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.

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Warren Poole</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/School/Unit</td>
<td>Materials Engineering</td>
</tr>
<tr>
<td>Faculty</td>
<td>The Faculty of Applied Science</td>
</tr>
<tr>
<td>Building(s)</td>
<td>Frank Forward</td>
</tr>
</tbody>
</table>
Introduction to Your Operation

The facility in the laboratory 119 Frank Forward Building is used to support the research groups of Professors Poole, Poursartip, Maijer and Sinclair and their work on thermal processing and mechanical properties of engineering materials. These groups have approximately 30 graduate students, postdoctoral fellows and research engineers. The laboratory contains 4 servo-hydraulic test frames, 2 screw driven universal test machines, 2 fatigue testing machines, a rolling mill, furnaces for heat treatment of metals and a small polishing facility for sample preparation. They are important and essential to keep research work on the track. Lab 119 is now in stage 2 of re-opening, in which maximum 5 people are allowed to conducting experimental work at a time.

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
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.

<table>
<thead>
<tr>
<th>Risk Consideration</th>
<th>Context</th>
<th>Important Risk Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk #1</strong> – public facing units (interactions with 10+ people who are not your regular colleagues)</td>
<td>The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases</td>
<td>– 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</td>
</tr>
<tr>
<td><strong>Risk #2</strong> – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes</td>
<td>Person-to-person spread is more likely with prolonged contact</td>
<td>– 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</td>
</tr>
</tbody>
</table>
| 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 | 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  
– Strict non-admittance to anyone with symptoms |
| Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) | 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 | – 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 |
| Risk #6 – The activity involves people who are not able to follow hygiene practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps) | COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to | – 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 |
Risks will be considered in accordance with [https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/](https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/). Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

### 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.

<table>
<thead>
<tr>
<th>Risk #</th>
<th>Associated to your Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>#4</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

Frank Forward 119 – mechanical pinching in servohydraulic test machine and high temperatures (possible burns) in furnaces

COVID-19-related hazards include:

- Close contact (little to none)
- 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 to 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.

Normal operations: up to 10 people in the lab

Maximum occupancy: 5

At 50% of its normal capacity

### 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

Have consulted with students and staff who use the space, consulted with LST (Bé Wassink, Chair). Based on feedback from these consultations, the plan was updated.

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](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 in’s and supports will also be made available via the following channels:

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

Supervisors are encouraged to disseminate information from UBC Wellbeing.

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

Final plans will be emailed to all [staff, faculty, etc.] and posted hardcopy of plan on doors to laboratories and on the Department of Materials Engineering website. Workplace health measures will be discussed in weekly online research group meetings. The plan will be posted on the APSC SharePoint website.

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

**WORKING REMOTELY**

6 researchers will be working remotely.

**REQUESTED BACK to WORK**
25 researchers are approved to access the lab. Only 5 researchers are allowed in the lab at any time. One of these 5 will be the Lab Manager.

**NOTE:** it has been communicated to each member of group that they are not obliged to return to work if they uncomfortable doing so.

### 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.

Scheduling will be coordinated by the Lab Manager in consultation with Professors Poursartip, Poole, Maijer and Sinclair. Researchers wishing to access the lab will send an email to him (copy their supervisor) and he will confirm by email the day in which they may work. Personnel may be in the building ONLY on days when they have been scheduled to be there. There is absolutely no admittance to the building outside of the scheduled times. At most, there will be four other researchers (in addition to the Lab Manager) permitted in the lab at any time.

### 3.3. Working alone procedure

Discuss your working alone procedures and how they will be adapted for this Workspace plan

Frank Forward 119: working alone is not allowed

The Lab Manager will be present in Frank Forward 119 when work is conducted in laboratory

### 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

### Laboratory/Office Considerations

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

### Building/Facility Considerations

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

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 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.

Points of Access to Building and Access Control

• 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

• 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

• 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**

• 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.

• Not withstanding the requirement that all work that can be done effectively from home must remain remote, 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.

**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.

• 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.

• Users MUST comply with procedures or access/services will be denied.

A floor plan for FF 119 is presented below. The plan shows the designated entrance and exit for the room as well as the work stations for users of the room.
The distances between stations are >2m. Researchers will be instructed to keep 2 m separation when moving about the lab; yield to others as they move about. There is one sink (2 m away from fatigue tester. Researchers will be instructed to keep 2 m separation when seeking to access the sink. Note: the aisles are narrow and setting up one-way traffic flows is not practical since people need to be able to access the various parts of the lab.

### 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](#).
- 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](#).
  - 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 signage below:
  - UBC Entry Check Sign
  - WorkSafe: Entry Check for Workers
  - WorkSafe: Entry Check for Visitors

- The laboratory manager will be present at all times to oversee the laboratory and address and safety concerns raised by any user. The laboratory manager will assess compliance with this safety plan using a checklist each day. There will be spot checks by faculty/LST personnel at least weekly to check for compliance as well. Can also reference the weekly safety meeting as a check.

