



## COVID-19 Workspace Safety Plan – Faculty Level

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	Faculty of Science
Facility Location	See <b>Appendix A</b> for all buildings and departments
Proposed Re-opening Date	June 4, 2020
Workspace Location	See <b>Appendix A</b> for all buildings and departments

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

The research and teaching mission in the Faculty of Science requires specialized equipment or laboratories that can only be accessed at UBC. During the COVID-19 shutdown, the productivity in many areas within the Faculty of Science has been severely impacted. This is having a significant effect on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery. Thus, it is essential that the Faculty of Science open to restart our core mission.

Each of the units within the Faculty of Science will open only those buildings and facilities that are necessary to conduct on-site work. This includes, but is not limited to, basic laboratory operation, teaching, instrument facilities, support facilities, and custodial service. To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy in accordance with Stage 1 of the Research Resumption planning, the services within each building and facility was be staffed at reduced levels. In June, all Science faculty, staff, and research personnel who can work off campus must continue to do so in Stage 1. The Stage 2 cap is anticipated to be 66% (or 2/3) of normal occupancy of the space, starting approximately 30 days following the start of Stage 1 subject to provincial COVID-19 restart guidance. Stage 3 is 100% return to work. At the moment, the timing of these stages is fluid and will align with provincial guidance.

Prior to re-occupancy, each supervisor/manager and Department has or will draft a safety plan for their specific (i.e. site-specific) operation that will be reviewed and approved by the respective Department Head. The Dean must approve this Faculty Safety Plan (herein) prior to final completeness review by the COVID-19 Safety Planning Steering Committee, who will then recommend improvements (where required) to meet completeness as per UBC and WorkSafe BC requirements. It is understood that the executive will make the final recommendation to the UBC President for approval to proceed with research re-occupancy for the Faculty in accordance with the Faculty Plan. As appropriate, each supervisor/manager and Department has or will update their safety plans in accordance with the transition to UBC Stage 2. The modified supervisor/manager plans will be reviewed by the department heads. The modified departmental plans will be reviewed by the Faculty of Science and by the executive, where appropriate.



## Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"><li><a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li></ul>
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"><li><a href="#">BC’s Restart Plan: “Next Steps to move BC through the pandemic”</a></li><li><a href="#">Thrive BC Self-Assessment Tool</a></li></ul>
4. WorkSafeBC Guidance
<ul style="list-style-type: none"><li><a href="#">COVID-19 and returning to safe operation - Phases 2 &amp; 3</a></li><li><a href="#">WorkSafeBC COVID-19 Safety Plan</a></li><li><a href="#">WorkSafeBC: Designing Effective Barriers</a></li><li><a href="#">WorkSafeBC: Entry Check for Workers</a></li><li><a href="#">WorkSafeBC: Entry Check for Visitors</a></li><li><a href="#">WorkSafeBC Protocol: Offices</a></li><li><a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li></ul>
5. UBC Guidance
<ul style="list-style-type: none"><li><a href="#">COVID-19 Campus Rules</a></li><li><a href="#">Guidelines for Preparing for Reoccupancy</a></li><li><a href="#">Guidelines for Safe Washroom Reoccupancy</a></li><li><a href="#">Space Analysis and Reoccupancy Planning Tool</a></li><li><a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li><a href="#">Ordering Critical Personal Protective Equipment</a></li><li><a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a></li><li><a href="#">UBC Facilities COVID-19 website</a> - Service Level Information</li><li><a href="#">UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance</a></li><li><a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a></li><li><a href="#">Preventing COVID-19 Infection in the Workplace training course</a></li><li><a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning</a></li><li><a href="#">UBC Classroom Safety Planning</a></li><li><a href="#">UBC Signage</a></li><li><a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a></li></ul>
6. Professional/Industry Associations
None

## Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with

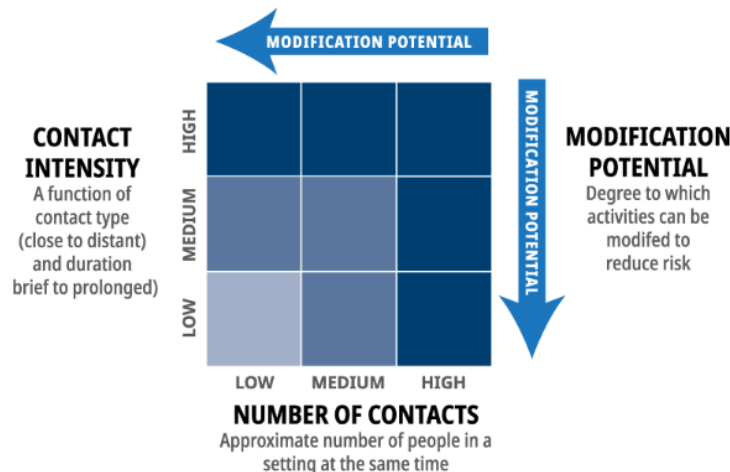


respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

#### 7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work



- In Stage 1, the goal is to reduce the number of people in buildings and labs to about  $\frac{1}{3}$  of normal occupancy in order to reduce contacts between people in lab spaces and in common spaces. Individual supervisors/managers have assigned room occupancy (vetted by the department heads) to ensure that physical spacing is possible at all times. If a job or task requires close proximity, the supervisor/manager will consult with SRS to do a hygiene assessment in accordance with UBC guidance on COVID-19. In Stage 2, this number will increase to about  $\frac{2}{3}$  of occupancy and enable more people to return to on-campus research, provided the established protocols herein and current provincial guidance can be met.
- Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their workspaces.

**8. Contact Number (proposed COVID-19 Operations)**

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- As mentioned above, we are reducing the number of people in the buildings and labs to about  $\frac{1}{3}$  of normal occupancy in order to reduce contacts between people in lab spaces and in common spaces. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.
- In Stage 2, the number of people in the building will be increased to about  $\frac{2}{3}$  of normal occupancy. Physical distancing must still be enforced, and rooms must not exceed the posted maximum occupancy. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.

**9. Employee Input/Involvement**

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

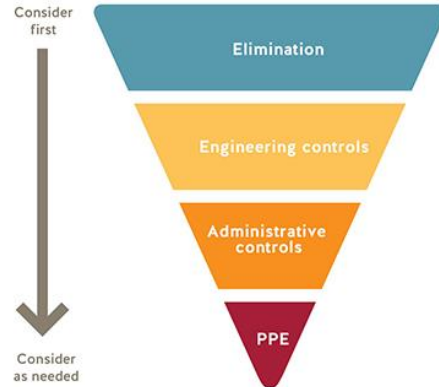
- The FoS's internal, faculty-driven Resumption of On-Campus Research committee has drafted the organizational document on which this plan is based. The committee's members include representatives from the faculty, the Departmental administration, trainee representatives, and representatives from the Joint Occupational Health and Safety Committee for the FoS (both employer and worker representatives), and is chaired by the ADR. The Committee met May 13, 14, 15, 19, 20, 29, June 1, 2 and 3 to discuss the details of the plan. All members solicited input from the groups they represented, and details included in this plan reflect input and guidance from this diverse cross-section of FoS employees. The back to work policies were then distributed to employees during this time via e-mail to solicit further feedback. Furthermore, several departments had town hall meetings to discuss the plan. For example, the Chemistry Department held town halls for the faculty (May 26), the graduate and postdoctoral students (May 28), and the staff (May 28) to discuss the plans and to gather



