



Faculty of Education

Resumption of Research Plan (Phase 1, Version 2.1)

June 26, 2020

This Plan was submitted by Dr. Patsy Duff, Associate Dean of Research, on behalf of the Faculty of Education, to the Office of the UBC Vice President of Research & Innovation for review. It was approved by Dr. Blye Frank, Dean, Faculty of Education, and incorporates feedback provided by the VPRI Research Resumption Steering Committee on Version 1 (June 19, 2020). Version 2 (submitted June 23, 2020) was approved by VPRI and President Santa Ono on June 26, 2020, with one requested editorial change (addressed in this Version 2.1) indicating that this approved Research Resumption Plan (Phase 1) is for on-campus research as described in this document; a link (on p.1) provides guidance for (subsequent) off-campus research resumption.

The Faculty of Education gratefully acknowledges the tremendous support and guidance offered by VPRI throughout the preparation of this Research Resumption Plan and by the many other UBC units and personnel who provided their timely and expert assistance and oversight.

1. Overview

This Faculty of Education (FoE) Research Resumption (RR) Plan has been prepared in accordance with guidelines from the UBC Office of the Vice President, Research & Innovation (VPRI), and in the wake of several months of on-campus research curtailment in Spring 2020 due to the COVID-19 pandemic. Because the coronavirus spreads through liquid droplets and from contaminated sites and surfaces <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>, the measures proposed in this RR Plan are intended to reduce the risk of transmission of disease to individuals in the Faculty of Education (staff, students, instructors, researchers, cleaners, etc.) or others sharing spaces with them.

Between mid-March and mid-June, when this Plan was submitted for VPRI review, the Faculty of Education did not seek exemptions to the campus-wide research curtailment. Most Faculty research personnel are able to work from home and/or conduct research remotely, with the exception of those in the School of Kinesiology who undertake biological, human physiology research/human testing which has been suspended or postponed until circumstances change in both on-campus and off-campus settings where research normally takes place, and research is allowed to resume. The work-from-home situation will continue for most research during Phases 1 and 2 of research resumption. Off-campus fieldwork in the Faculty is not expected within Phase 1; any such resumption requests must be directed to your Head of unit and the Dean's office according to the guidance described here: <https://research.ubc.ca/conducting-fieldwork>.

The WorkSafe BC and VPRI health and safety protocols require that we restrict the number of personnel in individual research spaces and buildings, and post signage for elevators, high traffic areas, stairwells and shared facilities to prevent transmission of COVID-19. In **Phase 1** of the RR process, our goal is to limit the number of people in buildings to less than 1/3 of normal capacity, and with sufficient physical distance maintained, in order to reduce contact and possible inadvertent viral transmission. During this stage, all faculty, staff and students who can work off campus must continue to do so. However, for those whose research is considered essential and requires laboratory equipment and other materials, approvals will be granted based on levels of priority of the research and compliance with the procedures, policies and principles outlined in this document.

During **Phase 2** of RR, it is likely that more research-engaged personnel will seek to conduct on-campus research. The number of people in buildings will be restricted to less than 2/3 of normal occupancy during that phase. As circumstances change, revisions will be made to this document and circulated to all faculty, staff, students, and other personnel.

For this version of the FoE plan, we provide an overview of Faculty research resumption planning and needs, and focus specifically on the Phase 1 resumption of research by colleagues in the School of Kinesiology.

As a final note, we express our appreciation to VPRI, especially Greg Martyn, and ADRs in other Faculties (e.g., Arts) who have provided timely assistance in the preparation of this document. In addition, templates shared by VPRI were most helpful.

2. VPRI Guiding Principles

The UBC guiding principles for a phased resumption of on-campus research follow:

- The health and well-being of faculty, students and staff is paramount.
- The orders, notices and guidance of the Provincial Health Officer will be followed.
- Permission to conduct on-campus research and scholarship can only be granted to those who require on-campus resources and cannot conduct this work remotely.
- There will be a phased and coordinated approach across each campus.
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses.
- If an employee has a concern about coming to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.
- Equity will be considered in evaluating how to plan and conduct research resumption.

