# COVID-19 Workspace Safety Plan Document Revision for Frank Forward 406-408

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By (Name + signature or initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020.10.06</td>
<td>1.0</td>
<td>Wassink, Berend, Manager</td>
<td>Document first approved</td>
<td>Head of Unit / Dean / VP, Role Daan Maijer</td>
</tr>
<tr>
<td>2020.10.21</td>
<td>2.0</td>
<td>Wassink, Berend, Manager</td>
<td>Section 7: Mandatory Mask Introduction: links edited</td>
<td>Head of Unit / Dean / VP, Role Daan Maijer</td>
</tr>
</tbody>
</table>
### Section #7 – Non-Medical Masks

#### 7.1. 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
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
  - Office spaces:
    - Non-medical masks are not required when working in a sole occupant office or enclosed room.
    - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
    - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
  - Labs / workshops:
    - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.
    - In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
  - Classrooms:
    - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
    - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.
  - As per UBC’s policy, non-medical masks must be worn:
    - When travelling through building corridors and shared spaces;
    - While entering or exiting research spaces or while moving from an assigned research location;
    - While entering or exiting classrooms;
    - Within classrooms while moving to a seat;
    - Any other time that 2m physical distancing cannot be maintained.
The following information and language supersede any language found in the initial document approved.

## Regulatory Context

### 3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC COVID-19 Self Assessment Tool (New)

### 4. WorkSafeBC Guidance

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors
- WorkSafeBC Protocol: Offices (New)
- WorkSafeBC Protocols: Post-Secondary Education (New)

### 5. UBC Guidance

- COVID-19 Campus Rules (New)
- Guidelines for Preparing for Reoccupancy (New)
- Guidelines for Safe Washroom Reoccupancy (New)
- Space Analysis and Reoccupancy Planning Tool (New)
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance (New)
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance (New)
- Workplace Physical distancing Planning Tool and Signage Kit (New)
- Preventing COVID-19 Infection in the Workplace training course (New)
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning (New)
- UBC Classroom Safety Planning (New)
- UBC Signage (New)
- COVID-19 Safety Plan Addendum: Required Non-Medical Masks (New)
COVID-19 Child (Workspace) Plan

This workspace safety plan will assist faculty and staff who wish to resume academic activities including the services that directly support teaching & learning, as well as revenue generating activities. This plan will include a review of activities to be undertaken in the workspace to ensure effective controls are in place to prevent the spread of COVID-19. The applicants are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director.

Resources to Consult
The following guidance documents and resources were used in the development of this plan:

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- WorksafeBC

Name of applicant
David Dreisinger
Department/School/Unit
Materials Engineering
Faculty
The Faculty of Applied Science
Building(s)
Frank Forward building
Lab(s)/workspace(s) location
406 & 408
Proposed Re-opening Date
Opened on June 18th

Introduction to Your Operation: Scope and rationale for opening

1. This is a research lab. Graduate students and a postdoctoral fellow are working on time-sensitive projects. In-lab research is essential for graduate students to be able to finish their degrees, as well as for career progress for the postdoctoral fellow, and to fulfill industrial research contract commitments. An undergraduate research assistant is needed to assist a graduate student with his PhD research work. The plan has been reviewed by the departmental LST and by the department head. Service levels are well below normal occupancy levels (27% of normal personnel occupancy). This plan is a Phase 2 application following from Stage 1. There are no other phased considerations.
Section #1: Regulatory Context

3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC COVID-19 Self Assessment Tool

4. WorkSafeBC Guidance

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors
- WorkSafeBC Protocol: Offices
- WorkSafeBC Protocols: Post-Secondary Education

5. UBC Guidance

- COVID-19 Campus Rules
- Guidelines for Preparing for Reoccupancy
- Guidelines for Safe Washroom Reoccupancy
- Space Analysis and Reoccupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- Workplace Physical distancing Planning Tool and Signage Kit
- Preventing COVID-19 Infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Classroom Safety Planning
- UBC Signage
- COVID-19 Safety Plan Addendum: Required Non-Medical Masks

6. Professional/Industry Associations

N/A

Section #2 - Risk Assessment

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies. Activities are considered high risk for COVID-19 if they meet any three risk considerations below. Your plan will be reviewed by your LST; they will consider both high and low risk activities as this will determine additional approval requirements (APSC Dean’s Office, Central UBC, etc.). Please note, the risk assessment is done before the risk mitigations are in place.