<p>feedback. All feedback was reported to the Resumption of On-Campus Research committee (see below).</p> <ul style="list-style-type: none"><li>• Formal JOHSC review of this Safety Plan, or modifications/amendments to this Safety Plan, will occur within 30 days of the posted changes.</li><li>• Expectations of workers is outlined in Appendix B and will be emphasized during the communication of this faculty safety plan.</li></ul>
<p><b>10. Risk Level Determination (H/M/L)</b></p> <p>Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix</p> <p>Based on the 1/3 occupancy during UBC return Stage 1, the Faculty of Science operations are considered to be low risk post mitigation.</p> <p>Based on the 2/3 occupancy during UBC Stage 2, the Faculty of Science operations are considered to be low to medium risk pre-mitigation. Post mitigation (stairwell directionality, limited occupancy of elevators, etc.), the risk is considered to be low. Any departmental plans that are deemed to be medium to high risk must be approved by the Faculty of Science and the executive.</p>
<p><b>11. Worker Health</b></p> <p>Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees</p> <p>All Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:</p> <ul style="list-style-type: none"><li>• Weekly team meetings</li><li>• Team email broadcasts</li><li>• One-on-one meetings with direct supervisors</li><li>• JOHSC Meetings &amp; Communications</li></ul> <p>Supervisors are encouraged to disseminate information from <a href="#">UBC Wellbeing</a>.</p>
<p><b>12. Plan Publication</b></p> <p>Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site</p> <p>Final plans will be posted to the following: UBC's COVID-19 Safety Plan website, the FoS JOHSC website, and Departmental website. Additionally, hardcopies will be posted on Health and Safety boards and in the main departmental offices. An alert noting the plan availability and link to this final posting will be included on the main sites of both the individual departments and the Faculty of Science.</p>

### Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All personnel are aware that they must maintain a physical distance of at least 2 metres from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See the [SRS](#) website and Appendix F of this document for further information.

### 13. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- In UBC Stage 1 or Stage 2, all work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home.



- Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization will be determined by the supervisor/manager or Department (based on the guidance below) and approved by the head or director.
  1. **Academic/Research resumption** Examples: Preparing and recording lectures, labs (instructional and research), research services, research field stations.
  2. **Services that directly support the resumption of research, teaching and learning** Examples: BIF, PCIGR, microbeam/XRD) and shops, service autoclaves, IT, shipping/receiving, etc.
  3. **Revenue generating units** Examples: Museums, art galleries, gardens, outdoor spaces.
  4. **University ancillary services** Examples: Athletics, recreation
  5. **Administrative units** Examples: Administrative offices
- Equity and mental health considerations for personnel who cannot work remotely and have been granted a special exemption by their head or director.
- Faculty who are teaching during Stage 1 or Stage 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Faculty who require access to on-campus space to prepare materials for the fall (e.g. making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- On-campus research during Stage 1 will be restricted to experienced research personnel. Training of new research protocols is strictly limited to situations where physical distancing can be maintained. This assessment will be up to PIs.
- In Stage 2, training of new personnel (undergraduates, graduate students, postdoctoral fellows, teaching assistants, research associates) is permitted. When training is required that cannot be performed with physical distancing, then personnel must follow the Faculty of Science safety regulations for in-person training activities.
- In-person group meetings, events or lectures cannot be organized in Stage 1 or Stage 2.
- In-person study halls and office hours cannot be organized in Stage 1 or Stage 2.
- In Stage 2, everyone must continue to meet online whenever possible. Small in-person meetings that are essential (e.g., training that cannot be completed online) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom, and meet all of the requirements outlined in the SRS [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#). Units requesting to do this will be required to submit a plan for the room layout for approval by the Faculty of Science ROCR and Dean.



- Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC. Plans must be updated for Stage 2 if different from Stage 1

#### **14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts**

For those required or wanting to resume work at UBC, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Each academic unit (Department/Institute) will create a plan with regard to controlling access to their units. Units are expected to adhere to UBC rules for scheduling (M-F 7:00 am – 6:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean required spaces. No weekend work is permitted in Stage 1. Any supervisor/manager wanting their personnel to work on a shift basis will need to make a request through their Building administrator. It may not be possible to accommodate all requests. In Stage 2, weekend work is allowed, so long as it does not conflict with custodial services. The individual departments will need to let their facility manager know if weekend work is permitted so as to ensure that the custodians are given time / space to do their job.
- It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:
  - The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.
  - Building administrators should notify security ahead of who will be working extended hours (including time, date, and location) so that they can be given access if they forget or misplace their access card.
  - The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s) and working hours.
  - The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.
- Supervisors/managers are responsible for ensuring that their personnel are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their work areas.





- Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful on custodial staff working in other areas of the building while researchers are in their labs afterhours.
- In Departments / Institutes where medium-to-high risk work is conducted (e.g. potentially hazardous laboratory experiments), one monitor (typically a faculty member, but may be another responsible person like a health and safety officer or department administrator) must be present each day (9:00 am - 5:00 pm) and this should be broadcast, such as by e-mail or an electronic scheduling system, to everyone in the unit. The monitor should be available in case of an emergency or other questions, and should help to ensure that the restrictions for Stage 1 and Stage 2 are being observed. Each department is required to maintain a schedule for and the contact information of responsible person present during every shift.
- It is the responsibility of departments to ensure scheduling (via PI or office admin safety plans) is performed in each building. The mode of data collection / sign-in (e.g., paper or an online document) should be available in case there is a need for contact tracing. The records must be kept for at least 30 days. The detailed approaches to sign in/sign out protocols for each department are described in Appendix C.
- In Stage 2, departments must be able to track building personnel to ensure the 2/3 occupancy is not exceeded.

#### **15. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

##### **Laboratory/Office Considerations**

Laboratory or office occupancy parameters (i.e. description) detailed in Appendix D. Occupancy limits will also be posted on the door of each room by the PI or office administrator.

##### **Building/Facility Considerations**

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 m physical distancing
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire)
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use



- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used.
- Main offices may be open where necessary to support operations, but the number of people working should be very limited (and with physical distancing). Limit the number of people that enter the main office so that physical distancing is maintained.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine in QMI, access to Chemistry Stores), markings spaced 2 m apart should be on the floor.
- Individuals must wear non-medical face masks or face coverings in common areas. Please see refer to the UBC policy at <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and Appendix F of this document for more information. Individuals must also understand the risks and limitations of such masks, and that they don't replace physical distancing.

#### Points of Access to Building and Access Control

- Access to the buildings is provided using key cards and the buildings will remain locked during Stage 1 and Stage 2.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes or containment zones, should be propped open while personnel are present.

#### Department-Managed Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units should be closed off (with tape) for Stage 1 unless there is a particular need to have them open.
- In Stage 2, departments and units can open classrooms and meeting rooms for specific events provided that a safety plan (with posted room occupancy) has been developed.

#### UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces

- Before entering one of the UBC-managed rooms, Faculty of Science personnel must read the [COVID-19 Safety Plan for General Teaching Spaces](#).
- In addition to all of the policies stated in the document, all high touch surfaces must be cleaned both before and after use.

#### Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- Buildings that were closed during curtailment and have been identified resumption activities have been cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services

#### Signage and Directional Guides



- Elevators (maximum of either 1 or 2 occupants, based on elevator size)
- Stairwells that are busy or very tight (for directionality)
- Physical distancing signage must be posted at entrances and/or hallways
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level. For short hallways where this is not feasible, a yield system may also be established.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria
- Post signage within the units to inform everyone of the measures in place

#### Hand Sanitizer Stations

- Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability (e.g., ChemPhys), subject to availability.

#### Offices

- Single occupancy office space is to be used only in the case of special exemptions awarded by the head or director. These are exclusively for very special situations.
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by department head's approval on a case-by-case basis.
- Graduate student / trainee offices should not be used in Stage 1 except where special exemptions are awarded by the head or director. In Stage 2, some office use will be allowed, but it will need to be on rotation (with scheduling) to ensure only 1 person at a time is in the room. Priority will be given to offices that are required for teaching purposes.

#### Shared Facilities (e.g., BIF, NMR, Shops)

- Access to facilities must be controlled by the facility manager / supervisor
- Each facility must have a sign that indicates the maximum number of people that can be inside at a time
- Access to some facilities will be restricted to appointments made by email (e.g., machine shop in QMI), others will require online scheduling
- Users MUST comply with procedures or access/services will be denied
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use



- If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.

