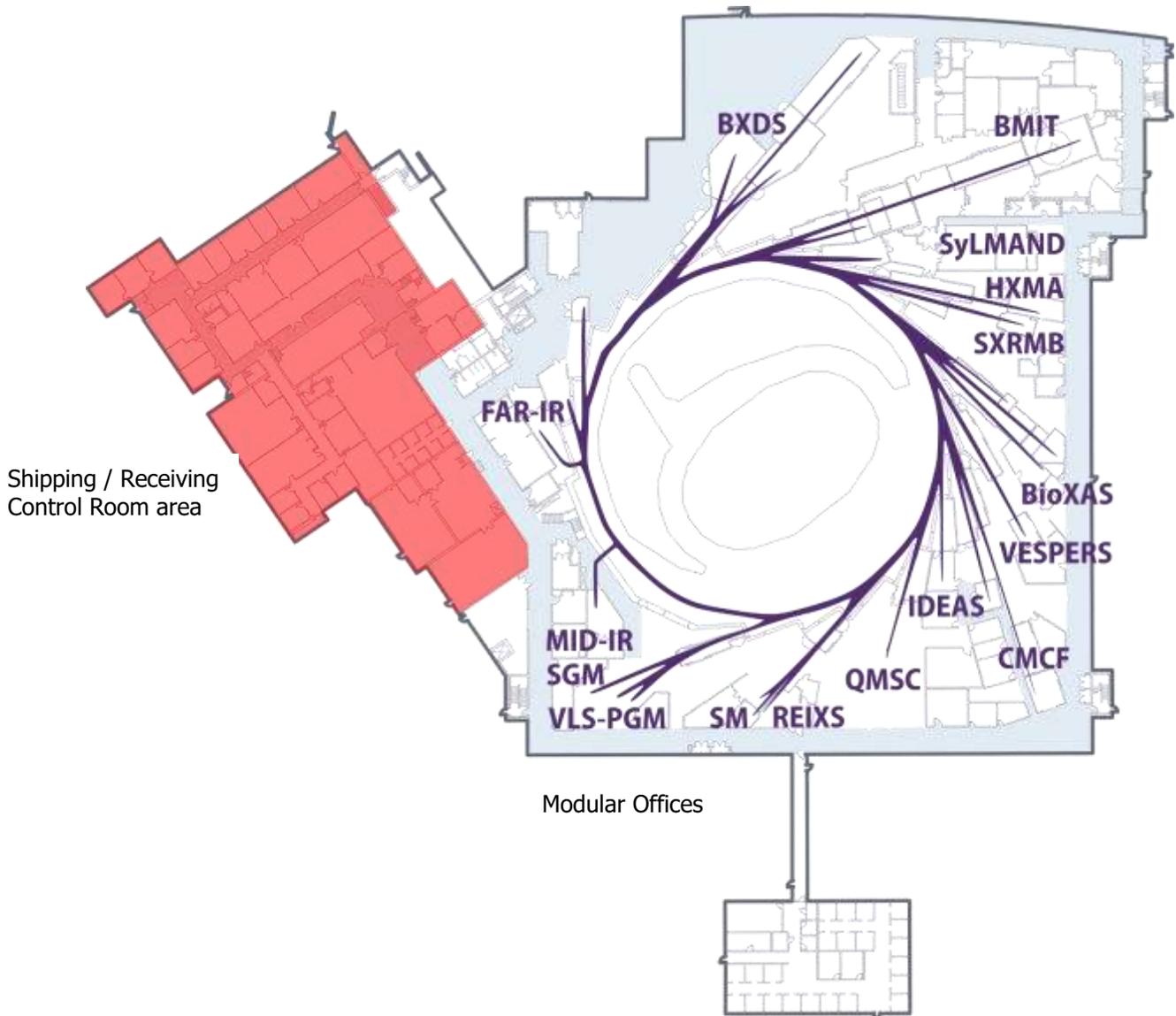
Workbenches and shared equipment must be sanitized before and after use. Replace bench coverings after use.