In addition, the Faculty will enforce the following principles:

- If anyone (faculty, staff or students) coming to work on campus is unwell and exhibits any COVID-19 symptoms, they must use the [BC Self-Assessment Tool](#) to evaluate whether they need further assessment or COVID-19 testing, and they must not come to the workplace.
- Risks should be reduced equally for all individuals, and not vary by position or rank.
- Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to Covid-19 due to medical conditions.
- The resumption of field-based research will follow the current exemption process from the VPRI with a rolling deadline, with some updated procedures and considerations that reflect the latest guidance from the Provincial Health Authority.
- Behavioral research will follow the guidelines prescribed by UBC BREB.

3. Prioritization of Access

- As noted earlier, all research work that can be done off-campus should continue to be done off-campus. Only researchers requiring access to on-campus resources for their research will be allowed access to their research space. Data processing and analysis, writing manuscripts, conducting participant interviews

(depending on research ethics approvals and safety concerns), creating presentations, studying, and so forth, should be done remotely.

- All individuals will have one of three priority levels assigned to them for access to buildings according to the prioritization table below (**Table 1**).
- Access of all **high priority** individuals will be planned for the pilot phase, **Phase 1**, starting from approximately June 25, on the condition that physical distancing and other safety measures can be met.
- Individuals with **moderate priority** may be able to return to campus during **Phase 2** (timeline to be determined based on guidance from the University). Low priority individuals will continue to work at home unless circumstances change.
- Where appropriate, PIs can assign high or moderate priorities to some individuals for criteria other than those outlined in **Table 1**, as long as this is clearly justified in their research group plans, and is approved by the ADR.
- If faculty members, research staff, postdoctoral fellows or graduate students need to work on campus because they do not have suitable workspace at home, they will need to get permission from their supervisors (e.g., Heads/Director of Department/School for faculty members; and supervisors for graduate students, postdocs, research associates, and research assistants/technicians). While this plan primarily covers faculty members who have 'research' as part of their job description, it will be paralleled by a plan to consider workspace needs of Departmental/School staff (to be approved by the Admin Manager). Occupancy estimates will need to include all of these individuals. The current proposal is in relation to supporting research-related activities; separate procedures may be implemented for teaching activities.

Table 1. Prioritization criteria for access to research facilities and offices in the Faculty of Education during Phase 1 and 2 of research resumption

	High	Moderate	Low
PhD students/candidates	PhD candidates who may successfully complete their research in the next 12 months if granted access to lab facilities or those who would otherwise not graduate. Priority will be given to students with time-sensitive experiments or those who manage lab equipment and procedures.	PhD students who cannot make progress on their research without access to research facilities or workspace or do not have adequate working conditions at home.	PhD students who can work off campus on proposal development, data analysis, and writing.
Research-based Masters students	Masters students who may complete their research in the next 12 months if granted access to lab facilities or those who would otherwise not graduate. Priority will be given to students with time-sensitive experiments or those who manage lab equipment and procedures.	MSc /MA students who cannot make progress on their research without access to research facilities or workspace or do not have adequate working conditions at home.	MSc /MA students who can work off campus on proposal development, data analysis, and writing.
Undergraduate students		Undergraduate students holding NSERC USRAs or conducting research for honours thesis	Undergraduate summer research assistants without USRAs or thesis projects.
Postdoctoral fellows and Research Associates	Postdoctoral fellows and research associates who may complete projects in the next 12 months if granted access to lab facilities, or those with time-sensitive biological materials or experiments, or those who manage lab equipment and procedures.	Postdoctoral fellows and Research Associates who cannot make progress on their research without access to research facilities or do not have adequate working conditions at home.	Postdoctoral fellows and Research Associates who can work at home effectively.
Research Assistants/Technicians	Research Assistant/Technicians who manage labs or critical lab equipment and procedures In labs where research is resuming or ongoing	Research Assistant/Technicians who are not managing labs or lab equipment and procedures and can't work remotely.	
Assistant, Associate and Full Professors (Research Stream)	Faculty members who are actively involved in research in labs (e.g., developing new methods, training HQP, equipment and sample maintenance, or conducting experiments).	Faculty members who have less than ideal working conditions at home (i.e., due to modest home size or older children).	Faculty members who can work effectively at home.
Educational Leadership Stream Faculty and Lecturers		Faculty members who lack adequate working conditions at home for teaching or developing teaching materials.	Faculty members who can work effectively at home.