#### **16. Accommodations to maintain 2 metre distance**

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

Common Physical Distancing Protocols (Everyone)

See Appendix D for detailed descriptions of physical distancing in work areas and common areas by building

- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC the [UBC Employee COVID-19 Physical Distancing Guidance](#) should be followed. Examples include laser alignment and repairs to vacuum equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers on campus accessing equipment.
- All elevators are limited to either 1 or 2 occupants, based on elevator size.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Do not congregate in common areas. Minimize social interactions in the building.
- Use of non-medical masks is guided by BC Health guidelines. Medical masks are currently required in common areas. Please refer to the UBC guidelines at: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and Appendix F of this document for further information. Personnel wearing masks must still comply with physical distancing requirements. Those who wear masks as a public health measure must wash and dispose of them properly. Use of PPE, such as lab coats and eye protection, should follow UBC 'Safety and Risk Services' (SRS) Guidelines, linked [here](#).
- In Stage 1, no in-person group meetings, social events, lectures or other gatherings shall take place.
- In Stage 2, everyone is strongly encouraged to continue to meet online whenever possible. Small in-person meetings (e.g., for safety training that cannot be done online) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom, and meet all of the requirements outlined in the SRS [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)  
Units requesting to do this will be required to submit a plan for the room layout for approval by the Faculty of Science ROCR and Dean.



- Non-essential business / research travel is not permitted at this time, but will be revisited in future Stages.
- Field work will be reviewed and approved on a case-by-case basis by the VPRI Research Resumption Committee. See the VPRI website for details. COVID-19: Curtailing research activities on UBC campuses | UBC Research + Innovation.
- Before field courses and field activities for undergraduate courses can be offered in Stage 2, they need to be reviewed and approved on a case-by-case basis by the Dean.
- Before in-person laboratory courses may be offered in Stage 2, they need to be reviewed and approved on a case-by-case basis by the Dean. A COVID-19 safety plan is required before any approval can be granted.
- Undergraduate students: In Stage 1, no summer undergraduate or co-op students who require in-person training will be permitted to work. Experienced (i.e. fully trained) undergraduate researchers may work in a lab, following physical distancing, with a mentor/supervisor. The PI must decide whether the student has sufficient experience in the lab to be mostly independent. Note that graduate students maintain a higher priority than undergraduate summer students for on-campus research return. In Stage 2, undergraduate or co-op students who require in-person training will be permitted to work.

#### Wet Labs

- Occupancy of labs and shared office spaces inside of them must be restricted by PIs (as described in the “Request to Restart Research” form) so that all research personnel can work 2 m apart. Where the space is occupied by research personnel from multiple groups, the PIs must jointly coordinate this. The number of people that can work in a lab simultaneously will therefore depend on the individual lab configuration (i.e. area / geometry / bays).
- Where labs are divided into bays, a maximum of 1 person in a bay at any one time.
- While practicing physical distancing, it is important to ensure that research personnel are not working alone in labs where this is normally prohibited. PIs are responsible for ensuring that there is a work schedule to cover this.
- People in common areas (e.g., group rooms, instrument rooms) must also adhere to physical distancing.

#### Dry Labs / Shared Offices

- Dry labs are labs with specialized equipment that cannot be used off campus. Occupancy of dry labs (e.g., rooms with robotics stations) must be restricted by PIs (as described in the “Request to Restart Research” form) so that all research personnel can work 2 m apart. Where the space is occupied by research personnel from multiple groups, the PIs must jointly coordinate this. The number of people that can work in a lab simultaneously will therefore depend on the individual lab configuration (area / geometry / bays), but both PIs and units must aim for an



occupancy of less than  $\frac{1}{3}$  for Stage 1 and  $\frac{2}{3}$  for Stage 2. The maximum occupancy of each lab must be posted on the door.

- Faculty office use is by exemption from the head / director only.
- Student / post-doc offices will not be used in Stage 1 except where an exceptional case has been approved by the head / director. They may be used for storing personal belongings while trainees are working in the lab. Temporary short access to offices (e.g. 10 minutes for picking up a book) will be provided by head or director's approval on a case-by-case basis.
- In Stage 2, some office use will be allowed, but it will need to be on rotation (with scheduling) to ensure only 1 person at a time is in the room. Supervisors/managers should decide on a schedule to ensure that only one person uses the space at a time.
- People in common areas must also adhere to physical distancing.

#### Shared Facilities / Shops / Stores / etc.

- Shared facilities must restrict the number of personnel in the facility at a time. Facility managers are responsible for developing a safe physical distancing practice; this may include adding scheduling for services and access to equipment. The maximum occupancy of each facility must be posted on the door.

#### Administration Spaces

- Main offices can be opened only if operational needs cannot be fully supported by remote administrative workers. This decision will be made by heads / directors, and they will provide a safety plan for the office administration area that will be approved by the Faculty of Science.
- Department heads / directors are responsible to ensure that a limited number of staff are working simultaneously in the office.

#### Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) should be controlled carefully by departments. Remove chairs from common rooms to limit the number of people who can sit in accordance with physical distancing standards.
- Department-bookable classrooms should be blocked off from access for Stage 1 unless there is a need to keep them open.
- Department-bookable classrooms can be reopened in Stage 2. Prior to opening these rooms, units are required to submit a plan for the room layout for approval by the Faculty of Science ROCR and Dean.
- Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing.

**17. Transportation**

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

All supervisors/managers and Departments will adhere to the [UBC Employee COVID-19 Use of UBC Vehicles](#) Guidance, including only one person per vehicle unless there is space to allow physical distancing.

**18. Worker Screening**

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the UBC or WorkSafeBC signage, as below:
  - a. [UBC Entry Check Sign](#)
  - b. [WorkSafeBC: Entry Check for Workers](#)
  - c. [WorkSafeBC: Entry Check for Visitors](#)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.

**19. Prohibited Worker Tracking**

Describe how you will track and communicate with workers who meet categories above for worker screenings

- Each Department has a separate tracking protocol. Again, please refer to Appendix C for details. The primary method for communication with the workers will be via e-mail.



## Section 4 – Engineering Controls

### 20. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- If there is any additional required cleaning (e.g. high-touch surfaces), training regarding the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#).
- Personnel must wash their hands regularly and avoid contact with one another.
- If microwaves or other cooking equipment are being used, there must be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there must be supplies available there for this purpose. Units may consider preventing the use of common food preparation equipment if they think it is unsafe.

### 21. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- In UBC Stage 1 of return, all on-campus food preparation will not be allowed, unless expressly approved by the head. In stage 2, food preparation will not be encouraged, but it will not be expressly forbidden.
- Tools must be removed from tool cabinets with gloves on and any tool removed must be wiped down before it is returned.
- Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the [WHO guidelines for decontamination](#)
- Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped regularly with disinfectant. Supplies will be made available by supervisors/managers and units so that this disinfection can be done by users.
- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.

### 22. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Each shop and service manager (i.e. admin plan) will address partitions or plexiglass installation in an individual plan. However, movable plexiglass barriers should be installed on counters where personnel must interact with customers or other people (e.g., for deliveries).





## Section 5 – Administrative Controls

### 23. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

#### Dissemination of this Plan to the FoS JOHSC

Once this plan is complete, it will be distributed to the FoS JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement. Similarly, PI and administrative plans that are planned as supplemental to this main document will be submitted to the JOHSC for review prior to implementation. All changes and amendments will be distributed to the FoS JOHSC for review.

#### Communication of the Plan to Faculty of Science Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Faculty of Science will disseminate this faculty-level plan via e-mail. As a follow-up, the FoS will hold a town hall to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. The roles and responsibilities of the employees will also be covered (see sections below). A separate meeting will be held with department heads and supervisors to go over their roles and responsibilities, as well as what is expected of them in a follow-up PI plan. The PI or office administrator-level plans will be likewise disseminated.

#### Communication of Worker's Concerns to the Faculty of Science

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work below).
- They may also contact their worker representative of the FoS JOHSC to express their concerns
- They may also report concerns confidentially to the email address: [accessfeedback@science.ubc.ca](mailto:accessfeedback@science.ubc.ca). This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.