4.12 COMMON AREAS

- Reducing the risk of spreading COVID-19 can be further enhanced by:
 - Routine common work area sanitization
 - Surfaces commonly touched by building occupants will be sanitized at least twice per day by custodial staff
 - Hand rails on stairs
 - Door handles to common rooms
 - Reception area counter top
- In addition, under no circumstances, may a gathering of greater than 10 people be permitted at the CLS.
- Lunchroom's shall remain open with limited capacity to allow for physical distancing during breaks, as some employees cannot maintain physical distancing at their workstations
 - Lunchroom 2037 has a maximum capacity of 4 people
 - Lunchroom 2013 has a maximum capacity of 9 people
- In person meetings are discouraged wherever possible. If meeting rooms are required, under no circumstances can they exceed 10 people.
 - This may further be reduced based on continual evaluation of community risk. Always check the signage on the door of the space before entering.
 - If a meeting space is required, it must be communicated to the Beamline Responsible (or designate) ahead of time and booked in advance. Users do not have permission to utilize meeting rooms on their own.

5.0 USER MAP

The following sections highlighted in red are off-limits to all Users.



6.0 GUIDE TO CLEANING

Cleaning Product	When you should use it	Notes	Where to find
Soap and water	Handwashing	Considered the most effective and primary preventative measure to clean hands	Readily available at all CLS handwashing facilities.
Alcohol based gels / liquids	Can be used when handwashing is not available	Should never be used as a replacement to washing, when handwashing areas are available. Available in limited quantities only	Available at the CLS at strategic locations. Contact HSE if needed for personal workstations.
Various disinfectant sprays	Work surfaces, tools, equipment (as applicable)	Follow manufacturer's instructions	Various products available at the CLS. Contact HSE for bottles.
70% alcohol spray	Work surfaces, tools, equipment (as applicable)	Spray onto surface, let stand for 10 minutes and wipe away excess	Concentrated chemical available at the CLS. 70% solution can be made upon request.

**Additional disinfectants for use to protect against COVID-19 can be found [here \[4\]](#).

7.0 COVID-19 POSITIVE TEST RESPONSE

Although the above measures are expected to reduce the risk of a CLSI worker / User / Contractor from getting COVID-19, the risk cannot be completely eliminated. A User may contract the illness by contact with someone while away from the CLS, or potentially from contact at the CLS. Requiring Users to self-identify their health before entry, following the User Vaccination Program, and not allowing ill Users to enter the facility, will help reduce the risk of spread.

In the event of a report that a CLS User has tested positive after having been in the facility within the last 14 days, the Saskatchewan Health Authority will require the assistance of CLS for contact tracing, and provide guidance on sanitization requirements. All information, including the identity of the person regarding a positive COVID-19 will be kept strictly confidential.

CLSI will follow all Saskatchewan Health Authority guidance and requirements to control the spread of COVID-19 in the workplace.

8.0 RECORDS GENERATED

Record type	Media Format	Retention Period	Permanent / Non-Permanent	Storage Location
COVID-19 BSO	Digital	n/a	permanent	CLSI Training Data Base
Sanitize Log	Paper	2 years (length of active permit)	Non-permanent	HSE records

9.0 REFERENCES

1. Saskatchewan Health Authority Self-Assessment tool
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>
2. Saskatchewan Health Authority Handwashing Posters
https://www.saskatoonhealthregion.ca/locations_services/Services/GermSmart/Pages/GermSmart_posters.aspx
3. CLSI Working Alone (Document Number 11.1.52.4)
4. USA Environmental protection Agency List of Disinfectants for use against SARS-CoV-2
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
5. CLSI Work Safe Form (Document No. 11.11.55.23)
6. Government of Saskatchewan Return to Work Plan
<https://www.saskatchewan.ca/-/media/news-release-backgrounders/2020/apr/re-open-saskatchewan-plan.pdf>
7. CLS Safety Protocol – Working on-site during the COVID-19 Pandemic (CLS Document No. 11.14.55.10)

