

# WATLab Wellness Survey 2

In this challenging time, it is important that we set up strict protocol that will protect all our users and our staff at WATLab. We hope that all our users understand that adhering to the protocol will not only protect everyone but also ensure that no future outbreak that could shut down WATLab. We ask for your kind cooperation and complete the following. Please check all that apply.

- I have the University’s permission to be on campus and to return to work, and my supervisor is aware and has approved of my activity at WATLab.
- I have not exhibited any symptoms of COVID-19 in the past 14 days.
- I am feeling well, and I am not suffering from flu, or cough, or fever.
- I have not been to or have not come in contact with someone who might have been to any high-risk places (e.g. Toronto or any GTA area, local crowded places such as markets, shopping malls, Costco, hospitals, long-term care facilities, airports) in the past 14 days. I have only visited essential places that I know are safe (e.g. my favorite grocery store).
- I have been following the 2-metre physical distancing rule and all other public health guidelines.
  
- I have taken the first COVID vaccine dose over two weeks ago.**
  
- I agree to wear mask and gloves at all times in the WATLab area.**
- I agree to stay within the designated instrument area and will contact WATLab staff by cellphone in case of machine issues (to minimize unnecessary exposure of other WATLab area or personnel or other users).**
  
- I have completed this survey truthfully, and I agree that failure to do so will result in global ban of all members of my entire group for the next 12 months.

\_\_\_\_\_  
User’s Name and Email Address (Please print)

\_\_\_\_\_  
Supervisor’s Name and Email Address (Please print)

\_\_\_\_\_  
User’s Signature

\_\_\_\_\_  
Date

Session 1 - Date	Check-in time	Check-out time	Machine (Ultra, Leo, Quanta)
Session 2 - Date	Check-in time	Check-out time	Machine (Ultra, Leo, Quanta)
Session 3 - Date	Check-in time	Check-out time	Machine (Ultra, Leo, Quanta)
Session 4 - Date	Check-in time	Check-out time	Machine (Ultra, Leo, Quanta)

# Procedure of using WATLab facility with physical distancing and public health protocols

## Before coming to WATLab

1. Fill out and sign the Wellness Survey.
2. Email a softcopy to Nina (and cc your supervisor) for approval.
3. After you get approval from Nina, follow her instructions and proceed to make your reservation on the appropriate google calendars.
4. Bring a hardcopy of the Survey to Nina in the next visit to WATLab.
5. To minimize the amount of time that a user spends at WATLab, we have closed all the sample preparation areas in WATLab. Please prepare and mount all the samples securely on the sample stubs in your own lab and make sure that there is no loose powder. Remember to wear proper gloves for sample preparation and you do not need a lot of samples for SEM. SEM supplies (SEM stubs and carbon tape) can be purchased from WATLab, if needed. For special samples that you cannot prepare in your lab, please discuss it with Nina.



## For your next machine appointment at WATLab

1. Bring two pairs of gloves and a face mask.
2. Put on your mask before entering C2 building.
3. Wash your hands with soap and water for 20 s at the nearest bathroom in C2 basement.
4. Dry your hands with paper towels in the bathroom.
5. Put on your gloves.
6. With your mask and gloves on, sign in on the new user log book – this is important for contact tracing purposes.
7. Proceed with working on the machine and stay inside the designated work area of the machine.
8. Do not move outside the designated work area. If you encounter any machine issue or need help, please use your cellphone and call Nina (x37801) or Lei (x37801) or Joseph (x37802).
9. After finishing your work on the machine, collect your samples and materials.
10. You can remove and dispose of your gloves in the nearest trash-can on the floor.
11. You can remove and dispose of your mask after you have exited C2 building and are outside WATLab (and preferably in your own lab).