4. Faculty Context, Planning Team, Consultations, and Roles

The Faculty of Education at UBC-Vancouver (which is the focus of this Plan) comprises four Departments and one School, spread across 10 buildings on campus (see Table 2 in Section 5). The four Departments are primarily housed in two buildings (two departments per building), whereas the School of Kinesiology has research space across 8 buildings.

- Department of Curriculum & Pedagogy (EDCP, Head=Dr. Samson Nashon)
- Department of Educational Studies (EDST, Head=Dr. Mona Gleason)
- Department of Educational and Counseling Psychology and Special Education (ECPS, Head=Dr. Shelley Hymel, and from July 1, 2020, Dr. Jenna Shapka)
- Department of Language and Literacy Education (LLED, Head=Dr. George Belliveau)
- School of Kinesiology (KIN, Director=Dr. Robert Boushel)

In total, there are 167 tenure-stream faculty in Education (both research and educational leadership streams), 29 lecturers, 141 staff, and approximately 200 sessional/adjunct/other term-based faculty; and approximately 2000 graduate students (150 in KIN alone). Every year there are also 10-15 postdoctoral fellows, particularly in KIN.

The Faculty of Education Research Resumption (RR) Planning/Consultation process comprised two **working groups**: one within the School of Kinesiology and the other a Faculty-wide committee struck by the Associate Dean, Research. Here we present the chronology of planning and consultation.

As ADR, Patsy Duff took part in VPRI Research Curtailment/Resumption meetings, including membership in a VPRI working group between March and May, 2020 (on Funding Research Trainees and Staff). VPRI convened a Town Hall Meeting on April 27, to which the Faculty of Education and several other Faculties (e.g., Law, Business) were invited, to discuss the University's policies and plans regarding research curtailment/resumption during the COVID-19 period.

From early May, colleagues in Kinesiology convened to begin planning possible resumption of activities in consultation with UBC leaders and with those in their fields at peer research-intensive domestic and international universities. Of top concern was how to proceed safely with the kinds of research (e.g., biological, physiological) they do. Kinesiology struck a working group (described in a later section) and began preparing plans.

The first meeting to discuss research resumption Faculty-wide took place on June 3, 2020, with members of Kinesiology (Drs. Mark Beauchamp, Robert Boushel, Amy Kao, William Sheel) and Dean's Office and Office of Research personnel (Dean Frank, Katy

Ellsworth, Robert Olaj, and Dr. Patsy Duff). The purpose was to discuss a phased-in approach to research resumption, beginning with the School of Kinesiology. VPRI materials and sample plans were shared (with permission) to facilitate the preparation of a first draft of this report.

Subsequently, a Faculty of Education Research Resumption Working Group was struck by the Associate Dean, Research, with input from Dean Blye Frank and administrative assistance from Faustina Cheung from the Dean's Office (all of whom had conferred about this matter on June 5, 2020). The Working Group members included:

- Dr. Patsy Duff (Associate Dean, Research), Chair
- Dr. Robert Boushel (Director, School of Kinesiology)*
**Note: Dr Mark Beauchamp, Director of Research in KIN, will replace Rob Boushel after Phase 1 approval*
- Dr. Mona Gleason (Head, Educational Studies)
- Dr. Wendy Carr, Education COVID Rapid Response Team co-lead, and Senior Advisor to the Dean
- Dr. Jennifer Jenson, Professor, Language & Literacy Education, representative of the Dean's Advisory Committee on Research
- Robert Olaj, Director of Research Development, Office of Research
- David Sequeira, Facilities Coordinator, Faculty of Education
- Katy Ellsworth, Executive Administrator and Interim Communications lead, Dean's Office

This group met on June 12, 2020, to discuss the planning underway for research resumption and asked/answered questions about procedures and roll-out particularly during Phase 1 in relation to Kinesiology but as part of broader resumption considerations as well. The RR Phase 1 Draft was also shared with them. In the meantime, other department heads (Drs. Nashon, Belliveau, Hymel) not actively involved in the preparation of the draft plan were consulted about research resumption plans or needs in their respective units and were given updates on the Faculty-wide planning. All were also sent a draft of this current plan. Two of the heads (for LLED and EDCP) indicated no urgency in resuming on-campus research, and one (ECPS) continues to consult with colleagues regarding urgent requests or needs. None are presently under consideration for Phase 1. In addition, prior to resumption of on-campus research for the four departments, their two buildings will need flushing of HVAC and water systems, among other preparations, a process expected to take at least two weeks to complete (in terms of notifications, scheduling, etc., and depending on the areas being reopened).