### 24. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS [Preventing COVID-19 Infection in the Workplace](#) online training course is mandatory for all employees in the Faculty of Science
- The Preventing COVID-19 Infection in the Workplace training can be found on UBC's [Workplace Learning \(WPL\)](#) platform.
- Administrators with HRMS access can run a 910 report in MSP to view which employees in their department have completed all mandatory training courses.

### 25. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)



- The Faculty of Science will utilize the signage from the [Safety & Risk Services COVID-19 website, the WorkSafeBC's COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy
- Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

## 26. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

All of the BERPs within the Faculty of Science have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.

## 27. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for the next 12-18 months

Every two weeks during UBC Stage 1, and every month during UBC Stage 2, the Faculty of Science will collect monitoring information from each department and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the FoS JOHSC, or confidentially to the email address: [accessfeedback@science.ubc.ca](mailto:accessfeedback@science.ubc.ca). This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and feedback will be treated discreetly with heads and directors. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

## 28. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- On campus research during Stage 1 will be restricted to experienced research personnel.
- During Stage 2, research will be opened to less experienced research personnel, when possible.
- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.



- It is not anticipated that there will be changes to worker roles during UBC Stage 1 or Stage 2 of return. If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If the worker role changes, the details must be included in either the PI or office admin site-specific safety plan.

## Section #6 – Personal Protective Equipment (PPE)

### 29. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19.
- Where COVID-19-specific PPE may be required, the PI will consult with SRS to do a hygiene assessment in accordance with UBC guidance on COVID-19 PPE.

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See [Using Non-Medical Masks](#) website for the most up to date information
- **Suggested language for Overarching Portfolio Plans:**  
"All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
  - Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s)."
- **Suggested instruction for Intermediate or Unit/Workspace/Local Safety Plans:** Using the [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#) please amend your existing as necessary.

## Section #7 - Acknowledgement

### 30. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

The following must be signed by the department head and the Dean (1) to confirm that it will be shared with the Departments, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.



Faculty of Science

Date

Name

Title

---

---

---

Department

Date

Name

Title

---

---

---

---



## Appendix A: List of Buildings and Departments in the Faculty of Science

The Faculty of Science is a large Faculty (452 faculty, 535 staff, 1500 graduate students), consisting of 9 departments (botany, chemistry, computer science, EOAS, mathematics, microbiology & immunology (M&I), physics & astronomy, statistics, zoology), and 4 research institutes with faculty positions (MSL, IOF, IRES, QMI), plus a few other institutes / labs (DSI, AMPEL, ICICS). We are spread over at least 30 buildings on campus at UBC-V; the main 22 buildings for Science are as follows (other Faculties highlighted):

AERL	IOF; IRES
Auditorium Annex	Math
Biological Sciences Building	Botany; Zoology
Biodiversity Research Centre (BRC)	Botany; Zoology
Brimacombe	QMI; AMPEL; Chem; Physics; App Sci
Chemistry A-block	Chemistry; Physics; Science Co-op / advising
Chemistry B-block	Chemistry
Chemistry C-block	Chemistry
Chemistry D-block	Chemistry
Chemistry E-block	Chemistry
Computer Science (ICCS)	Computer Science; ICICS (App Sci)
EOSM	EOAS; Data Science Institute
ESB	FoS Dean's Office; EOAS; Stats; PIMS
Hennings	PHAS
I-CORD	Zoology (2 groups); Medicine
Life Sciences Centre (LSI)	M&I; Zoology; Medicine; Dentistry
Lower Mall Research Station	M&I (one group); App Sci
LSK (Leonard Klink)	Math; IAM; App Sci; UBC IT
Math	Math
Math Annex	Math
Michael Smith Laboratories	MSL, Botany, Chem, M&I, Zoology; Medicine; Forestry; App Sci; LSF
Networks of Centres of Excellence (NCE)	MSL, Chem, M&I; Medicine

UBC IT, PIMS, Science Advising, Science Deans office and Science Co-op are located within our buildings. As well, there are many Science researchers scattered across the campus.



## Appendix B: Responsibilities of Each Worker Group

### Employee Responsibilities

- Must take the required UBC COVID-specific training course.
- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: <https://bc.thrive.health/>.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- On campus research during Stage 1 will be restricted to experienced research personnel. Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- In-person meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for an employee to access their office, they must not have guests in the office during Stage 1 or Stage 2.
- Supervisors/managers will be responsible for developing safety plans for their spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the head or director.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to the email address:



accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.

### **Responsibility of Department Heads and Directors**

- Must take the required UBC COVID-specific training course.
- Responsible for developing safety plans for their departments / buildings (in conjunction with building administrators and health & safety committees) that incorporate the guidelines in this document.
- Responsible for communicating the safety plan of the unit to all personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview
- Responsible for approving site-specific safety plans that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must enforce the measures taken
- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

### **Responsibility of Supervisors and Managers**

- Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
- Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves
- Responsible for posting on the doors to their work areas the maximum number of occupants. Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and that the workspace is no more than  $\frac{1}{3}$  occupied (Stage 1). Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
- Employees may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually. These accommodations can be developed on a case by case basis in consultation with the departmental HR representative.
- Ensure the availability all necessary PPE



### Responsibility of Faculty of Science

- Responsible for developing these plans for approval by UBC executive
- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR with subset of ROCR committee)
- Convene regular meetings of the ROCR Committee to get feedback on the research resumption and revise the Faculty safety plan in an iterative process
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy





## Appendix C: Department-Specific Sign In/Sign Out Protocols

### **Biological Sciences Building (Botany, Zoology); Biodiversity Research Centre**

Sign in/sign out sheets will be posted on lab doors and everyone entering the lab will be required to sign in/out using their own pen. Hand sanitizer shall be considered to be provided at the lab entrances, subject to availability. The PI will post the weekly schedule at the lab entrance. Individual labs may also keep an on-line more dynamic schedule that will be accessible to the “Responsible person” for that wing/floor.

### **Chemistry Buildings (Blocks A, B, D, E)**

A digital sign-in/sign-out process will be incorporated into the departmental website - all personnel will be required to sign-in and sign-out when they come on campus. Shifts will be assigned department wide by supervisors (staff and faculty); the entire department will operate on shifts that cannot be changed during Stage 1 (but could change in Stage 2). Supervisors will oversee sign-in/sign-out documentation for their unit/group.

### **Computer Science**

A master schedule will be established and posted online. PIs will be responsible for scheduling lab personnel and then providing an updated schedule on the master sheet. Sign in/Sign out documentation will be provided.

### **EOAS (ESB and EOSM)**

Sign in/sign out sheets will be posted on lab doors and everyone entering the lab will be required to sign in/out. Supervisors will oversee sign-in/sign-out documentation for their unit/group. Use of a shared on-line scheduling system is encouraged.

### **IOF (AERL)**

Sign in/sign out sheets will be posted on lab doors and everyone entering the lab will be required to sign in/out. Supervisors will oversee sign-in/sign-out documentation for their unit/group. If necessary, shifts will be assigned to operate labs and office space.

### **IRES (AERL)**

A Google document will be used to establish the calendar of use for any **allowed** office users. In Stage 1, research personnel may only use offices where an exception has been granted by the Director.

### **Math (LSK, Math Annex, Math, Aud Annex)**

A master schedule will be established and posted online. PIs will be responsible for scheduling lab personnel and then provide the schedule to be updated on the master sheet. Sign in/Sign out documentation will be provided.



### **M&I (LSI)**

The number of personnel from a research group present concurrently will be determined by the head or director subject to building policy. The PI or a delegate will schedule access of lab personnel to buildings. The schedule is to be made available to the Head on request. Group personnel will log entering and leaving through logs maintained online (e.g., through phone apps or email), or using paper records.

### **MSL**

Faculty are responsible for maintaining a schedule of on-site researchers; keeping in mind their infrastructure set up, physical distancing requirements, and the goal to only have  $\frac{1}{3}$  lab/building occupancy during Stage 1. The schedule should identify the area where work will be carried out, with the established maximum density listed, making it clear when capacity is reached. Schedules must be available upon request and need to be saved for a period of one month. A shared calendar system is encouraged.

