**COVID-19 Workspace Safety Plan Document Revision for Frank Forward 417**

<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>2020.6.4</td>
<td>1.0</td>
<td><strong>David Dixon, Professor</strong></td>
<td>Document first approved</td>
<td><strong>Daan Maijer</strong></td>
</tr>
<tr>
<td>2020.12.31</td>
<td>2.0</td>
<td><strong>Wassink, Berend, LST chair</strong></td>
<td>Section 7: Mandatory Mask Introduction: links edited</td>
<td><strong>Daan Maijer</strong></td>
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</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 Workspace Safety Plan – Lab Specific

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators 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. Once complete, the plan can be submitted with your online application to return to research.

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
  - UBC Research Resumption webpage
  - WorksafeBC

Section #1: Lab information

<table>
<thead>
<tr>
<th>Department</th>
<th>Materials Engineering</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>Applied science</td>
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<tr>
<td>Building(s)</td>
<td>Frank Forward</td>
</tr>
<tr>
<td>Lab(s)/workspace(s)</td>
<td>FF417</td>
</tr>
</tbody>
</table>

Introduction to Your Lab

FF417 is a hydrometallurgy lab. The research conducted in the lab are leaching tests, electrochemistry and HPLC analysis. It is a wet chemical lab. The lab is overseen by one PI and there are no users from outside the group. There is one piece of shared equipment in this lab (an HPLC). Only one person at a time is required to operate this instrument. There is one shared sink in the center of the lab. Normally there are four active users (1 research engineer, 1 visiting scientist and 2 graduate students).

Section #2 - Risk Assessment

1. Lab/workspace Occupancy (under proposed COVID-19 operations)
List the number of people that will be present in your lab/workspace at the same time. List this by every room/lab/workspace you occupy.

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,
**COVID-19 Safety Plan Template**

Students, post docs, research associates, technicians and other research personnel who have concerns about returning to work on campus can request an exemption to his/her supervisor.

Room FF417: 2 people. For the great majority of the time there will only be one person in the lab. The second researcher will enter the lab area only to do intermittent and brief experimental work. Most of the time he/she will be located in the office area of the lab, which is walled off from the rest of the room. The lab is able to accommodate more researchers (at least six).

We have informed all workers that “Private transportation is encouraged. If they do not feel safe about coming to the lab they have been informed that they are not obliged to come in. If someone feels sick or has symptoms of a respiratory infection they will be instructed to stay home. We have not requested that anyone return to work. Attendance at work is completely voluntary. As above:

- 2 out of 4 lab users will use the lab/office on regular basis as planned. This includes 2 graduate students who want to complete their theses and 1 research engineer who oversees most of the current projects. The research engineer is a vital resource for assisting other students in their work.
- 1 visiting scientist will work mostly from home and only return to work at most 2 days per week

**2. Hazard Identification**

Describe what hazards exist in your lab/workspace; both research-related (chemicals, heavy machinery) and COVID-19-related (areas that require closer personal interaction, equipment/instruments that cannot maintain social distancing i.e. that require >1 person to operate)

- Research-related: this lab includes the general chemical hazards (e.g. acids and toxic chemicals) for which we have implemented controls for many years.
- COVID-19 related: there is one shared piece of research equipment (an HPLC). All personnel who use this instrument are required to wipe the instrument down using alcohol or bleach solution before and after their session. No equipment or instruments require more than one person to operate.
- There are shared tools.
- Two people may briefly pass by each other. It is readily possible to keep >2 m distance between them.

**3. Employee (HQP, research staff, other) Input/Involvement**

Detail how you have involved frontline workers (HQP and research staff) and Joint Occupational Health and Safety Committees (JOHSC) and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

Describe how you will publish your plan (online, hardcopy) and otherwise communicate workplace health measures to employees. Guidelines from SRS are available here: [https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/)

This plan has been circulated and approved by the Materials Head and the Chair of the LST. The PI and a group research engineer have put significant time and effort into identifying risks, setting up safety protocols as part of this plan and presenting this to all students for discussion. The plan has been agreed to by all members of the lab.
Final plans will be posted on the door of the lab and to UBC’s COVID-19 Safety Plan website. We will also provide a weblink to the document for all students and stakeholders.

Section #3 – Hazard Elimination or Physical Distancing

4. Scheduling
For those required or wanting to resume work at UBC, detail how you are rescheduling employees (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC.

Discuss your working alone procedures and how they will be adapted for this safety plan. Also describe how you will track those entering/leaving work i.e. sign in/sign out process

It is imperative that all returning personnel understand that they may be in the building ONLY during days and times when they have been scheduled to be there as determined by the supervisor. There is absolutely no admittance to the building outside of the scheduled times.