On June 19, the Faculty of Education ADR and School of Kinesiology Director met with the VPRI RR Steering Committee with respect to the RRP submitted for review on June 17th. Their feedback was incorporated into the current version of this Plan which, once will be available on the Faculty of Education and Departmental/School servers using this site: <https://faculty-staff.educ.ubc.ca/research-resumption-plan-during-covid-19/>
Password: FoE-RRP-COVID-19

A copy will also be sent electronically to all members of the faculty professorial research and teaching streams, research and administrative staff, graduate students, postdoctoral fellows and research associates, and any undergraduates who are accessing the buildings for research purposes. The information and any updates will also be included in the weekly Faculty of Education Newsletter sent to all members of the Faculty.

The Faculty of Education RR Working Group will be responsible for developing, evaluating, and updating this plan monthly, or more frequently as needed, in accordance with guidelines from UBC Safety and Risk Services, BC Public Service Agency, WorkSafeBC, VPRI, UBC COVID-19 Planning Steering Committee, and other relevant entities.

Responsibilities of the FoE Senior Leadership Team

Associate Dean, Research (ADR): The ADR will communicate by email and via the Faculty Workspace shared folder any changes to the plan over time to faculty, staff, postdoctoral fellows, administrators, and students. The ADR, in consultation with the Working Group and Heads/Director, will also review and approve plans for individual Departments/School and research groups (in conjunction with Departmental/School Research Resumption Planning Teams that will perform Unit-internal reviews), ensure consistency between Department/School plans and the Faculty plan, and liaise with the VPRI Research Resumption Steering Committee.

Department Heads/School Director: will communicate with the ADR to inform her of requests for the resumption of research activities related to specific research groups. Only research that can be conducted on campus (i.e., cannot be done from home) will be considered during Phase 1 and closely following phases. The Heads/Director will work with individual faculty members and research groups within their own Unit to ensure that individual lab/faculty requests align with the Faculty's established procedures. Consistent with the VPRI guiding principles around research resumption, priority will be given to graduate students who need to be on-site to complete lab work for graduation, as determined by the student's Supervisory Committee for completion of theses (see **Table 1**). The Heads/Director will communicate with PIs seeking research resumption about the requirements (per this Plan) and PIs, in turn, will communicate with the Heads/Director (and ADR, if necessary), about questions, concerns, or developments. PIs will also communicate with all members of their research teams. Heads/Director will communicate with other Faculties (e.g., Medicine, Science) or Units sharing building spaces with them that have been approved for research or program resumption (Athletics and Recreation) and may share copies of the plan with them when appropriate. This communication has already taken place for the Phase 1 resumption plan with units KIN shares space with.

Administrative Managers (AMs) in each Department/School: will guide operational, building, and HR issues associated with Research Resumption. The AM in each Department/School will work with the respective Head/Director of Department/School

and building/facilities managers to obtain and oversee the installation of signage throughout all Department/School buildings and communicate a list of all rooms that will be in use in Department/School buildings to Building Operations prior to research resumption. AMs will ensure that all members returning/coming to campus have completed the mandatory 30-45 min. online training module required of all UBC employees and research personnel <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid> with confirmation sent by email by those completing the module to research supervisors/PIs and, in turn, the Heads/Director.

Department/School Local Safety Teams: will review the Faculty's resumption plan for their Unit prior to Phase 1 resumption of research, and will monitor changes to it over time, and provide input on safety considerations. They will update the Building Emergency Response Plans according to the Building Evacuation Amendment for COVID-19. They will identify fire wardens for each floor who are returning to the applicable buildings during Phase 1 and 2 of Research Resumption, and ensure that those individuals complete the online training and any building-specific training required for this role. Each Department/School RR plan will be submitted to the **Faculty of Education Joint Occupational Health & Safety Committee (FoE JOHSC)** for review prior to presentation to the ADR and the Faculty-wide RR Working Group. Note that the current proposal only applies to RR Phase 1 activities, and that amendments or additions to this document will be made for Phase 2 RR.