### 3.6. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the Workday system.

### 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.
- PPE such as lab coat, goggles, face shield (if necessary) and plastic bags (to store such items by users) will be provided in the lab by the Lab Manager. Gloves, paper towels, disinfectant and disinfecting towels are located inside the lab, on the table near the entrance and exit lab doors.
- Training on disinfecting surfaces to be provide by the Lab Manager and SRS training course. Disposal of cleaning supplies will be done in accordance with Frank Forward building central plan. Full garbage containers will be brought to the dumpster outside the building.

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)

High contact points and instruments requiring sanitization before and after use in the lab 119 by users. They are including but not limited to computer keyboard and mouse, MTS/INSTRON system interactive panels, tools (screw driver, wrench and etc.), polishing machine front panel and buttons, rolling mill panel and buttons, lab benches, sink area and faucet and etc.

Researchers instructed not to touch other persons benches/equipment. Equipment/tools obtained from other parts of the lab to be cleaned/disinfected prior to use using supplies available in MTRL stores.

Tools not necessary for experiments will be stored in cabinets.

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.
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 Appendix1) 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)
- Users will confirm that cleaning and disinfection has been done upon entry and before leaving the laboratory on the sign out sheet located on the door.

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 Department of Materials Engineering will disseminate this Workspace plan via e-mail and will post it as hard copy on the door to the workspace.

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 (Heli Eunike) of the APSC JOHSC to express their concerns.
- Any concerns from employees, students should be communicated to laboratory supervisor: Professor Warren Poole.

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.
The Lab 119 will utilize the signage from the Safety & Risk Services COVID-19 website, and the WorkSafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations.

**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.


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). 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 2m between others. Stay there until permission is given by attending emergency personnel to re-enter the building.

- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- 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://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/) 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:
  - Request by Safety and Risk Services
  - Moving to higher building occupancy
  - Second wave of COVID-19
  - Shift in provincial guidelines
  - Or incidence of COVID-19 infections
- The Professor Warren Poole will check the compliance as well as the LSTs for the periodic review.
- The Lab Manager will be present at all times to oversee the laboratory and address safety concerns raised by any user. The laboratory manager will assess compliance with this safety plan using a checklist each day. There will be spot checks by faculty/LST personnel at least weekly to check for compliance as well. Can also reference the weekly safety meeting as a check.

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

- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training).
- If the worker role changes, the details must be included in either the PI or office admin site-specific safety plan.

Section #6 – Personal Protective Equipment (PPE)

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

- Prior to Safety Plan submission, please confirm that you are able to procure the necessary PPE supplies required going forward as there are currently limitation on some types of PPE supplies. You have to go through your own Stores/procurement supply chain.
- If applicable list any other protective controls such as access to showers/laundering facilities
- Discuss how you will safely dispose of soiled PPE
<table>
<thead>
<tr>
<th>#</th>
<th>Type of PPE</th>
<th>Activity and PPE Use Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gloves</td>
<td>Frank Forward 119 - Normal procedure when using equipment</td>
</tr>
<tr>
<td></td>
<td>Goggles, face shield, laboratory coats</td>
<td>Frank Forward 119: normal procedure when using furnaces and polishing equipment</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 is 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

### Section #8 - Acknowledgement

**8.1. 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.
Principal Investigator / Manager Submitting:

Warren Poole
Name, Title

Feb 11, 2021
Date

Signature

Department Head/School Director Approval

Daan Maijer, Head

February 16, 2021
Date

Signature
Appendices

Appendix 1 – Return to Campus Activity Commitment Form

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 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 your supervisor and Michelle Tierney.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Frank Forward intermediate safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the lab safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to</td>
<td></td>
</tr>
<tr>
<td>your supervisor and Michelle Tierney</td>
<td></td>
</tr>
<tr>
<td>View Building Safety Plan Overview Video; see mtrl.ubc.ca &gt; Safety,</td>
<td></td>
</tr>
<tr>
<td><a href="https://canvas.ubc.ca/enroll/6MLDCJ">https://canvas.ubc.ca/enroll/6MLDCJ</a></td>
<td></td>
</tr>
<tr>
<td>View Building Safety Plan Overview Update (Oct, 2020 update for Stage II</td>
<td></td>
</tr>
<tr>
<td>Return to Campus); see mtrl.ubc.ca &gt; Safety, <a href="https://canvas.ubc.ca/enroll/6MLDCJ">https://canvas.ubc.ca/enroll/6MLDCJ</a></td>
<td></td>
</tr>
</tbody>
</table>

Your name: ______________________ Date: ______

Faculty/Dept. __________ Primary room: ______

Your role (faculty, staff, grad student, etc.): ___________________

Supervisor name: ___________________

Your 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’s 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