We will use an online sign up for our schedule a link for which is shown below (requires credentials to access). A screenshot of what the schedule might look like is shown below.
https://docs.google.com/spreadsheets/d/1OQao5gJDMPJzm92EoNZkfL13vytTo9-V9Cnv82TMDho/edit#gid=0

There are several guiding principles, which include:
• The working hours will be limited to 7am to 6pm, Monday to Friday. 2 time slots (morning 7am to 12pm and afternoon: 12pm to 6 pm) will be assigned.
• To minimize the potential for social interactions, we will limit the density to occupancy to 1 person in the lab and 1 person in the office at the same time. Again, the person located in the office is in the lab mainly to do brief and intermittent lab work (such as sampling), not to do office work. However, since their time in the lab area is to be brief, it is best to locate him/her in the office for most of their time in the room. When both people need to use the lab, 2-meter social distancing rule will apply.
• There will be a morning time slot and an afternoon slot each day.
• Choosing consecutive time slots is encouraged to reduce the shifts and total number of building entrances/exits (e.g. entire morning, entire afternoon, one full day)

Our **working alone procedures**
• Shiftwork is not permitted
• The research activities have been previously determined to be low risk. No anticipated activities are deemed to be too hazardous for researchers to be working alone. Nevertheless, the lab manager (Chih Wei Chao) will do a check-in with the lab users by phone at the beginning and completion of his/her scheduled work. The time of the call will be recorded. If contact cannot be made she will contact campus security. Currently there are no medium-to high-risk experiments planned. If such experiments are to be done in the future, the researchers involved will not be allowed to work alone.
• There is a sign in/sign out process using a paper form on the lab door
• Any deviation from the posted schedule will require the supervisor to be informed and to give permission.

5. **Occupancy limits, floor space, and traffic flows**
APSC recognizes that labs 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;
2) Illustrate a 2-metre radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
3) Illustrate one-way directional traffic flows

The lab is approximately 800 ft² and a key control against COVID-19 will be ensuring no more than 1 person in the lab for most of the time. One of the researchers in the room will be working continuously in the lab area. A second will need to access the lab area periodically for brief periods of time, for example to do sampling. Rather than have him/her be situated in the lab all the time, it would be best if he/she could be located in the office area (see the diagram of the lab below), other than to do the occasional lab work. This maintains and optimizes social distancing while facilitating two people being in the lab. For example, if student-A performs continuous experiments then he/she must stay in the lab the entire time. Meanwhile, student-B is only allowed to perform periodic work (such as sampling every hour) and must return to the office immediately after that work is finished. When two people are in the lab at the same time (briefly), the 2-meter social distancing rules will be observed.

Although the person accessing the lab intermittently will be present in the lab area for short durations, the work is vital to completing his degree.

Below is the floor plan of lab FF417. Only 1 person is allowed to work continuously in the lab while the other person will only perform brief, periodic work and must return to the office area once it is done, in order to take full advantage of social distancing. They will not work together under any
circumstances. If two people need to perform continuous lab work on the same day, they must choose to work one in the morning and the other in the afternoon session. If one person must enter the lab area in the presence of the other person a separation of >2 m can be readily maintained.

Incoming and outgoing workers are separated via the schedule and a 30-minute buffer between each time slot.

Students occupying the lab for their assigned shifts will complete a daily inspection checklist (appended) to ensure compliance with occupancy, social distancing, PPE requirements and general safety. They will also periodically (at least once per day) receive a phone call from the lab manager, Chih Wei Chao, to check that protocols are followed. Finally, the PI will verify occupancy, collect, and verify sign-in sheets, and check on safety supplies once per week.

We also have a daily log in and self-assessment form to be completed by each lab user (appended).
Section 4 – Engineering Controls

6. Cleaning and Hygiene
Detail the cleaning and hygiene regimen required to be completed by HQP, research staff and the PIs 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.