The FoE JOHSC meets once a month, usually on the first Thursday of the month. JOHSC will review all Safety Plans within 30 days of reopening facilities. Any changes or updates requested from that review and feedback cycle will be made accordingly. The 'Phase 1: School of Kinesiology RR Plan' will be added to the next meeting's agenda (July 2); if their agenda is already full for that meeting, an extraordinary meeting of JOHSC will be scheduled for this purpose in early July. JOHSC is expected to review, discuss, and approve the Plan within 30 days of VPRI Research Resumption Steering Committee approval. Members of the FoE JOHSC will be notified by FoE Facilities Coordinator David Sequeira, who has been part of the FoE RR Working Group, and will be sent a copy of the approved RR Plan for review and approval prior to their July 2, 2020 meeting. Amy Kao (AAPS) represents the School of Kinesiology on JOHSC and can address questions pertaining to the KIN research resumption, facilities, etc. Amy has been integrally involved in the preparation of this RR Plan.

Principal Investigators/Research Supervisors: PIs will develop plans for their research groups and submit them to their Department Head/School Director along with their building safety plan in accordance with the posted priority categories. These plans will include the components found in **Appendix 1** (PI Request to Start Research Template).

5. Faculty of Education Academic Units and Buildings

The Faculty of Education plan for the selective, phased return to on-campus research will comply with all directives coming from BC Health and other authorities as well as

WorkSafeBC. The rules, guidelines, and procedures will be followed in all buildings where research is conducted. The Faculty has research in 10 buildings across campus (see **Table 2**), only some of which (shown in yellow) are in-scope for Phase 1 RR.

Table 2: FoE Research Resumption: Academic units, buildings, and priorities

Building	Departments/School	Research Resumption planned for Phase I
Neville Scarfe Bldg.	<ul style="list-style-type: none"> Curriculum & Pedagogy Educational and Counselling Psychology & Special Education 	No
Ponderosa Commons (North)	<ul style="list-style-type: none"> Educational Studies Language & Literacy Education 	No
Ponderosa Annex F	<ul style="list-style-type: none"> Kinesiology (& swing space) 	No
Auditorium Annex	<ul style="list-style-type: none"> Kinesiology 	No
Blusson Spinal Cord/ICORD Ctr.	<ul style="list-style-type: none"> Kinesiology (& Medicine) 	No
Chan Gunn Pavilion	<ul style="list-style-type: none"> Kinesiology (& Medicine) 	Yes
Osborne	<ul style="list-style-type: none"> Kinesiology 	Yes
War Memorial Gym	<ul style="list-style-type: none"> Kinesiology 	Yes
Lower Mall Research Station	<ul style="list-style-type: none"> Kinesiology 	Yes
Med Block C	<ul style="list-style-type: none"> Kinesiology 	Yes

6. Phase 1: School of Kinesiology RR Plan

The School of Kinesiology has research facilities including labs in several buildings across campus. For RR purposes, data are compiled in an access priority template for each individual (see **Table 3**), including level of priority, amount of access requested, and justification for access for research labs (by PI), professorial research and educational leadership stream faculty (by Director/Department Head), and staff (by Admin Manager) for Phase 1 and Phase 2. Permission will be granted where justified by priority level until limited by physical distancing in rooms, or limited by thresholds for total capacity by school or building floors.

An initial summary of all requests received by the Faculty to date includes the following classified as high priority returning in Phase 1:

- 10 faculty
- 77 students (only 18 will be in any of the designated buildings on any particular day)
- 8 research staff and post-doctoral fellows (only 4 will be in any of the designated buildings on any particular day).

Daily occupancy in Faculty buildings will occur as follows (following a principle of 1/3 occupancy, see **Table 3**; this ratio can be amended if deemed necessary by VPRI):

- **Chan Gunn Pavilion:** typical occupancy 25; limited to 8 for Phase 1
- **Osborne:** typical occupancy 28; limited to 10 for Phase 1
- **Lower Mall Research Station:** typical occupancy 43; limited to 10 for Phase 1
- **War Memorial Gym:** typical occupancy 12; limited to 4 for Phase 1
- **Med Block C:** Typical occupancy 12; limited to 3 for Phase 1

The total number of research personnel on any given day will be **32**.