The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/
## COVID-19 Child Plan Template

### Risk Consideration | Context | Important Risk Mitigation
--- | --- | ---
**Risk #1** – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing  
The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases  
– Enable two metre physical distancing; pinch-points must be addressed and carefully managed.  
– Use of plexiglass barriers wherever possible  
– Reduction of high touch points or increased cleaning  
– Use of cohort groups, where appropriate  
– Enable and encourage increased hand hygiene  
– Strict non-admittance to anyone with symptoms

**Risk #2** – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes  
Person-to-person spread is more likely with prolonged contact  
– Enable two metre physical distancing  
– Reduction of high touch points or increased cleaning  
– Enable and encourage increased hand hygiene  
– Strict non-admittance to anyone with symptoms

**Risk #3** – The workplace or activity is indoors and windows cannot be opened  
(e.g., some classroom and meeting spaces)  
A confined indoor space is presumed to have greater risk  
– Enable two metre physical distancing  
– Reduction of high touch points or increased cleaning  
– Enable and encourage increased hand hygiene  
– Strict non-admittance to anyone with symptoms

**Risk #4** – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)  
A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk  
– Enable two metre physical distancing  
– Use of plexiglass barriers wherever possible  
– Reduction of high touch points or increased cleaning  
– Enable and encourage increased hand hygiene
### COVID-19 Child Plan Template

<table>
<thead>
<tr>
<th>Risk #5</th>
<th>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions</th>
<th>Work with HR for individual accommodations, encourage work from home arrangements, enable two metre physical distancing, reduction of high touch points or increased cleaning, enable and encourage increased hand hygiene, strict non-admittance to anyone with symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk #5</strong> – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</td>
<td><strong>COVID-19</strong> spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices</td>
<td>Reduction of high touch points or increased cleaning, strict non-admittance to anyone with symptoms, limiting of non-essential contacts in space, strict non-admittance to anyone with symptoms</td>
</tr>
</tbody>
</table>

### 2.1. Risk # Associated to your Activity

List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place.

**Risks that pertain are:**

No. 4 frequent contact with high-touch surfaces (e.g. lab benches and shared equipment)

#### 2.2. Hazard Identification

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.

Normal work hazards include:

- Chemicals (toxic, corrosive, caustic, flammable, oxidizers)
- Compressed gases
- High pressure and temperature (autoclave)
Glassware
Electrical equipment

COVID-19-related hazards include:
Close contact (low risk as indicated above)
Close personal interaction (little to none; no equipment or procedures require more than one person to operate)

In no areas is it necessary for anyone to be closer than 2 m from another person.
No equipment requires more than one person to operate it.
The closest contact will be people passing by each other only briefly at ≥2 m separation.
Commonly handled equipment and commonly touched surfaces constitute the most significant hazard.

2.3. Pre-COVID vs. Post-COVID Occupancy and Contact list
Provide actual numbers and percentage of its normal capacity. Please fill out the excel spreadsheet “contact list template” to list the names and the contact details of the approved persons to come back on campus. This contact list should be sent to the LST chair or co-chair. They will update a master contact list stored on SharePoint. This is important to have that list up-to-date in case of Contact Tracing.

- Total requested occupancy in rooms 406 and 408 is 4 (3 in 406; 1 in 408). The rooms are side-by-side and joined by a door. They constitute one research lab. Over the years roughly 15 research personnel were supported by the lab space. Four persons would constitute 27% of the typical normal occupancy.
- One student who is writing a thesis will continue to work remotely. Students and research staff writing papers or doing modelling work will continue to work remotely. One graduate student in the latter stages of experimental work has been in the lab since stage 1 return. A second PhD student will need access to lab facilities for his research and was not back during stage 1. A postdoctoral fellow is doing time-sensitive lab work and work necessary to his career progress. He was back during stage 1. A research engineer who was not back in stage 1 will need access to the lab to be able to do time-sensitive research and assist graduate students. A postgraduate research assistant who was not back in stage 1 is requested to be admitted to assist a graduate student with his PhD research.

2.4. Confirm that you have discussed each employee’s comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.

Employees and students know that they can express concerns about returning to the lab with their supervisor, with the LST, with the JOHSC (the MTRL representative to the ASPC JOHSC is Heli Eunike) and with the department head. Employees and students know to discuss concerns with their supervisor first. A safety orientation for the stage 1 building safety plan and the stage 1 lab safety plan was made available to all staff and students and was a required part of their safety training prior to coming back to the lab. Students and staff are aware of the safety requirements and the procedures put in place to protect them and people around them.
2.5. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

Workers have been provided with a copy of this draft workplace safety plan by email and asked for input. No extraordinary challenges are extant regarding student/employee safety around conducting experimental work, nor with respect to preventing COVID-19 transmission. If at any point a question or concern arises that requires input from the JOHSC they will be immediately contacted. The LST will review the safety plan prior to submission of the application and suggestions/concerns will be addressed, as per the approval process requirement. The department head will review the plan. The APSC safety and facilities operator (Richard Colwell) has been repeatedly contacted for advice on preparation of the stage 1 building plan and lab safety plan, much of which informs this stage 2 plan.