- The lab users will only work at their own designated benches and avoid touching others’ bench areas and equipment. All bench spaces will be cleaned at the beginning and end of their shifts with a >70% alcohol or 5% bleach solution (sodium hypochlorite). This solution will be provided in spray bottles (2 per half lab). The spray bottles will be refilled by the staff as they approach 1/3 of their capacity. The procedure will be to make the 5% bleach solution using bleach obtained from Materials Engineering Stores. Currently, the lab has 8 L of concentrated bleach. This will last at least two months. As bleach is corrosive, its use will be limited to those surfaces which are not susceptible to corrosion (sensitive metallic equipment will be spared).
- Door handle cleaning (alcohol spray or 5% bleach solution): done by everyone upon entering and leaving the laboratory. A plastic bag-lined bin will be placed near the door to ensure proper disposal of used cleaning supplies for the door.
- The shared equipment will be labeled with signs reading “ready to use” or “needs cleaning” indicating the status
- A specific trash bin for used cleaning supplies will be available in each half lab and the office. These will be emptied at the end of each day by the last occupants of the lab.
- Common cabinets and associated handles, like those containing acids, will be handled with gloves, and the gloves will be disposed of after handling. These common touch cabinet surfaces will also be cleaned at the beginning and end of each shift.
- Common and shared tools will be cleaned and disinfected before and after use.

7. 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 research-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

The shared equipment must be cleaned by the user before and after their use using 5% bleach solution or alcohol spray. After using and cleaning/disinfecting the instrument, the user must put up the label as ‘ready to use’. If the user must leave the room temporarily while the instrument is still running, a “needs cleaning” or ‘Do not touch’ sign must be put up. All unnecessary tools and instruments will be put away and stored properly. Only necessary tools shall be displayed on the bench area.

8. Safety Infrastructure Requests (Partitions, 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.
Most of the time there will be only one person in the lab area. People in the lab are not located in specific areas, like workstations. They need to be able to move around the room in order to access equipment, materials and supplies. Barriers would be an impediment to that and not helpful. There is enough space for >2 m separation to be readily maintained.

### Section 5 – Administrative Controls

#### 9. Communication & Training Strategy for Employees

Describe how you (the PI) have or will communicate the risk of exposure to COVID-19 in the workplace to your HQP/research staff/other employees and the safety controls in place to reduce such risk.

Detail how you will ensure that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training and orientation to your specific safety plan.

As mentioned in section 2, all lab users have been informed that “Private transportation is encouraged and that if they sick then they must stay at home. If someone feels stressed about coming to the lab they should stay home.

Preventing COVID-19 Infection in the Workplace Lab training and orientation will be provided to all the lab users. The training will include the general knowledge of COVID-19 including its transmission, symptom, and prevention methods. It also includes the emergency measures if one suspects that he/she may be infected, including getting help from medical professionals and self-isolation. If even mild respiratory illness symptoms are extant a UBC employee shall call UBC first aid (604 822 4444). If it is serious 911 must be called, then UBC first aid next. If it’s for a person who is not an employee call 911 or the BC Nurses hotline (811) for advice. Each user will have to submit a safety training completion certificate to the PI (Dave Dixon).

Safety training and orientation for the building and lab setting will include requiring each researcher to read the lab safety plan and the building safety plan. A mandatory overview of these two plans will be provided by the lab manager.

#### 10. 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). See WorkSafeBC for signage guidelines and templates.

Given the low density that will be permitted in this lab, there is little need for directional signage. This risk is also mitigated by the fact that mostly only 1 user will be in the lab at a time. A second lab user will be doing only brief and intermittent work in the lab and so will be located much of the time in the walled office area. No outside users will be allowed in this lab or office. A “COVID-SAFETY-POSTER” downloaded from UBC SRS website will be posted on the lab door to show the top tips to reduce the risk of infection. The SRS "cover your cough" and handwashing signs will also be displayed in the lab.

#### 11. Emergency Procedures & Reporting

PIs 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.

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](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 as outlined in Section 9. The number of people anticipated back in the Frank Forward building during Phase 1 return will be roughly 30. 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.

Emergency procedures for responding to someone in the lab with onset of respiratory illness symptoms or serious respiratory illness symptoms have been described in Section 9.

### 12. Monitoring

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor).

- One lab manager (Chih Wei Chao) will coordinate within the group to monitor the workplace safety and update plans as needed. Random inspection phone calls (at least 2 times per week) to scheduled lab occupants will be made to verify that procedures are being followed and to remind the occupant of the protocols.
- The PI and lab manager will check-in on the lab at least 1 time per week, verify that the assessment sheets are up to date and that they are being correctly filled out.
- All the lab users can raise safety concerns to the lab manager, the supervisor (D. G. Dixon), the department Head (D. Maijer) or the LST Chair, Bé Wassink. JOHSC may also be contacted for safety advice and concerns. Heli Eunike is the representative to JOHSC This can be done via email.
- The Department Head and LST Chair have reviewed and approved of this plan.
- There will be regular (minimum weekly) spot checks by faculty and/or LST personnel to ensure compliance with requirements.

