



SPHERE

GUIDELINES

1. Hand hygiene must be performed upon entry to SPHERE and before exiting at the end of every class.
2. Sturdy, closed-toe / closed-heel footwear must be worn in SPHERE at all times. Flip flops, sandals, slip-ons, bare feet and stocking feet are prohibited.
3. Proper procedures for reporting injuries are provided in the OH&S binder in the SPHERE storage room. All injuries must be reported to the instructor at the time of the occurrence.
4. Inappropriate or unprofessional conversation during class time is unacceptable and will not be tolerated.
5. All discussions within SPHERE must observe the principles of privacy and confidentiality.
6. Students and instructors will be conscious of the noise level within SPHERE and in the hallway and keep all unnecessary noise to a minimum.
7. SPHERE is a scent-free environment.
8. Taking pictures in SPHERE is strictly prohibited.
9. Food and beverages must be left on desks. Beverages must be kept in covered containers.
10. Students are not permitted in SPHERE without an instructor or SPHERE lab tech in attendance.
11. Lying or sitting on beds is permitted only while practicing a nursing skill. Shoes must be removed when lying on beds.
12. Sitting on floors, desks or beds within SPHERE is prohibited. Please use chairs.
13. Floors and walkways are to be kept clear at all times. Backpacks and purses must be kept in lockers or on the back countertop / shelving, only. Desks / chairs must be kept far enough away from beds to ensure a clear pathway.
14. Electrical cords must be plugged in at a safe working distance to avoid tripping hazards and are not to be stretched across walkways or work areas.
15. All equipment and supplies are to be returned to proper storage areas and carts. Work areas must be left neat and tidy at the end of every class.
16. Desks are to be arranged in rows as per LC room map. Adding desks or chairs to the rooms is not permitted.
17. All mannequins and equipment must be handled with care to avoid damage. Concerns or damages to equipment must be reported to the instructor or SPHERE staff immediately.
18. SPHERE doors must be kept locked at all times when not in use.