### **PHAS (Hennings, ChemPhys)**

When necessary, PIs will schedule shifts in individual labs using Google calendar or equivalent. Occupancy and work scheduling in the basement of Chemistry Block A (ChemPhys) will be coordinated with Chemistry.

### **QMI/AMPEL (Brimacombe)**

PIs are responsible for scheduling in their own research spaces. Shared facilities (Clean room, etc.) already use scheduling software. An online calendar tool being considered for scheduling within labs.

### **Statistics**

A master schedule will be established and posted online. PIs will be responsible for scheduling lab personnel and then provide the schedule to be updated on the master sheet. Sign in/Sign out documentation will be provided.



## Appendix D: Description of Laboratories/Office Areas and Common Areas by Building for Spatial Planning Purposes

### Auditorium Annex

To remain closed in Stage 1.

### Biological Sciences Building

#### Elevators

Use elevators only for heavy loads and accessibility needs; elevators must be limited to 1 or 2 people at a time, depending on elevator size. Signage to this effect will be posted on all elevators.

#### Stairs

Throughout the building, stairs have been designated as either “Up only” or “Down only.” Signs indicating the directionality have been included on all stairwell doors.

#### Lab occupancy

- Occupancy are be coordinated between labs with shared space (e.g., common lab space shared with other research groups).
- For shared labs, as much as possible, a unique door will be designated for each research group to minimize traffic through the lab.
- It is recommended that a calendar such as Google calendar be used and this coordinated across shared labs where relevant.
- All rooms will be sign-posted with the maximum occupancy based on area of room.
- Only personnel required to complete an experiment should be in the lab at a given time. To avoid tying up lab space during long experiments, alternate space such as free lab bays or teaching lab space can be identified for waiting during experiments.
- Only 1 person is allowed in a single bay at a time.

### Biodiversity Research Centre (BRC)

#### HANDWASHING/SANITIZING STATIONS

Hands should be washed frequently. Hand sanitizer dispensing stations are located inside three BRC building entrances (front/main, courtyard, and loading dock) and BBM entrance. Spray bottles of hand sanitizer will be placed at the entrance of each lab, common areas and shared facilities. Custodial Services will refill the dispensers at the front entrances regularly.

#### PHYSICAL DISTANCING SIGNAGE

“Stand Here” floor decals will be placed two metres apart in areas where people would be required to line-up or wait to enter spaces that have already reached maximum capacity (examples include;



washrooms, kitchen areas, and elevators). Directional floor tape will be used to mark directional flow of workspaces so that people do not cross paths when walking through spaces. Physical distancing posters and maximum room occupancy signs will be posted throughout the building.

### **BUILDING WORKPLACE TRAFFIC FLOW**

- Building Entrances – Building entrances will remain locked 24/7. Users with programmed card access can enter the building via ground floor entrances that are equipped with card scanners. Do not let others enter behind you.
- Hallways – Researchers should take precautions when moving through the building. The hallways provide enough visibility to practice physical distancing, but you may need to be patient and let other people clear the hallway before you enter. To reduce surface touching, doors that can be propped open will be.
- Elevators – Building Operations will install signage in elevators for elevator capacity guidelines for physical distancing protocols. Users are not to exceed these temporary occupancy ratings. Expected elevator occupancy information is presented on each floor's individual COVID Safety Floor Plan (see Appendix 2). Elevator 1 is a freight elevator and can allow for 2 people, but only when it is necessary to move heavy equipment. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.
- Stairwells – Where visibility is limited, stairwells have been assigned “Up Only” or “Down Only” (flow direction) designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction. Stairwell direction information is presented on each floor's individual COVID Safety Floor Plan (see Appendix 2).
- Directional Flow – High occupancy areas in the BBM public space, like the auditorium, now have temporary designated entry and exit points to determine traffic flow. Corresponding entry and exit signage have been posted for these spaces. Occupants are to enter and exit these spaces in accordance with posted signage.
- Traffic flow in the BBM collections gallery will be one-way to allow the public to navigate through the collections and exhibits. This is presented on the COVID Safety Floor Plan (see Appendix 2).

### **BUILDING SPACE OCCUPANCY RESTRICTIONS**

BRC and BBM Wet and Dry Laboratory / research spaces / collections

Various types of laboratory and research spaces have been assigned maximum occupancy ratings (based on COVID social distancing requirements). See Appendix 1. To ensure a minimum 2 m distance can be kept in the lab, the following applies:



- Occupancy limits are posted outside lab entrances. Maximum of 1 person in any bay at any one time. Maximum of 1 person in a shared instrument/support room. All other rooms will be sign-posted with the maximum occupancy based on area and workstation setup of room.
- Coordinate shifts within labs and shared labs (e.g. lab shared with two or more other research groups) to remain below the lab's maximum occupancy. This is generally done at the local level, among the users of those particular spaces. The written schedule stating who is authorized to be in the lab on a given day or week will be posted at the lab entrance, and archived by the PI for 3 weeks.
- If physical distancing requires that students work alone, they should follow UBC and home department work alone policies. More information can be found here: <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>
- Visitor and BRC researcher access and usage of BBM collections areas will be strictly by appointment only and with permission granted by the BBM Director to ensure that appropriate social distancing can be maintained.
- Regular office use is not permitted in Stage 1 as per Faculty of Science directive. Work that can be done remotely (i.e. from home) should continue to be done remotely. Exemptions may be applied on a case-by-case basis for faculty and research personnel who cannot work at home. These requests will require explicit permission of the employee or PI's home department head and Director of the BRC/BBM. If permissions are granted, shared offices cannot accommodate more than one person at any time.
- Meeting rooms are closed during Stage 1.
- ZCU Grad computer lab is closed during Stage 1, but occupants may pick-up colour printouts if necessary.
- Autoclave rooms, Environment chambers, and other shared equipment zones will have max occupancies posted.
- High-contact areas must be wiped down with disinfectant prior to and following use. [Autoclaving procedures may change temporarily. BioSciences personnel may help during Stage 1, please follow home department updates.]
- Common kitchens are closed for any food prep or storage, but may be used for hand washing. Occupants are encouraged to bring food that is properly contained and ready to eat without needing to be refrigerated, heated, or otherwise prepared in common kitchens. Occupants are encouraged to eat outdoors. If occupants need to walk through the kitchen to access shared equipment, the maximum occupancy is 1 person.
- Common social spaces and open areas (the Black Hole, atrium, tables, etc.) are not to be used to hold meetings or for socializing, but will remain available to occupants for eating lunches, etc. No adjacent seating allowed. Adhere to posted occupancy signs.



- Washrooms are restricted to a maximum of one occupant at one time. Showers will remain available for use, but a maximum of one occupant in each shower/locker room at one time. Door handles, faucet handles (sink and shower) should be sanitized/disinfected after use.
- Pets are not permitted during Stage 1. Please keep your dogs at home. This will be reviewed again in Stage 2.

## Brimacombe

### Washrooms

Washrooms are a high-risk space. Extra care in hand-washing, not touching your face with unwashed hands and respecting physical distancing measures is crucial. In multi-user washrooms (normally appropriate for 2 users), doors to washrooms will be propped open to minimize the number of high touch surfaces. Only one occupant may use a washroom at a time. For multi-user washrooms in the original wing of the building, users are expected to look into the washroom before entering and only enter if the washroom there is no one present. Single user washrooms lock and have an occupied sign. Paper towels are provided in order to avoid direct contact with the door knobs. Instructions are posted at the entrances.

### Hallways

All hallways are approximately 2 m wide. Given the reduced occupancy of the building, we do not anticipate a lot of traffic. In cases where two people are headed in opposing direction, in order to pass safely, one person must step aside to the right into the nearest hallway recess in front of a lab door and wait for oncoming people to pass. Please adhere to the following passing etiquette – persons going South have priority, and persons going North will have to step aside. Additionally, persons going East have priority and persons going West will have to step aside. As a reminder, priority directions will be marked with taped arrows on the floor. Hallways must be kept clear of clutter at all times. No extraneous items (e.g. crating materials, boxes, furniture) shall be stored in the hallways.