2.6. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees. https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive

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 ins and supports will also be made available via the following channels:

- Team meetings (virtual) as needed
- Team email broadcasts
- One-on-one meetings with direct supervisors as needed
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing. Note that as of Oct. 1 there will be new wellness resources available. Direct contact to support services is available through Here2Talk:

- Available to all UBC students anywhere in the world
- Single session personal counselling by phone or online chat

Wellness Together Canada

- 24/7 access for Canadians anywhere in the world
- Online assessment and connection to mental health resources and individual counselling by phone, text, and video

Through this plan students and workers have been made aware of UBC Wellbeing resources available via the link above. This website explains UBC resources available in particular regarding mental health considerations surrounding the COVID-19 limitations.

2.7. Plan Publication
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.

Staff and students have been emailed the building safety plan ("intermediate plan") and this lab safety plan. The plan will be posted on the MTRL website, Safety page. The plan will be uploaded to the APSC Sharepoint site to be accessible to the APSC Return to Campus Committee. Paper copies of the plan will be posted on the lab doors.
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 staff are aware that they must maintain a physical distance of at least 2 meters 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.
- 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 SRS website for further information.

3.1. Work from Home/Remote Work

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

- One student remains offsite writing a thesis.
- We are requesting that two graduate students be permitted to return. One has been allowed back during stage 1. One is in the latter stages of PhD degree research and needs access to the lab to be able to complete his research. A second is in the middle of his PhD research and needs access to the lab to be able to continue his research.
• We are requesting that one research engineer be permitted to return. He was not brought back in Stage 1. He is involved in time-sensitive lab research and may be needed to assist graduate students. He is also an experienced senior lab staff whose expertise is needed in helping the lab run well.
• We are requesting that one postdoctoral fellow be permitted to return. He was allowed back in Stage 1. He is involved in time-sensitive research that is also important to his career progress.
• We are requesting that one new undergraduate research assistant be permitted to return. He would be assisting a graduate student in completion of his PhD research.

3.2. Work and room schedule
If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

One new undergraduate research assistant will require on-site lab safety training (to be provided by Bé Wassink, the lab manager). Training will be conducted while maintaining 2 m separations except for very brief times to demonstrate particular procedures. Masks will be worn at all times by both persons. Task-specific training will be required for the research activities. This will be provided by the graduate student whom the undergraduate assistant will be working for. A written plan will be submitted to, and approved by the supervisor. 2 m separation will be maintained during training except for very brief times to demonstrate particular procedures. Masks will be worn at all times by both persons. Supervision and oversight will be provided by the graduate student on at least a weekly basis and throughout the workday by the postdoctoral researcher in the lab. Once training is complete there will not be a need for the undergraduate assistant to work closely with others.

In general, no one needs to work closely with any other person in the lab (other than briefly, during training of the undergraduate assistant, as noted above). There are some shared resources such as balances, analytical instruments, equipment and tools. Staff and students will work primarily at assigned benches. Physical distancing will be maintained. The lab manager (Bé Wassink) will do up and communicate a weekly schedule for who is in when.

3.3. Working alone procedure
Discuss your working alone procedures and how they will be adapted for this Child plan

[Will your workspace allow working alone? If so, indicate your working-alone practices here.] The lab has a longstanding working alone policy that restricts people working alone to activities that are considered safe enough. For other activities as indicated in the policy there must be at least two from the group in the lab. If a researcher is left alone in the lab, for example near the end of the day, when others have left, he/she may only pursue work consistent with the working alone policy. Researchers doing experimental work that may not be done alone must arrange in advance with others scheduled to be in the lab to ensure that they will not be working alone when others have left.

The undergraduate research assistant is not permitted to work alone.

3.4. Spatial Analysis: Occupancy limits, floor space, and traffic flows
APSC recognizes that some workspaces are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.
As such: Using floor plans and/or photographs of your lab/workspace:

1) Identify and list the rooms and **maximum occupancy** for each workspace/area explaining your methodology for determining occupancy;

2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and

3) Illustrate one-way directional traffic flows

1) An occupancy plan for Room 406-408 is provided in Appendix 2.

2) Personnel will be assigned work spaces as indicated in red dashed areas. These are separated by at least 2 m. Commonly accessible areas are indicated by blue dashed boundaries. Personnel moving around the lab must yield to others in common areas to maintain 2 m separation at all times.

3) Aisle ways are too narrow to permit one-way traffic. Exiting the lab into the hallway and re-entering poses too many other hazards. Personnel are instructed to yield to others in common areas who are moving through the lab. The maximum total number of people present (3 in 406 and 1 in 408) is small and this approach readily permits physical distancing to be maintained. Researchers will be instructed to stay in the short, perpendicular aisles if anyone is in the long aisle or coming through the entrance to room 408 into 406.

The door between rooms 406 and 408 will be constantly left open. The door to room 406B opens out into the 406 main aisle way. It cannot be left open. The door latch has been taped over so that the door will not latch.