For Phase 2, the Faculty RR Planning Team will conduct assessments and approvals as requests come in from individual PIs through their Heads/Director.

Table 3. *Personnel within School of Kinesiology, excluding undergraduate students*

Category	Current	Proposed # for Phase 1 RR
Research positions		
Professorial research faculty	26	10
Postdoctoral research fellows	11	4 (only 2 on campus on a given day)
Research Associates	1	0
Research staff	8	4 (only 2 on campus on a given day)
Graduate students (excl coaching grads)	100	77 (only 18 will be on campus on any given day)
Total	146	32 (on any given day)
Non-research positions		
Educational stream faculty	4	0
Lecturers	2	0
Teaching PDFs	1	0
Administrative staff	8	0
Student services staff	9	0
Community outreach staff	5	0
Total	29	0
Total personnel excluding undergrads	175	32 (on any given day)

NOTE: Data from departments EDCP, ECPS, EDST & LLED (**Ponderosa Commons & Scarfe buildings**) will be added to this section in subsequent phases of RR and/or as needed. To date, we have not received concrete, high-priority research resumption requests from these units within scope of RR Phase 1. In preparation of future RR planning, our building/facilities people are assembling space/building data and investigating policies and procedures.

Appendix 1b contains preliminary numbers of tenure-stream faculty occupants in these 2 buildings.

7. Research Resumption Protocols for Kinesiology (Phase 1) and other Units (Subsequently)

For Kinesiology research resumption (in the first instance), the following protocols and procedures will be followed by PIs and other relevant personnel: (see **Appendix 2** for specific Building Safety Plans, including floor plans).

1. **Description of research space(s)**, including:
 - Floorplan of wet or dry lab, including number of work spaces, locations of equipment used by multiple people, and traffic patterns.
 - The number and location of workspaces that can be used at one time, while maintaining 2 m distancing.
2. **List of all people** in the research team by priority level, with a brief description of the research activities of each.
3. **Schedules of lab use** for Phase 1 resumption, with a description of how the schedules were developed equitably, and any special considerations for some individuals.
4. **Cleaning/sterilizing protocols** for work spaces, common equipment, and other safety considerations.
5. **PPE** used in specific laboratories is detailed in Building Safety Plans **Appendix 2**), in relation to pre-Covid-19 use of PPE for common procedures (e.g., esophageal balloon, blood draw). Supplies are already in hand, additional reserve supplies have been ordered, and guidelines for use of PPE are part of Building Safety Plans in accordance with UBC Risk Management guidelines https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf.

PIs will ensure that all members of their research group are trained in and comply with relevant COVID-19 safety protocols based on WorkSafeBC <https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace> guidelines, the Provincial Health Officer, and the University <https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/>. PIs will also support the mental health and wellbeing of individuals in their research group, and direct members to available resources where needed, including <https://covid19.ubc.ca/resources>.

PIs will ensure that all research team members take the mandatory online training [<https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>] developed by Safety and Risk Services, and notify the PI and Departmental/School Admin Manager of training completion via email, prior to returning to campus. PIs will sign the VPRI Access Agreement and distribute it and their research group plan to all members of their

research team. They will investigate complaints of non-compliance with safety protocols, schedules, or approved access.

Research activity involving human participants is a critical part of the scholarly activities performed by certain faculty, postdoctoral researchers, and students within the Faculty of Education. Approval for the resumption/conduct of specific research projects involving human volunteers will be determined by, and follow the guidance of, the University VPRI and the appropriate Research Ethics Boards (BREB, CREB). PIs may submit 'standard operating procedures' (SOPs), adapted for the current COVID-context, or addendums to existing protocols in order to ensure ethical and safe research practices are followed.

PIs in Kinesiology are also encouraged to follow the guidelines for Physiology research described in an online presentation and forum presented on May 27, 2020 by the Physiological Society (UK) on "*Resuming laboratory testing with human participants*" <https://www.physoc.org/covid19/returning-to-the-lab/>. PIs will need to explain in any and all research resumption proposals/plans how the conduct of specific research projects aligns with Faculty/University protocols in order to be approved.

At present, Kinesiology faculty have assigned research space in the following locations. The five in bold font below are within the scope of Phase 1 research (see also **Table 2** above).

