

Resuming Studio Operations SOP

The studio or shop supervisor should fill in this SOP template with their worksite specific policies and have all personnel review and sign this document before resuming operations. By following best practices and the guidelines below, we can work together to prevent the spread of COVID-19.

Studio Location: _____ Supervisor: _____

Explain how scheduling work shifts in the studio will occur:

Explain how distancing (minimum 6 feet) in the studio will occur:

Explain the working alone policy for the studio (if hazardous chemicals or equipment are in use):

List the required PPE for the studio activities:

Explain how the PPE will be maintained and stored in the studio:

Studio policy for wearing a face covering:

Explain how benchtops and other surfaces will be kept clean and orderly:

Explain how surfaces and shared equipment will be disinfected:

Explain entry/exit procedures (to include donning/doffing PPE, face covering, washing hands, etc.):

Explain the use of an activity log and sign-in/out procedures for the studio (this will be used for contact tracing should an individual test positive for COVID-19):

Safe Chemical Management: Prevent chemical vapors from escaping into the room by keeping containers closed and working in a fume hood with volatile chemicals.

Remove PPE and the face covering before leaving the studio if hazardous chemicals are used in the area. Use another face covering for areas outside the studio to prevent the potential spread of chemical contaminants to other areas.

Additional Comments:

Standard Operating Procedure

Title: Studio Procedures to Prevent the Spread of COVID-19

“I have read and understand this SOP and I agree to fully adhere to its requirements.”

Name (print)	92#	Signature	Date