An atomic absorption spectrophotometer instrument is commonly used by more than one researcher. Users will be instructed in procedures to wipe down the instrument and bench area before and after use. A UV-visible spectrophotometer is used only occasionally by at most one person per day.

**Laboratory/Office Considerations**

Occupancy limits will also be posted on the door of each room by the PI or office administrator.

**Building/Facility Considerations**

These aspects are covered in the Intermediate (building) safety plan

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 2m 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.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly
- 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 or light on/off system must be indicated.
- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.
- Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.”

**Points of Access to Building and Access Control**

These aspects are covered in the Intermediate (building) safety plan.

- Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

**Signage and Directional Guides**

These aspects are covered in the Intermediate (building) safety plan.

- 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.
- 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 of the measures in place.

**Hand Sanitizer Stations**

These aspects are covered in the Intermediate (building) safety plan.

• 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 subject to availability.

**Offices**

These aspects are covered in the Intermediate (building) safety plan with the exception of the item listed below.

• Single occupancy office space is to be used only in the case of special exemptions awarded by the Department Head.
• Temporary short access to offices (e.g., 10 minutes for grabbing a book) will be provided by Head/Director’s approval on a case-by-case basis.
• Use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.
• Rooms 406 and 408 have three office areas. These are small, tight spaces. Only one person at a time will be permitted in each one of these office areas (See Appendix 2). If there are four people in the 406-408 lab one may not have access to an office area.

**Shared Facilities**

• Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling.
• All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
• There are shared equipment, tools and instruments (e.g. balances, analytical instruments - three in room 406B; drying ovens; hand tools; glassware; chemicals, etc.) Commonly accessed equipment such as balances will be wiped down at the start of the day and at the end of the day.
• 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.
• Samples deliveries come to the stores room (06). Accessing this area is discussed in the Intermediate (building) safety plan.
• Users MUST comply with procedures or access/services will be denied.
### 3.5. 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.

- Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](https://www.thrivebc.ca). 

- Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the SRS training.
  - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC IT](https://it.ubc.ca). 
  - 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 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.

- 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 WorkSafeBC signage, as below:
  a. [UBC Entry Check Sign](https://www.ubc.ca/health-safety/ubc-entry-check-sign/

All the items above are covered in the Intermediate (building) safety plan. A QR code available on the building entrances and the MTRL website safety page, as a link provide access to a building entry/exit survey that takes people through the self-screening questions and logs their entry into, and exit from the building.
Section #4 – Engineering Controls

4.1. Cleaning and Hygiene
Detail the cleaning and hygiene regimen required to be completed by the user for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

- Personnel must wash their hands regularly and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
  - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.
- Refer to Appendix 3. Common high-touch surfaces are indicated. In addition, there are researcher’s workbenches, fume hoods and office areas to consider. The latter three have spaces that are substantially assigned to specific people and so are not as frequently touched by more than one person.
  - Exterior and interior doorknobs - to be cleaned at the start and end of the workday.
  - Door between rooms 406 and 408 to remain open at all times.
  - Door to 406B is to remain ajar with the latch taped over. The doorknobs and associated area will be cleaned at the start of the day and at the end.
  - Exterior and interior door knobs/touch plates/deadbolts and surrounding area on lab entrances (406 north doors, 406 south door, 408 door) to be cleaned at the start of the day and at the end of the day.
  - Doors into office areas (406A and 408A) to be left open at all times. This will not interfere with traffic flow.
  - Researchers will be instructed to avoid touching their faces and to wash their hands even more frequently that they would normally do, considering they work in a wet chemical lab.
  - The most frequently touched common-area surfaces in the lab are the balances area, the chemicals cabinet, the tool bench, the corrosives cabinet, the flammables cabinet, the equipment shelving, low-temperature ovens and the sinks/taps.
  - The balance area is the most frequently used area. Balances control pads and enclosures themselves and the associated bench area need to be cleaned at the start, middle and end of the day.
  - The tool bench must be cleaned at the start of the day and at the end of the day. Commonly used tools include wrenches, screwdrivers, saws, pliers, etc. Each time someone new uses an item it should be cleaned before and afterwards. The vise on the tool bench must be cleaned before and after each use.
  - The chemicals cabinet has glass doors. These were removed for Stage 1 return and stored away temporarily. (The shelves have lips as per WorkSafe requirements.) Chemical containers
will not be cleaned before or after use due to threat of contamination and hazards of excess handling by researchers. Users will be instructed to wash their hands before and after handling any chemical container.

-The corrosives cabinet handles and door areas near the handles will be cleaned at the start and end of the day. Corrosives chemical containers themselves will not be cleaned before or after use due to threat of contamination and hazards of excess handling by researchers. Users will be instructed to wash their hands before and after handling any corrosives chemicals container.