### Entrances/Exits:

All persons entering and exiting the building must use the main East Mall entrance. Entry through other doors is not permitted at this time, and card access has been deactivated for all other doors. Do not attempt to circumvent a deactivated door by wedging it open. You may exit by any perimeter door in an emergency. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn. When entering and leaving, sign in and out using the paper sheet present at the main entrance. Please use the hand sanitizer that is present next to the sign in order to minimize the opportunity for virus transmission.

### Elevators



Brimacombe has one large freight elevator. Use of the elevator is intended for those needing to transport materials and those who need assistance going up and down between floors. Those who can readily manage the stairs should avoid using the elevator as it is a poorly ventilated, confined space. A maximum of two persons are permitted to use the elevators at the same time, where physical distancing allows, as this has been posted by UBC Safety and Risk Services. Otherwise, only one person per elevator.

### **Stairwells (if applicable)**

The stairs in the Brimacombe building do not allow a full 2 m distancing. Since the main stairs next to the main entrance in the new extension and the adjacent East stairwell of the original building are close in proximity, their use has been coordinated for “up only” for the main extension stairwell and “down only” for the East stairwell. Signs and floor markings are provided to notify occupants of this expectation. For all other stairwells, please adhere to the following passing etiquette – persons going down have priority. In other words, persons going up are to yield to persons heading down by stepping aside onto the landings. Please follow the directional signs and instructions.

### **Lunch rooms & Kitchen**

The lunch room (Brimacombe 211) is open on a limited basis. Maximum occupancy is 4 persons at a time (as noted on the door) – assuming 1 person seated at each of the 3 large tables (with chairs placed at the locations indicated by tape on the floor to ensure maximum spacing of well over 3 m) and 1 person behind the counter. Please be patient and consider adapting your schedule or eating outside. Hands are to be washed on entry and again on exiting the lunchroom. No hot food preparation is permitted, including from the espresso machine and microwaves, which will be disconnected and unavailable for the duration of Stage 1. Use of the fridges is also not allowed. Users must disinfect all touched surfaces with the disinfectant provided by the building. Please be sure to wash your containers and implements at the sinks of the lunchroom or one of the two building kitchenettes, not in the washroom sinks. Building provided shared utensils and dishes should not be used during this period (they have been put away). All dishes and utensils should be brought from home. Personal dishes, cups and utensils that are washed should be dried immediately and not left in the drying rack or anywhere in the room. Soap and paper towels will continue to be provided. Seminar room 311 will also be open for eating lunch. The same cleaning procedures should be applied as in 211. Occupancy (normally 30+) will be limited to 6 by reducing the number of chairs and table to 6. Occupancy limits will be posted. For both spaces, priority should be given to the person exiting in the event that someone is entering when another is leaving. The glass doors and walls make it easy to check occupancy before entering.

One person may use kitchenettes at a time (1st floor next to reception area and 3rd floor wide opening in the hallway next to common area near the stairs). The sink is available for use in hand washing and for cleaning of personal utensils and containers, with soap and paper towels provided. The small countertop area may also be used temporarily. Do not use the small fridges, kettles, utensils and dishes, and do not



leave behind any personal items. Wipe down surfaces using paper towels and warm soapy water before and after use.

### **Open Common Areas including Lobbies and Reception**

There are several common areas that normally can accommodate multiple people and where individuals sometimes congregate. These are the lobbies at the two main entrances (East Mall and Engineering Lane), as well as open areas on the first, second, third and fourth floors next to the two main stairwells leading up from the two lobbies. In normal situations these areas could accommodate about 30 people if they were standing close together. Minimum 2 m physical distancing must be maintained in these areas. These areas are passageways, and should be kept clear. All personnel should pass through the areas without stopping. Notices will be posted to this effect. There are two exceptions. These areas have tables and chairs that seat between 4 and 6 people. The tables will remain, but be reduced to one chair. The tables are placed such that it is easy to maintain ample physical distance for those passing through. The tables may be used for a single person to have lunch or to relax while awaiting a return to research – for example while waiting for a vacuum system to pump down a chamber. One chair will be left at each table. Spray bottles with disinfectant and paper towels are available at the nearby kitchen, kitchenette or placed on the table so that cleaning can be done before and after use of the table. Hands washing should be done immediately before and after using these areas.

The second exception is the reception area next to the East Mall entrance, which has a long counter, behind which there are three desks, mail slots and filing cabinets. Only one person at a time will be allowed into the area behind the counter.

### **Shipping and Receiving**

Gas cylinders, liquid nitrogen and large packages will be received and delivered at the loading dock that is in the parking lot. Gas and liquid nitrogen delivery drivers have key access to the dock and so no contact delivery is done. Where physical distancing cannot be maintained during delivery, requests for approval must be made in advance by email to the local safety committee. The requests must be justified based on urgency, the measures taken to minimize risks of transmission, along with overall safe moving procedures. Timing must also be specified. Requests must be approved by one of the Directors.

### **Research Space**

- Occupancy are be coordinated between labs with shared space (e.g., common lab space shared with other research groups).
- It is recommended that a calendar such as Google calendar be used and this coordinated across shared labs where relevant.
- All rooms will be sign-posted with the maximum occupancy based on area of room.





## Chemistry A-E blocks

### Office/Common Area Usage

Office space is to be used one at a time AND only if working from home is not possible. In person group meetings in any space must not be held during Stage 1. Office desks/computers should be wiped before and after use with disinfectant. Minimize social interactions in the building; maintain physical distancing to the best of your ability when interactions are required.

### Washrooms/showers

It is acknowledged that washrooms are a high-risk space and extra care in hand-washing, not touching your face and respecting physical distancing measures is critical. Where possible, doors to washrooms should be propped open to minimize high touch surfaces and maximize ventilation. Only one occupant should use the washroom at a time. Use the occupied/unoccupied sign accordingly.

Single occupancy showers should have faucets, handles wiped down with disinfectant before and after use by the user

### Stairs

Where possible, stairs have been designated as either “Up only” or “Down only.” Signs indicating the directionality and protocols of all stairs been posted on all stairwell doors.

### Elevators

Elevators must be limited to 1 or 2 people at a time, depending on elevator size. Appropriate signs have been posted.

### Room B250

Meals, snacks and breaks should be enjoyed outdoors whenever possible. Indoor snacks and breaks should take place in B250 which is large enough to accommodate physical distancing; a maximum room capacity will be posted. Food preparation should be avoided. When common appliances are used (eg. microwave, coffee maker) they should be wiped down with disinfectant prior to and following use.

### Research Space

- Occupancy are be coordinated between labs with shared space (e.g., common lab space shared with other research groups).
- All rooms will be sign-posted with the maximum occupancy based on area of room.
- Only personnel required to complete an experiment should be in the lab at a given time.
- Only 1 person is allowed in a single bay at a time.

## EOSM



### **Pacific Museum of the Earth (PME)**

The Pacific Museum of the Earth will be closed during Stage 1.

### **Stairwells**

In EOSM the East Stairwell (near overhead passageway to ESB) and South West Stairwell (near passageway to EOS-South) should be used only for exiting from each floor (downwards travel). The Center Staircase should be used for upwards travel only. The direction of travel up/down stairways will be clearly indicated by appropriate signage.

### **Elevators**

The EOSM elevator has been assigned maximum occupancy rating of 2 occupants, and corresponding signage has been posted at elevator doors on all levels. Occupants are not to exceed these temporary occupancy rating.

Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building. Although it is anticipated that elevators will be in regular use to transport research materials from floor to floor, in normal times there are usually no more than 1 or 2 people waiting for the elevator at any one time. Under reduced building occupancy social distancing will thus be straightforward to maintain.

### **Washrooms**

Occupants using multi-user washrooms must strictly adhere to social distancing requirements and stay at least than 2 metres from one another. No more than 2 persons should be in these washrooms at the same time. This will be indicated with appropriate signage.

### **Showers**

Showers will be available in EOSM (basement for male; main floor for female). Users must sanitize surfaces touched while using the shower (e.g. door handles, faucets, etc.). Appropriate cleaning supplies will be provided.