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

#### 13. Personal Protective Equipment

UBC has a [central process for purchasing PPE](#). Describe what PPE you will require for your lab.

<table>
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<th>Type of PPE</th>
<th>Activity and PPE Use Rationale</th>
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<tbody>
<tr>
<td>1</td>
<td>Goggles</td>
<td>Provide the best protection against chemical splash and reduces risk of virus getting into eyes. We already have goggles for most staff.</td>
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</table>
Requests for cleaning supplies (disinfectant and wipes) as well as gloves and face shields have been made through the central process.

Disposable supplies such as gloves and wipes will be placed in dedicated plastic-lined bins after use. Lab coats will be placed on the individual staff bench after each shift so as not to touch any space or equipment that may be common. It is important to reiterate that there is no shared bench space in this lab.

### Acknowledgement

I confirm that this Safety Plan has been shared with all workers (HQP, research personnel, etc.) who will be accessing this space both through email and will be made available as a shared document. Workers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

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<tr>
<td>2</td>
<td>Nitrile Gloves</td>
</tr>
<tr>
<td>4</td>
<td>Face masks</td>
</tr>
<tr>
<td>5</td>
<td>Hand Sanitizer</td>
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Date: June 5 2020  
Name (Manager or Supervisor): David G Dixon  
Title: Professor

Department/School Head/Director Approval

Daan Maijer, Head  
Name, Title: January 11, 2021  
Date: 
Signature: 

X △ △
Appendix

Plan for reoccupying FF417

1 – Transportation specifics

<table>
<thead>
<tr>
<th>Name</th>
<th>Transportation</th>
<th>Public (Bus, train etc.)</th>
<th>Residence</th>
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<tbody>
<tr>
<td>Chih Wei Chao</td>
<td>Private (Walking, cycling, car etc.)</td>
<td>Bus</td>
<td>✓</td>
</tr>
<tr>
<td>ZiHe (Ryan) Ren</td>
<td>Car</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Prashanth Krishnamoorthy</td>
<td>Car</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Pablo Zuñiga</td>
<td>Cycling</td>
<td></td>
<td>✓</td>
</tr>
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Note: Private transportation is encouraged. If you are sick or feel stressed about coming to the lab, then stay at home.

2 – Rotation schedule
We have in total 4 active users in FF417 (Table 2). To best coordinate the experiments among us, each one will plan a weekly schedule. On each day, 2 different time slots are available for morning and afternoon. The basic principle is no more than 1 person for one time slot for the lab or office.

* Please go to the shared spreadsheet (link below) to view the updated schedule considering the new restrictions. As you can see, people’s name in the same color or in italic cannot choose the same time slots. We expect to begin re-entry in early June.

https://docs.google.com/spreadsheets/d/1OQao5qJDMPJzm92EoNZkflJ3vytTo9-V9Cnv82TMDho/edit?pli=1#gid=0

We may make adjustment based on how well this method works. If you have any questions/concerns, please feel free to contact Chih Wei and or Dave.

<table>
<thead>
<tr>
<th>FF417 (4 active users)</th>
<th>Email</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chih Wei</td>
<td><a href="mailto:chihweichao00@gmail.com">chihweichao00@gmail.com</a></td>
<td>604-446-0804</td>
</tr>
<tr>
<td>Prashanth</td>
<td><a href="mailto:p.krishnamoorthy@alumni.ubc.ca">p.krishnamoorthy@alumni.ubc.ca</a></td>
<td>604-500-2927</td>
</tr>
<tr>
<td>ZiHe (Ryan)</td>
<td><a href="mailto:rzh722@gmail.com">rzh722@gmail.com</a></td>
<td>604-671-4820</td>
</tr>
<tr>
<td>Pablo</td>
<td><a href="mailto:pablozunigasanchez@gmail.com">pablozunigasanchez@gmail.com</a></td>
<td>778-858-0849</td>
</tr>
</tbody>
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3 – A PPE strategy and a cleaning strategy
• Understand the risks & prevention of the Covid19 – please read the related information on BC CDC website: http://www.bccdc.ca/health-info/diseases-conditions/covid-19, and follow the guidelines.
• Must wear all standard PPE when in lab: gloves, safety goggles
• Only work at your own designated bench and avoid touching others’ bench areas and equipment. Clean all equipment and bench spaces at the beginning and end of your shift with a 5% bleach solution (sodium hypochlorite). This solution will be provided in spray bottles (2 per half lab). The spray bottles will be refilled by the staff as they approach 1/3 of their capacity.
• Sinks will be cleaned at the beginning and end of each shift.
• Door handle cleaning (alcohol spray or 5% bleach solution): done by each individual upon leaving the laboratory. A plastic bag-lined bin will be placed near the door handle to ensure proper disposal of used cleaning supplies for the door.
• Common cabinets and associated handles, like those containing acids, will be handled with gloves, and the gloves will be disposed of after handling. These common touch cabinet surfaces will also be cleaned at the beginning and end of each shift.
• A specific trash bin for used cleaning supplies (e.g. gloves, wipes etc.) will be available in each half lab and the office. These will be emptied at the end of each day by the last occupants of the lab.
• Lab coats will be placed on the individual staff bench after each shift so as not to touch any space or equipment that may be common.
• Maintain social distancing of 2m at all times.
• Personal hygiene: regular hand washing, covering coughs and sneezes
• Non-medical face masks will be provided.