-The flammables cabinet handles and door areas near the handles will be cleaned at the start and end of the day. Flammable chemical containers themselves will not be cleaned before or after use due to threat of contamination and hazards of excess handling by researchers. Users will be instructed to wash their hands before and after handling any flammable chemicals container.

-The equipment shelving consists of 4 large and tall cabinets containing a great many pieces of lab equipment. Two of the cabinets have doors; two do not. Doors will not be removed since that would create a hazard of people catching cords etc. and dragging pieces off the shelves to fall onto the floor. The two sets of double doors will be cleaned at the start and end of the day in the vicinity where they are most often handled to open cabinets. The shelves themselves are too laden to be cleaned. Researchers are unlikely to touch the shelves per se. They are far more likely to handle the equipment thereon. There is too much of this equipment to clean. Glassware and other equipment meant to be in contact with chemicals should not be cleaned with antiseptic cleaners prior to use for fear of contaminating experimental materials/solutions. Researchers will be instructed to wash their hands before and after having handled equipment on the shelves.

-There are two ovens used for drying materials and glassware. These have handles and latches. These and the associated areas of the oven doors will be cleaned at the start and end of the day. Researchers will be instructed to clean their hands before and after each time they touch an oven door. Ovens are typically not frequently used.

-There are three working sinks in the lab. Personnel will be instructed to use the one closed to their assigned work area. The taps and faucets will be cleaned at the start and end of the day, along with the surrounding bench area.

-Equipment in room 6B. The fridge door and handle will be cleaned at the start and end of the day. The fridge is used for storing thermally sensitive chemicals and materials. Researchers will be instructed to wash their hands after each use of the fridge. The atomic absorption spectrophotometer is used occasionally. The common touched surfaces are the on switch, knobs and two doors. These will be cleaned prior to and after each use. An associated computer has a mouse and keyboard. These will be cleaned prior to and after each use. Other instrumentation is used infrequently. Power switches, doors and computer keyboards and mouse will be cleaned prior to and after each use.

-Two water deionization facilities are present in the lab. These are used (run to fill tanks with purified water) occasionally (every 1-2 days). Taps and valves used to operate the systems will be cleaned prior to and after each use.

There are three office areas. Personnel will decide among themselves who will have access to and office area and to which one. Only one person at a time will be permitted in an office area. This lessens unnecessary contacts. Computers, mouse and keyboards are assigned to individual users and are only used by those people. There will be a senior staff person in the lab each
day. That person will oversee assignment of office areas for the day. If there are four people in
the lab, one person will not have access to an office that day. Office areas are to be used only
for short times in support of work being done in the lab. Writing and modelling, etc. may not
be done in the lab.
- Each researcher will be assigned a bench. They will be required to clean it at the start and end
of the day.

- Researchers are instructed not to approach other workers' benches and not to touch or
remove items on other people's benches. Obtain permission before removing any items. Items
obtained from another person's bench must first be cleaned before use and hands must be
washed before use. Chemical containers are not to be cleaned before use. After using chemical
containers, researchers must wash their hands.

- Researchers in the lab each day will be given the responsibility to clean the various items
indicated above. A senior student or staff will be appointed for each day to oversee the
process and ensure it is done. A checklist of areas and items to be cleaned is provided in
Appendix 4.

- Cleaning products will be used as available for order through commercial sources or UBC
central operations. The department has a stores office and technician who is experienced in
sourcing and procurement. Antiseptic wipes are preferred for surfaces and sensitive
equipment like keyboards and instrument surfaces. Manufacturer's instructions and
precautions for use will be followed. Antiseptic sprays and paper towels will be used if wipes
are not available. Manufacturer's instructions and precautions for use will be followed. Paper
towels and antiseptic liquid cleaners will be used if none of the above area available.
Manufacturer's instructions and precautions for use will be followed. A 500 ppm bleach
solution will be used (as per WorkSafeBC guidelines) if none of the above are available. Bleach
is corrosive to skin and eyes. Gloves (nitrile, latex or vinyl), in addition to PPE regularly worn in
a wet chemical lab, will be required. Spent wipes or paper towels will be rinsed in a sink if
particularly odoriferous and disposed of into the trash. Otherwise, wipes and paper towels will
be disposed of directly into the trash.

- When staff and students complete the required regimen of cleaning as indicated in the
checklist in Appendix 4, signs indicating "ready for use" etc. should not be required.

- Bottles of hand sanitizer will be placed by each door (3). Signs on the inside of each door will
be used to remind people to sanitize hands before leaving the lab. For cleaning of hands while
in the lab soap and water will be required. Signs and instructions as part of training will stress
the requirement to wash hands after use of: balances, chemicals, ovens, tools, the fridge, any
instrumentation, deionized water equipment; touching cabinets, the tool bench top and doors.