### **Meeting Rooms and Classrooms**

Meeting rooms (including seminar rooms) and Classrooms/Student Labs will remain off-limits during Stage 1.

### **Lunch rooms and Kitchen areas**

All lounge and kitchenette areas will be closed for the duration of Stage 1 including fridges and microwaves. These include those behind locked doors, and those that are within public areas. Absolutely no food or drink preparation will take place in the building.



Food consumption should occur only in the EOSM 336 lounge – one person per table while ensuring you are not sitting within 2 metres of another person. Table tops and chairs must be sanitized after use. Appropriate cleaning supplies will be available.

### **EOSM Basement**

The basement loading area is elevator-accessible from within the building. This area contains numerous storage areas for individual labs, common storage areas of different kinds (including a walk-in cold room and freezers), as well as several laboratories/facilities (including PCIGR Clean Labs, and the Microbeam Facility), shared archival rock storage and sample preparation spaces, as well as access to the EOAS Stores/Shipping and Receiving Facility and the EOAS Central Workshop. Physical distancing will be strictly maintained in this area and in all rooms included therein.

### **Administrative Areas**

#### **EOAS Main Office**

The main EOAS Office located in ESB, room 2020, will be closed during Stage 1.

#### **EOAS Copier Room**

The 1st Floor Copier Room (room 113) will be available for use. The occupancy limit for this room is 1. The copier must be wiped down after use by each person. Appropriate cleaning supplies will be provided. The Copier Room in room 326D will be closed during Stage 1.

#### **The Data Sciences Institute Office**

The Data Sciences Institute Office will be closed during Stage 1.

### **EOAS Stores/ Shipping & Receiving**

EOAS Stores/Shipping & Receiving will open for restricted hours (TBA) effective the resumption of research. Package pick up and drop off by EOAS personnel and courier services will occur in a “neutral zone” near the entrance to Stores; this can be managed while maintaining interpersonal distances of at least 2 metres. Canada Post services will not be available during Stage 1 of research resumption.

Access:

- For EOSM occupants, access to EOAS Stores/Shipping and Receiving will be either through the Elevator, or through the North West basement entry door at the EOSM Loading Dock.
- Couriers will access shipping and receiving from the NW door (as is the usual practice).



### **EOAS Central Workshop**

EOAS Central Workshop will not be in operation for Stage 1 (no machinist on duty).

## **ESB**

### **ESB Atrium**

Occupants using the ESB Atrium spaces must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

### **Stairwells**

In ESB the South Stairwell (Stair 5) and North Stairwell (Stair 4) should be used only for exiting from each floor (downwards travel). Under Stage 1, the Main Staircase (Stair 2, Atrium) should be used for upwards travel only.

### **Elevators**

ESB elevator 1 and 2 have been assigned maximum occupancy rating of 2 occupants, and corresponding signage has been posted at elevator doors on all levels. Occupants are not to exceed these temporary occupancy rating.

Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building. Although it is anticipated that elevators will be in regular use to transport research materials from floor to floor, in normal times there are usually no more than 1 or 2 people waiting for the elevator at any one time and under reduced building occupancy social distancing will be straightforward to maintain.

### **Washrooms**

Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Multiple person washrooms on the Main Floor and in the Basement will be closed for Stage 1.

### **Research Space**

- Always maintain a minimum distance of 2 metres (6 feet) to the next person. Only personnel required to complete an experiment should be in the lab at a given time. To avoid tying up lab space during long experiments, alternate space can be identified for use during experiments.
- The expectation is that only 1 person is allowed in a single bay at a time
- Avoid in-person interactions: No small meetings, seminars, or journal clubs, etc.
- All rooms will be sign-posted with the maximum occupancy based on area of room, and a list of authorized personnel



- Occupancy will be coordinated between labs with shared space (e.g., common lab space shared with other research groups)
- Precautions will be taken when moving through lab common space and building hallways (point 6) to allow for proper physical distancing.
- Shared equipment including computers be wiped down with disinfectant before and after use (being careful to protect the computers from liquid damage)

### Life Sciences Centre (LSI)

#### Building Entrances

Building entrances will remain locked 24/7. Users with programmed card access can enter the building via entrances that are equipped with card scanners. Card scanners can be found at the West (off Health Sciences Mall) and East (facing Wesbrook Mall) entrances of the building, as well as the entrance off of Agronomy Rd (beside Cafe Perugia). Do not let others enter behind you.

#### Elevators

LSC elevators have been assigned maximum occupancy ratings (maximum of either 1 or 2 occupants, based on elevator size) and corresponding signage has been posted at elevator doors on all levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or for transporting materials to prevent bottlenecks in the building. Occupants are not to exceed these temporary occupancy ratings.

#### Stairwells

Where practicable, LSC stairwells have been assigned “Up Only” or “Down Only” (flow direction) designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction.

#### Directional Flow

Traffic flow in high-occupancy areas – High occupancy spaces, such as large lecture theatres and other venues now have temporary designated entry and exit points to determine traffic flow. Corresponding entry and exit signage has been posted for these spaces. Occupants are to enter and exit these spaces in accordance with posted signage.

#### LSC laboratory / research spaces

Various types of laboratory / research spaces may be assigned maximum occupancy ratings (based on COVID social distancing requirements). Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces. This is generally done at the local level, among the users of those particular spaces. Areas / rooms that are shared in any fashion should be sanitized at the start, and at the end, of every usage period.



### **Offices and open concept workstations**

As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of LSC offices and open concept workstations should continue to be kept to an absolute minimum. Please refer to the section on Workspace Specific Operation Activities that is relevant to your area. LSC office spaces should not exceed 1 person (at a time). Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period.

### **Meeting rooms**

Meeting rooms (Lanterns) are not to be used to hold meetings (such as lab meetings) but will remain available to occupants for eating lunches, etc. Occupants using lanterns for lunch must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

### **Common kitchens and “pods”**

These areas are not to be used to hold meetings but should remain available to occupants for eating lunches, etc. Occupants using lunch pods must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Whenever possible, occupants are encouraged to bring food that is properly contained and ready to eat without the need for refrigeration, heating, or preparation in common kitchens. Water fountains will be closed for use.

### **Washrooms**

Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time). Showers will remain available for use.

### **LSC Atria**

Occupants using these spaces must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

## **Lower Mall Research Station**

### **Building Entrances**

Building entrances will remain locked 24/7. Do not let others enter behind you.

### **Elevators**

The LMRS elevator has been assigned maximum occupancy rating of 1 occupant, (based on elevator size) and corresponding signage has been posted at elevator doors on all levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or for transporting materials to prevent bottlenecks in the building. Occupants are not to exceed these temporary occupancy ratings.



### **Stairwells**

Where practicable, LMRS stairwells have been assigned “Up Only” or “Down Only” (flow direction) designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction. In the event of an emergency (i.e. fire), all staircases may be used as “Down” stairwells to exit the building.

### **Traffic flow in high-occupancy areas**

High occupancy spaces, such as the building foyer and atrium now have temporary designated entry and exit points to determine traffic flow. Corresponding entry and exit signage has been posted for these spaces. Occupants are to enter and exit these spaces in accordance with posted signage.

### **LMRS laboratory / research spaces**

Various types of laboratory / research spaces may be assigned maximum occupancy ratings (based on COVID social distancing requirements), and 30% of usual occupancy. Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces. This is generally done at the local level, among the users of those particular spaces. Areas / rooms that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on “Sanitization of surfaces”.

### **Offices and open concept workstations**

As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of LMRS offices and open concept workstations should continue to be kept to an absolute minimum. Please refer to the section on Workspace Specific Operation Activities that is relevant to your area. Smaller LMRS office spaces (100-120 sq.ft.) should not exceed 1 person (at a time). Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period.

### **Meeting rooms**

Meeting rooms are not to be used to hold meetings (such as lab meetings) but will remain available to occupants for eating lunches, etc. Occupants using meeting rooms for lunch must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

### **Common kitchens/lunchrooms**

These areas are not to be used to hold meetings but should remain available to occupants for eating lunches, etc. Occupants using common kitchens must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Whenever possible, occupants are encouraged to



bring food that is properly contained and ready to eat without the need for refrigeration, heating, or preparation in common kitchens. Drinking Water fountains will be closed for use.