APPENDIX B – COVID SAFETY ORIENTATION FOR USERS

User confirmation:	Check Yes / No:
I have read the Safety protocol for Users on-site during COVID-19	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have completed the SHA self-assessment prior to coming on-site	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand the following:	
I am limited to the following areas of the facility: - assigned beamline - nearest bathroom - water fountain - nearest lunchroom	Yes <input type="checkbox"/> No <input type="checkbox"/>
I must wear a mask for the duration of my time at the CLS (unless eating or drinking)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I must bring a water bottle, and may not drink directly from the fountains	Yes <input type="checkbox"/> No <input type="checkbox"/>
I must sanitize the beamline areas / equipment I use before and after use	Yes <input type="checkbox"/> No <input type="checkbox"/>
I must complete the Sanitize Log	Yes <input type="checkbox"/> No <input type="checkbox"/>
I may not leave personal items behind	Yes <input type="checkbox"/> No <input type="checkbox"/>
If I become ill while on-site I must shutdown my experiment, inform the beamline responsible (or designate) and immediately exit the building	Yes <input type="checkbox"/> No <input type="checkbox"/>
If I choose to disregard the requirements indicated in the User Protocol, my beamtime may be terminated and I may face suspension from the CLS	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name:	Signature:	Date:

I confirm that the above information is accurate to the best of my knowledge and will comply with the User Protocol while on-site at the Canadian Light Source.

APPENDIX C – USER ILLNESS WHILE ON-SITE

This form shall be completed by HSE, in consultation with the Floor Coordinator and Beamline Responsible (or designate).

In the event of illness while on-site:

Date:		Time:	
Communication		Yes / No	
Was beamline responsible (or designate) notified by User?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was beamline responsible (or designate) notified by Floor Coordinator?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was HSE notified?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Procedural		Yes / No	
All equipment shutdown?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Barrier set up to prevent access (HSE responsibility or designate)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Time of permitted re-entry:	Date:	Time:	
All areas sanitized after 72 hours has lapsed:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sanitize Log completed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beamline cleared for opening by:			
HSE Staff:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beamline Responsible:			
Barriers removed		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Notes:

APPENDIX D – LIGHT SOURCE GUEST HOUSE

The Light Source Guesthouse will be open, should Users require accommodations.

All guests MUST wear a face mask that meets government recommendations whenever they are not in their assigned room (i.e. upon entering the building and travelling in hallways). Masks will be available on-site.

Before Arrival to the Guesthouse

Confirmation of booking requires guests to attest to their health, by answering the following questions: (clsaccommodation@lightsource.ca)

- Are you currently under investigation, or have tested positive for COVID-19, within the past 10 days?
- Were you exposed to someone who is currently under investigation, or has tested positive for COVID-19 within the past 14 days?
- Are you currently exhibiting any flu-like symptoms (such as fever, cough, shortness of breath, difficulty breathing etc.)?
- As per the CLS User Vaccination Program requirements, please attest to one of the following:
 - fully vaccinated
 - partially vaccinated, not vaccinated, or prefer not to disclose.

If guests answer YES to any of the first 3 questions, booking will not be confirmed, and will be cancelled.

If answers to these questions change between date of confirmation and date of arrival, guests are required to inform staff by contacting them at clsaccommodation@lightsource.ca. Penalties for cancellation due to health will not be imposed.

Guests of the Guesthouse are also required to complete the SHA online [self-assessment](#) before entering the premise. This should also be confirmed via email (clsaccommodation@lightsource.ca) within 48 hours prior to scheduled arrival time.

Housekeeping Services

Housekeeping services for guest rooms should be kept to an absolute minimum, and avoided unless necessary. Additional towels or other toiletries can be delivered to the door of the occupied room. Physical interactions between staff and guests shall be limited.