- Training on cleaning will include UBC SRS courses. Certificates of completion will be collected
and kept by the lab manager. Training provided by the lab manager will detail the principles
and procedures required for cleaning. This has been covered in a PowerPoint presentation for
all lab staff and students who will be returning. No one will be permitted to work in the lab
until they have completed all required training. Cleaning requirements as outlined above and
in Appendix 3 and 4 were included. Sourcing supplies were included. The importance of following procedures was stressed along with the consequences for neglecting them. Consequences will include temporary or ongoing loss of access to the lab.

- Hazardous waste (liquid) is normally stored in 20 L containers provided by UBC ESF. Flammable liquid waste is usually kept in 5 L plastic containers supplied by ESF. When these are full, they are brought to a central area in the basement for pick-up by ESF personnel. Solid wastes are ordinarily stored in plastic containers and will continue to be.

### 4.2. 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, both activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

- There are no unnecessary tools/equipment/access to areas. All items in the lab are intended for research purposes and work. Although there is a great variety of equipment and supplies, it is not possible to predict what may or may not be superfluous as experimental programs evolve. There are no food-related items in the lab, as required by law.
- Other than items localized on benches and in associated cupboards, virtually all other items in the lab are available for common use. There are very few items that could be assigned exclusively to one person. Procedures for cleaning/sanitization of shared equipment and areas has been described in detail above.
- The Frank Forward building safety plan deals with common areas such as lunchrooms, photocopy rooms, etc.

### 4.3. Partitions or Plexiglass installation

Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

- Refer to Appendix 3. All researchers will need to be able to access common areas in the lab such as equipment shelves, tool bench, balances, chemical cabinets (rooms 406 and 408), ovens and room 406B for instrumentation and the fridge. These facilities are spread across the length and breadth of the lab and cannot be moved. The physical distancing plan assigns specific benches/areas where researchers will spend most of their time working, and wherein they are suitably separated from others (>2 m). Procedures for moving through aisle ways to access commonly needed areas have been provided above. These excursions will be relatively brief. There is no situation anticipated where two or more people will need to work in close proximity. At the same time, no one will be fully localized in one locale (such as a workstation). Researchers need to be able to move around in their bench areas, aisle ways and commonly accessed areas. For all these reasons physical barriers are not feasible and would in fact pose a significant impediment to effective work. Researchers have been instructed to yield to oncoming persons in order to maintain at least 2 m of separation.

### Section #5 – Administrative Controls

#### 5.1. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees (including the ones who continue to work remotely) 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 (including those who remain working remotely).

The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see Appendix 1) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.

A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to the Department/School designate (Michelle Tierney).

A PowerPoint presentation was provided for all returning staff and students who could be working in rooms 406 and 408. This was conducted by the lab manager. The hazards of COVID-19 were addressed along with modes of transmission and the need to reduce and eliminate the spread of the virus to others. The imperative to avoid an outbreak arising from UBC was presented.

The principles of how to avoid being infected with the virus were presented (avoid touching one’s face, wash or sanitize hands often; washing is preferable to sanitizing, physical distancing (≥2 m) and staying home if one has symptoms of a respiratory infection).

The measures and diagrams outlined in the preceding sections were incorporated.

The long established lab working alone policy was be reiterated.

The requirement to comply with all measures was communicated along with the consequences of neglecting or defying the measures. Consequences will be suspension of access to the building either temporarily or for an ongoing period. The department will have people conducting checks to ensure compliance and who can recommend suspension of access.

A senior person in the lab will be appointed for each day to advise on and enforce requirements and to communicate with the supervisor/lab manager the required information (such as the daily check-in sheet) and to seek advice or guidance as needed. This also was included in the safety training.

Training on specifics of cleaning surfaces and other items in the lab as outlined above was included.

A record of who attended the lab training session(s) was kept.

All returning personnel were required to take SRS training. Certificates of completion were emailed to the lab manager and kept as records. Anyone who has not yet completed the training will have to do so before entering the lab.

This workplace safety plan will be emailed to all lab personnel. It will be available on the MTRL website safety page. Paper copies of the plan will be posted on the outside of lab doors.

Ongoing developments and revisions will be communicated with lab personnel through emails and if necessary further orientation/training sessions.

Part of the training included how personnel in the lab may raise complaints or concerns, about procedures in the lab and in the building or conflicts with others in the lab or in the building. Concerns may be communicated to the lab manager or the supervisor. Safety concerns may be communicated to the LST co-chair. The JOHSC may be contacted; the EM technician in our building is a representative to that committee. The department head may be contacted if staff feel the need. All this was put into the training presentation. Prior to COVID-19 relations between lab personnel, the supervisor and the lab manager have been respectful and collegial.

Training included the requirement to call UBC first aid if an employee begins to feel ill, regardless of the severity or mildness of his/her symptoms. For people who are not employees the options are to call 911 or the BC nurses hotline (811) for advice. For a severely ill person
the instructions will be to call 911, provide him/her with a mask, isolate him/her and then disinfect the areas where she/he was present. This will constitute emergency response training for dealing with someone who takes ill.