1. **War Memorial Gym** – research labs and offices, building is shared with Athletics & Recreation. PIs – Hodges, Beauchamp, Crocker, and Canadian Sport Institute (CSI) staff - Stacey Hutton, Matt Jensen.
2. **Osborne** – research labs, community outreach programs, and offices. PIs – Carpenter, Chua, Inglis.
3. **Gunn** – research labs, offices, building is shared with the Faculty of Medicine. PIs – Koehle, Sheel, Mitchell, Boushel.
4. **Lower Mall Research Station** – research labs and offices, building has multiple occupants. PIs – Blouin, Bredin, Boushel, Faulkner, Mitchell, Norman, Warburton.
5. **Med Block C** – research labs and offices, building has multiple occupants. PIs – Koehle, Puterman, Sheel and CSI staff - Matt Jensen.
6. Auditorium Annex – research labs and offices. PIs – Bundon, Norman, Wilson.
7. Ponderosa F – research labs and offices, building has multiple occupants. PI – Vertinsky.
8. Blusson Spinal Cord Centre/ICORD – research labs and offices, building is shared with Faculty of Medicine. PIs – Kramer and Lam.

For Phase 1 of Research Resumption, as shown in **Table 2**, the research activities will occur in **five (5) buildings** within the Faculty of Education: War Memorial Gym, Osborne, Chan Gunn, Lower Mall Research Station (LMRS) and Med Block C. Note that the Chan Gunn, Lower Mall Research Station and War Memorial Gym buildings are shared with other Units and they are currently open, with LMRS safety plans already approved by the Faculty of Science.

Appendix 2 includes building floor plans for **Gunn** and **Lower Mall Research Station** and signage that will be installed in spaces that fall within the current Resumption of Research Plan to guide movement within the building. This plan will, in due course, include appendices of floorplans for all 5 Department/School spaces indicating rooms that will be in use in Phase 1 if/when plans for individual research teams have been received from PIs and approved by the Heads/Director of the Departments/School.

- **Narrow hallways bridges** across atria will be designated and signed one way.
- **Large hallways** will allow two-way traffic, but signs will remind occupants to maintain required physical distance when traveling in either direction.
- **Stairwells** are narrow and will be signed as one-way up or down to maintain exits in the event of emergency.
- **Elevators** will be used only when necessary, and by one occupant at a time. If possible, buttons will not be pushed with bare fingers. Elevator buttons will be cleaned daily.
- **Washrooms** will be limited to one occupant per washroom at a time to maintain physical distancing. Marks in the hallway outside washrooms will indicate 2 m spacing for those waiting. Large washrooms will allow two occupants at one time. Signs will remind people to wash hands for 20 seconds with soap and warm water.
- **Hand sanitizer stations** will be located at all entrances for mandatory use on entering the buildings/labs.
- All faculty, staff, graduate students and postdoctoral fellows will be required to take **online course modules from Safety and Risk Services** dedicated to safety protocols for research resumption. Faculty members will sign an access agreement (**Appendix 3**) for their research facilities promising adherence to these safety procedures.

Responsibilities within Departments / School

Faculty / Principal Investigators are responsible to:

- Ensure all personnel under their supervision have read and understood all policies pertaining to their research site and adhere to all the Federal/Provincial regulations and UBC policies.
- Provide PPE to all lab personnel when necessary due to activities that cannot follow strict physical distancing (2 meters apart) protocols. The Departments/School will supply PPE to all individuals in Phase 1 research resumption.
- Schedule on-campus work for all personnel under their supervision and ensure they are compliant with UBC policies.

- Keep a log of all personnel under their supervision upon entering and leaving buildings on campus.
- Post the VPRI access agreement stating the maximum occupancy on all lab entrances.
- Employ procedures including regular wiping of surfaces and shared equipment and the appropriate use of PPE for the safety of lab personnel.
- As personal desktops and personal items will not be cleaned by custodial staff, PI's will ensure that those items are cleaned regularly. Keyboard covers that allow spray-down are highly recommended to facilitate sanitization.
- PIs will be responsible for ensuring that individual workspaces are cleaned. Researchers will need to clean and disinfect all commonly touched areas and shared equipment before and after use. Workspaces in research areas will have surfaces cleaned and disinfected at the start and end of each shift (designated by the PI), or when visibly soiled, by the individual using the workspace.