### **Washrooms**

Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time). Showers will remain available for use. Door handles, faucet handles (sink and shower) should be sanitized/disinfected after use.

### **LMRS Atria**

Occupants using these spaces must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

### **Math**

To remain closed during Stage 1.

### **Math Annex**

To remain closed during Stage 1.

### **Michael Smith Laboratories and the Networks of Centres of Excellence (NCE)**

#### **Stairs**

Throughout the building, stairs have been designated as either “Up only” or “Down only”. Signs indicating the directionality have been included on all stairwell doors.

#### **Elevators**

Elevators must be limited to 1 or 2 people at a time, depending on elevator size. Appropriate signs have been posted.

### **MSL-NCE Causeway**

Only one person will be allowed to walk this causeway at a time. Appropriate signs have been posted.

#### **Lunch rooms and kitchens**

- In kitchens and lunchrooms, hand sanitizer or 80% EtOH is available, and a sign limiting the number of occupants at a time is posted.
- With the exception of the microwave and fridges, use of common appliances is not permitted (e.g., kettles, coffee makers, toaster ovens). Those opting to use the microwave must wipe down the handle and buttons with disinfectant prior to and following use.
- Personnel must bring their own dishes and these must be washed immediately with soap and water. Shared department dishes are off limits.





- The vending machines are off limits and are taped off.
- Chairs in lunchrooms are arranged to allow for physical distancing.
- No coffee will be provided in the MSL 3rd floor kitchen.

### **Lounges**

The library (study), Crow's nest (lounge), and MSL 361 (lounge/ coffee room) will be locked or taped off in Stage 1.

### **Bathrooms**

Single occupant bathrooms have a notification system, if occupied. Doors to multi-person washrooms will be propped open to minimize high touch surfaces and maximize air flow. Only one person should use the washroom at a time.

### **Reception, shipping and receiving, and mailroom**

The MSL reception doors will be open when staffed. Aside from one department staff, only one additional person at a time should be in the reception area. A plexiglass shield separates the Receptionist from research personnel.

### **Wet Laboratory Space**

- Occupancy of labs must be restricted by faculty so that all research personnel can work 2 m apart. Where the space is occupied by research personnel from multiple groups, the faculty must jointly coordinate this. The number of people that can work in a lab simultaneously will therefore depend on the individual lab configuration (area / geometry / bays), but MSL must aim for an occupancy of up to  $\frac{1}{3}$  for Stage 1 and  $\frac{2}{3}$  for Stage 2. The maximum occupancy of each lab must be posted on the door.
- A maximum of 1 person in a bay at any one time.
- While practicing physical distancing, it is important to ensure that research personnel are not working alone in labs where this is normally prohibited. Faculty are responsible for ensuring that there is a work schedule to cover this. Where working alone is not avoidable, personnel must follow their labs working alone procedure. The MSL has been a pilot unit for the SRS on using a mobile App (App Armor), many labs are already using this App as their standard procedure.
- People in common areas (e.g., equipment and instrument rooms) must also adhere to physical distancing.
- Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped regularly with disinfectant wipes. Supplies need to be made available to research personnel.

Signage Required:



- Signed Access Agreement on the lab door indicating maximum occupancy.
- Checklist of items that require wiping at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.
- Notice posted in each door about physical distancing (“Stay 2 m apart”)

#### **Dry Laboratory Space and Offices**

- Regular office use is not permitted.
- Single occupancy office space is to be used only in the case of special exemptions awarded by the Head or Director. These are exclusively for very special situations
- Shared offices: there will be no multiple occupancy of offices during Stage 1. Consideration may be given in Stage 2.
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by request to Karen Reid on a case-by-case basis.



## Appendix E: Monitoring Compliance and Managing Non-Compliance

### Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff. Units with experiments underway will designate a monitor (typically a faculty member, but may be another responsible person like a health and safety officer, safety representative, or department administrator) for each day who is a safety contact in the event of an accident. He or she should also occasionally patrol the building (or buildings) to ensure compliance with physical distancing guidelines. It will be broadcast to the unit who is the monitor for each day so that person can be reached if there is a safety incident. The monitor will inform the PI of any infractions and, if necessary, will report them to the head or director of the unit.

### Managing Non-Compliance:

- When an individual is concerned about an infraction of the rules for Stage 1 or Stage 2, they should follow the reporting guidelines below. However, they may also report infractions confidentially to the email address: [accessfeedback@science.ubc.ca](mailto:accessfeedback@science.ubc.ca). This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and complaints will be treated discreetly with heads and directors.
- Personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a workspace to the supervisor/manager of that space. Non-compliance on the part of a supervisor/manager is first reported to the head or director of the Unit.
- The supervisor/manager (or head of Unit) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the workspace in question.
- If a claim about non-compliance is substantiated, the supervisor (PI or head of unit) will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.



## Appendix F: Use of Non-Medical Masks

In September, UBC announced a new mask policy that takes place starting September 16, 2020. This section relies on the UBC Mask Policy posted on the SRS site, <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>.

As part of UBC's commitment to the health and safety of our community, and the responsibility we all share in preventing the spread of COVID-19, students, faculty, staff and visitors are required to follow UBC's COVID-19 Campus Rules when on our campuses. These rules include the requirement to wear non-medical masks in common indoor spaces.

Common indoor spaces include hallways, stairways, building entryways, classrooms, washrooms, atria and other high-traffic areas. (For exceptions concerning classrooms, see below.)

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. Note that wearing a mask does not replace physical distancing – physical distancing is the most effective method to reduce transmission and must continue to be followed.

As per UBC COVID-19 rules, all persons must wear an appropriate mask (defined below) when inside Science buildings on UBC Premises, except for the following:

- (1) Sole occupants of an enclosed room (e.g., a faculty office)
- (2) Persons with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from wearing a mask or renders them unable to put on or remove a mask without assistance;
- (3) Where communication with a person requires a person to be able to see the speaker's mouth;
- (4) Children five years of age or younger;
- (5) Persons consuming food or beverages while seated in UBC dining facilities in seating areas designated for consuming food or beverages in accordance with an approved COVID-19 Safety Plan;
- (6) UBC faculty or staff or other persons assisting with a health or safety emergency;
- (7) Personnel in an enclosed research lab where physical distancing can be maintained under an existing safety plan (e.g., PI safety plan);
- (8) Personnel conducting research or activities where their mask could pose a safety hazard, such as where it creates a fire hazard (e.g., researchers working with tBuLi) or where it may accumulate volatile organic contaminants;



- (9) Personnel wearing personal protective equipment offering more protection than a mask, or working in a situation where safety rules preclude wearing a non-medical mask provided they meet physical distancing requirements and are in compliance with an approved UBC safety plan;
- (10) Third parties who have been granted a short-term rental of UBC space not accessible to the public, students, faculty or staff, while in that space provided they otherwise comply with all applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan;
- (11) Third party contractors performing services for UBC while in a space not accessible to the public, students, faculty or staff, provided they are compliant with all applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan;
- (12) Students attending a UBC class while in seating that meets physical distancing guidelines in compliance with an approved UBC Safety Plan (\*students must wear masks while entering and leaving the classroom);
- (13) With prior approval from your instructor, where wearing a mask during an educational activity is impractical in compliance with an approved UBC Safety Plan;
- (14) Instructors lecturing to students, or in the presence of other persons, provided they meet physical distancing guidelines and are in compliance with an approved UBC Safety Plan;
- (15) Persons seated in a publicly accessible area behind a plexiglass shield (or similar barrier), provided they are normally physically distanced from others.
- (16) Persons for whom an exception has been provided in writing by the Executive Director, Safety & Risk Services, after consultation with the UBC COVID-19 Safety Planning Steering Committee.

Non-medical masks made of cloth require regular cleaning. For additional information about non-medical masks, including washing/cleaning protocols and other considerations and exceptions, see the UBC SRS site: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>