- Evacuation procedures were covered as per the updated BERP. Modifications to the BERP were detailed in the lab safety training.
- Training included a PowerPoint presentation on the building safety plan.
- Signage in the department clearly indicates that persons coming to the building who have respiratory illness symptoms must not enter, but rather must go/stay home. The online login form that each person has to complete includes a self-assessment that includes a section on the requirement to stay home if he/she has symptoms of a respiratory illness.
- There will be no new personnel to train. All lab personnel are quite experienced in the lab work done in rooms 406 and 408. All returning personnel will be trained in the principles and procedures outlined in this document and the Frank Forward building safety plan.
- All training was or will be documented as outlined above. Records of ongoing procedures including daily login and cleaning records will be kept by the lab manager.

5.2. Communication Strategy for Employees
Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees
- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the lab manager will disseminate this Child plan via e-mail and will post it as hard copy on Health and Safety boards. This plan was emailed to all potentially returning lab personnel. It will be posted on the MTRL website safety page. Paper copies will be posted on the lab doors.

Communication of Worker’s Concerns
- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

5.3. 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) ‘cleanliness state’ of equipment/instruments, hand-washing guidance. Please see signage templates on Safety & Risk Services COVID-19 website and Worksafe’s COVID-19 – Resources


Signs appropriate for the lab setting will be obtained from the SRS website indicated above and posted in the lab.

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.

5.4. Emergency Procedures

The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab’s emergency response plan procedures during COVID-19.


Recognizing limitations on staffing that may affect the 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.

An amended BERP is posted on mtrl.ubc.ca > Safety, i.e. http://mtrl.sites.olt.ubc.ca/files/2020/05/May-29-2020-Building-Emergency-Response-Plan-MTRL.pdf. Personnel will be apprised of changes to revised BERP during safety training. The great majority will be graduate students and some research staff, such as postdoctoral fellows. The building emergency director, deputy building emergency director and floor wardens will, for the most part not be on site. Rotations of researchers into the building will mean that it is highly unlikely that a suitable number of people will be in the building consistently, 5 days per week, to be able to enlist alternate floor wardens. Returning researchers will be instructed, as per the modified BERP: "In the event of a fire alarm sounding all occupants are instructed to immediately turn off heat sources, close room doors and evacuate the building when a fire alarm sounds. Use the stairs only. Social distancing is not required inside the building during an evacuation; the key is to evacuate as quickly as safely possible. Once outside the building go to the assembly area (north courtyard). At this point maintain a separation of 2 m between others. Stay there until permission is given by attending emergency personnel to re-enter the building."

An on-site supervisor will be present in the building to assume responsibility for directing a building evacuation and coordinating with emergency first-responders.

Emergency procedures for responding to someone in the lab with onset of respiratory illness symptoms or serious respiratory illness symptoms.

• Have designated staff review BERP and/or all returning staff must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff.

All MTRL research staff in the Frank Forward building are trained to locate the assembly area, the pull station locations, fire extinguisher locations and exit routes. This is covered in the MTRL safety orientation worksheet, which is provided as a Canvas.ubc.ca course. All personnel sign off on the MTRL safety training record sheet that they have completed this requirement.
• If someone starts to show signs of a respiratory illness, for UBC employees: call UBC first aid (604 822 4444) even for mild symptoms, call 911 if it’s serious; call UBC first aid next
• Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
• If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.
• People who are unsure about what they should do are directed to the [BC Self Assessment Tool](https://selfassessbc.ca);
OPH Programs and Services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

### 5.5. Monitoring/Updating COVID-19 Safety Plan
Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off cycle review:
  - Moving to higher building occupancy
  - Second wave of COVID-19
  - Shift in provincial guidelines
  - Or incidence of COVID-19 infections
- The supervisor (David Dreisinger) and/or lab manager (Bé Wassink) will check the compliance as well as the LSTs for the periodic review.
- See Appendix 5 for lists of revisions.

### 5.6. 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

- This was addressed in Stage 1. There were no risks from previous closure. One research engineer has completed her work and moved on. Two new people are anticipated to return. They have been through the required training. There is no new equipment. There are no new staff roles.

---

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

#### 6.1. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE and supplies, including cleaning supplies are obtained through the department stores facility. The stores keeper sources PPE and supplies.
- Soiled PPE will be disposed of into the trash. Disposable gloves will be changed frequently to avoid cross-contamination. Trash containers will be emptied into a dumpster outside the building as required. Badly soiled lab coats would arise from a significant splash event. The lab coat together with the spill would be treated as a chemical spill. Training for chemical spills clean-up procedures as per the SRS Chemical Safety course has been provided to all lab personnel.
### Section #7 – Non-Medical Masks

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
  
  
  o 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).” No further requirements detailed herein.