4 – A monitoring strategy to make sure people follow the rules
• Post a “COVID-SAFETY-POSTER” downloaded from UBC SRS website on the lab door to show the top tips to reduce the risk of infection.
• Post a printed cleaning record on the lab door. Individuals leaving the lab at the end of their shift will complete the form (check in a box to confirm the door handle has been cleaned) with alcohol spray.
• These procedures must be strictly followed. If a violation is found, he or she may not be allowed to enter the lab. Remind each other to follow the rules when you are in the lab at the same time slot. Ed or Mina may do random check. As this is a special time and to ensure everyone’s safety, please understand and thank you for your cooperation.
COVID-19 Safety Plan Template

University of British Columbia
Department of Materials Engineering
Frank Forward Building Room 417

Employee/student daily login form

Please complete this form daily upon coming to work. Forward the form to Chihwei Chao chihweichao00@gmail.com at the start of the day.

Your name: ____________________________________________

Date: _________________________/2020

Time _______________ AM / PM

1. Do you have any of the following symptoms today?

A fever?   Yes ____ No ____
A new or worsening cough?   Yes ____ No ____
New or worsening shortness of breath?   Yes ____ No ____
New or worsening sneezing?   Yes ____ No ____
A sore throat?   Yes ____ No ____
Chills?   Yes ____ No ____
A runny nose?   Yes ____ No ____
New muscle aches?   Yes ____ No ____
A headache?   Yes ____ No ____

2. Have you been outside of Canada within the last 14 days?   Yes ____ No ____

3. Have you been in contact with anyone who has COVID-19   Yes ____ No ____

If you answered yes to any of the above you need to stay home; do not come to work.

Frank Forward Building Room 417
Daily inspection checklist to check for compliance with the COVID-19 workplace safety plan. Post completed inspections in a prominent area in the lab.

Room ____________________________

Name of person doing the inspection ____________________________________________________

Date ______________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are people keeping 2 m or more separation?</td>
<td></td>
</tr>
<tr>
<td>Are people wearing PPE in the lab?</td>
<td></td>
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<tr>
<td>Are only people scheduled to be in the room present?</td>
<td></td>
</tr>
<tr>
<td>Are people cleaning common/shared tools after use?</td>
<td></td>
</tr>
</tbody>
</table>

Safety acknowledgement from each lab user
Acknowledgement

I **Chih Wei Chao** have read the plan and I will complete the SRS training on resumption of work as soon as it is available. I understand that I MUST NOT come to work if I am sick or have any of the symptoms described here ([http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms)). I understand that attendance at work is not required at this stage and that travel to work must be safe.

Signature

[Signature]

Date **June 7, 2020**

Acknowledgement

I **Prashanth Krishnamoorthy** have read the plan and I will complete the SRS training on resumption of work as soon as it is available. I understand that I MUST NOT come to work if I am sick or have any of the symptoms described here ([http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms)). I understand that attendance at work is not required at this stage and that travel to work must be safe.

Signature

[Signature]

Date **June 7, 2020**

Acknowledgement

I **Zihe Ren** have read the plan and I will complete the SRS training on resumption of work as soon as it is available. I understand that I MUST NOT come to work if I am sick or have any of the symptoms
described here (http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms). I understand that attendance at work is not required at this stage and that travel to work must be safe.

Signature

[Signature]

Date  __June 05 2020__________

Acknowledgement

I, __ Pablo Zuñiga Sanchez __ have read the plan and I will complete the SRS training on resumption of work as soon as it is available. I understand that I MUST NOT come to work if I am sick or have any of the symptoms described here (http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms). I understand that attendance at work is not required at this stage and that travel to work must be safe.

Signature

[Signature]

Date  __08/06/20__________