All fabric items shall be washed and dried in mechanical machines on the hottest setting available.

Illness While On-site

If a worker becomes ill while at the Guesthouse, they shall follow the CLS Safety protocol – Working on-site During the COVID-19 Pandemic [7].

Guest Present with Symptoms

Any guest that develops symptoms related to COVID-19 while on-site, such as, but not limited to:

- Fever
- Presented and worsening dry cough
- Difficult breathing / shortness of breath

MUST:

1. Stay in their assigned room
2. Complete the SHA self-assessment or contact 811 for guidance
3. Inform Guest Services staff they are unwell
 - a. Provide areas they worked or accessed within the past 24 hours
4. Inform beamline contact if they accessed the CLS.
5. Pack all personal items, do not leave anything behind.
 - a. Items left behind will not be kept.
6. Arrange for safe transport home (in accordance with SHA).
7. Don a face mask, and leave the Guesthouse using the most direct route. Do not stop at any other areas.
8. Follow guidance given by the Saskatchewan Health Authority

Note: if a guest is required to self-isolate in a guest room, under NO circumstances may that guest have any interaction with other guests or staff members.

- Guests may not enter any common areas
- Housekeeping services will not be provided. Linens, toiletries, cleaning supplies (including garbage cans) must be left outside of the door to the room. Staff members are not permitted to enter.

Guest Responsibility

It is the responsibility of each guest to assess their health before coming, and stay home if unwell. If symptoms present on-site, it is imperative that the guests recognize these symptoms, stop work and follow the guidance above.

Disinfecting and cleaning will be completed in each room.

Disinfecting of all common areas shall be completed minimum of twice daily, while the residence is occupied.

Guest Services Responsibility

If a guest presents with COVID-19 type symptoms, it is the responsibility of the Guest Service Coordinator, the Administrative Services Lead and, in consultation with HSE, to determine where the unwell guest was present, and who the unwell guest interacted with.

The Guest Services Coordinator shall report the areas where the unwell employee was focused while on site. These areas include:

- Rooms used
- common areas accessed

This does not include passageways, hallways, bathrooms, etc. as these areas are being cleaned on regular intervals.

HSE Responsibility

It is the responsibility of the HSE department to consult and assist Guesthouse staff to determine appropriate cleaning, disinfecting and notification processes.

HSE will document areas that require additional cleaning within the Safety Reporting System, as well as employees/other guests that may need to self-monitor for symptoms.

Cleaning

Any area identified shall be cleaned and remain vacant for 3 days.

How to clean a space:

- Remove all paper materials, and place into bankers box
- Spray all hard surfaces with disinfectant
- Wipe down any electronics using disinfectant and paper towel
- Place entry barricades to prohibit entry of the area
- Remove all bedding, taking care not to disturb particulates, i.e. roll bedding as opposed to tossing.

Personal Protective Equipment:

The following items must be worn if an area is being cleaned following an unwell guest leaving the premise:

- Body covering (tyvec suit)
- Gloves
- Safety glasses / face shield
- Mask

Once area has been cleaned, remove all PPE and place immediately into a garbage bag (unless otherwise noted from HSE, as some PPE may not be disposable). Seal and remove from the facility into regular waste stream.

REVISION HISTORY

<i>Revision</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
A	2020-Nov-10	Original Draft	Meghan Allen
0	2020-Nov-19	Incorporated comments, issued for use.	Meghan Allen
0A	2020-Nov-23	Added phase 2A specific to Users from Saskatoon	Meghan Allen
1	2020-Nov-30	Issued for use.	Meghan Allen
1A	2021-Mar-15	Updated health attestation questions	Meghan Allen
1B	2021-Aug-19	Updated health attestation questions, updated User Vaccination Program, restricted areas, Light Source Guesthouse access, and masking information.	Meghan Allen
2	2021-Aug-24	Incorporated comments, issued for use.	Meghan Allen