- The wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. For allowable exceptions see: [https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf)

### Section #8 – Acknowledgement

**7.1. 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 commitment form is provided below in Appendix 1.
Principal Investigator / Manager Submitting:

Bé Wassink (lab manager)                                                                 Oct. 17/2020
Name, Title                                                                                       Date
Signature                                                                                       

Department Head/School Director Approval

Daan Maijer, Head, Department of Materials Engineering     October 18, 2020
Name, Title                                                                                       Date
Signature                                                                                       


Building requirements for conduct related specifically to COVID-19 safety have been developed for the Frank Forward building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from the Department of Materials Engineering and Mining Engineering.

All students, staff and faculty who are permitted to resume activities in the Frank Forward building are required to complete the following requirements. Send completed form to Bé Wassink and Michelle Tierney

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Intermediate (building) safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the COVID-19 Child (Workspace) Plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to Michelle Tierney</td>
<td></td>
</tr>
<tr>
<td>View Building safety plan orientation 2020 on Canvas</td>
<td></td>
</tr>
</tbody>
</table>

Your name: _______________________  Date: ________
Faculty/Dept. ____________    Your main room no. ______
Your role (faculty, staff, grad student, etc.): ___________________
Supervisor: ________________   Signature: ________________

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules
Appendix 2  Occupancy map for Frank Forward room 406-408.

Room 406B is not completely isolated from room 406 but the wall is high enough to be considered an effective physical barrier.
Appendix 3 Cleaning and hygiene

- Fumehood
- Autoclave
- Storage shelves
- 406A office area
- 406B analysis room
- 408A office area
- Bench & chemicals
- Corrosives
- Flammables cabinet
- Sinks, benches and taps
- Ovens
- 408A office area
- Balances and misc. tools
- Instruments
- Doors
- Tool Bench
- Cabinets
- Text: COVID-19 Child Plan Template
- Scale: 2 m ft
APPENDIX 4  Room 406-408 daily cleaning checklist

Frank Forward Rooms 406, 408 daily cleaning checklist

Each area/item to be cleaned when indicated in table.
Senior person appointed in the lab ensures cleaning gets done; directs/checks up on others in the lab to be sure cleaning has been done.
Retain this record in a binder.
Print more sheets as needed.

Grey areas - check box when cleaning is done.
Other areas - record of cleaning not required; instructions to clean as needed are given.

<table>
<thead>
<tr>
<th>Item/area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door knobs, deadbolts and surrounding areas</td>
<td>Morning</td>
</tr>
<tr>
<td>Balances and benches</td>
<td></td>
</tr>
<tr>
<td>Tool bench top</td>
<td></td>
</tr>
<tr>
<td>Corrosives cabinet door handles and area</td>
<td></td>
</tr>
<tr>
<td>Flammables cabinet door handles and area</td>
<td></td>
</tr>
<tr>
<td>Ovens - handles, latches and areas</td>
<td></td>
</tr>
<tr>
<td>Sink taps, faucets and bench areas</td>
<td></td>
</tr>
<tr>
<td>Office area - desk tops, computer keyboards, mouse</td>
<td></td>
</tr>
<tr>
<td>Lab bench tops in use</td>
<td></td>
</tr>
<tr>
<td>Fridge</td>
<td>After each use</td>
</tr>
<tr>
<td>AA instrument - buttons, knobs and doors</td>
<td>After each period of use</td>
</tr>
<tr>
<td>AA computer keyboard and mouse</td>
<td>After each period of use</td>
</tr>
<tr>
<td>UV-vis buttons and doors</td>
<td>After each period of use</td>
</tr>
<tr>
<td>DI water purifier tanks - water taps, valves</td>
<td>After each use</td>
</tr>
<tr>
<td>Hand tools (when used by each new user)</td>
<td>After each period of use</td>
</tr>
</tbody>
</table>

Name of senior person in the lab today: ___________________________________________

Date: ___________________________________________
APPENDIX 5  Safety plan revisions

Original plan: Approved Oct. 6, 2020

Revision 1: Completed Oct. 13, 2020

Section 1. Regulatory context added.
Section 2. Risk assessment. Risk #1 updated.
Section 3.5. Worker screening. Added link: UBC Entry Check Sign
Section 5.4. Emergency procedures. Revised content on training of all personnel to be familiar with: Predesignated Meeting Area, pull station, fire extinguishers and exit routes.
Section 5.4 Emergency procedures. Text added: People who are unsure about what they should do are directed to the BC Self Assessment Tool and following.
Section 5.5. Monitoring/Updating COVID-19 Safety Plan. Reference to this appendix added.
Section 7. Non-medical masks. Added.
Section 8. Acknowledgement. Was Section 7.
Section 8. Acknowledgement. Section for "Principal Investigator/Manager submitting" added.