All on-campus faculty, staff, and trainees are to:

- Read, understand and signoff that they consent to following all the Federal/Provincial regulations and UBC policies pertaining to performing research during COVID-19.
- Report concerns regarding COVID-19 to faculty supervisors, as appropriate in the context of UBC and BC privacy regulations.

Procedures for Research Personnel

Before traveling to campus

1. All work that can be done remotely must be done remotely. For example, data processing, writing manuscripts, creating presentations, conducting participant interviews, studying, doing online library research, computations, etc., should be done remotely. If a suitable remote work environment is unavailable, you can request from your supervisor to work on campus (although a compelling rationale must be provided).
2. Before coming to work, all research personnel and trainees 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** and should contact a healthcare provider. The BC Health Self-Assessment tool can be used to determine if you require further testing or medical care: <https://bc.thrive.health/>.
3. Individuals displaying symptoms of COVID-19 (described above) must call 811 or their physician and follow their advice for testing. If diagnosed with COVID-19, they need to remain at home and isolated for at least 14 days. Personnel who

have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate.

Note: Supervisors cannot require trainees to work under conditions in which they feel unsafe. If you feel unsafe, contact the graduate advisor or Head and do not report to work.

Guidelines for Proceeding to Work On-campus

Minimize time at UBC and work from home whenever possible. Time spent in a campus building must be kept to the minimum required to achieve research goals. Meetings of four or more people will continue to be held remotely. In **Phase 1**, ~1/3 of the normal occupancy of buildings will be allowed.

1. Screening workers for symptoms

Until UBC or the Province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. Before opening, we will permanently post “entry check” signage. The signage to be used is [Worksafe: Entry Check for Workers](#) and [Worksafe: Entry Check for Visitors](#). Screening procedures for specific laboratories are detailed in Building Safety Plans (see **Appendix 2**).

2. Tracking and communicating with workers with symptoms

The Personnel Absence Tracker (PAT) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorksafeBC). Supervisors/Managers/HR will communicate with such staff/faculty/paid-students and maintain a record in PAT. For reasons of privacy, workers do not need to divulge the nature of any illness they may be suffering from in this system or in other health-related communications.

Strategies for communicating with staff with symptoms include (as per WorkSafeBC):

- Minimizing the number of non-essential staff that need to come into work.
- Keeping staff informed and engaged with what the Faculty is doing regarding precautions measures.
- Communicating essential health and safety information to staff via email before returning to the workplace.
- Reminding staff that all health and safety measures in place prior to the pandemic are still in place.
- Holding a health and safety meeting to review workplace practices relating to COVID-19 upon first return.

- Conducting daily check-in meetings with staff to provide them with new information and review any concerns.
- Establishing a central location where new information relating to COVID-19, is posted in the workplace.
- Communicating instructions via email, digital signage as well as posters in the workplace, to ensure that staff know how to report/raise safety concerns to supervisors/managers/HR or the LST/JOHSC.

3. Scheduling and logs

- The number of personnel from a research group present concurrently will be determined by the Head/Director subject to building policy.
- Priority for lab access will be determined by the PI.
- The PI or a delegate will schedule access of lab personnel to buildings. The schedule is to be made available to the Head/Director on request. The schedule must abide by building hours and UBC policy.
- Group personnel will log entering and leaving. Logs will be maintained online through phone apps or email.

4. Physical distancing

- Strict physical distancing of 2 meters (6 feet) must be maintained at all times.
- Follow directions in buildings for elevators, stairwells, etc.
- Do not congregate in common areas. No gatherings are permitted.

5. Use of PPE

- Some laboratories (Gunn, Med Block C) regularly use and are familiar with PPE (gloves) for common procedures (blood draw) and use will be continued during Phase 1 research.
- Masks (mouth-nose protection) usage will be according to BC Health guidelines.
- Mask usage is encouraged in common areas and is required when physical distancing cannot be maintained.
- Bringing and using your own cloth masks is allowed and explicitly encouraged.
- Additional use of PPE may be required by building or institute rules and use should follow Safety and Risk Services Guidelines (see specific Building Safety Plans, **Appendix 2**).

6. Wash hands or use hand sanitizer when entering or leaving any space such as

- Entering or leaving a building
- Common labs and other spaces

7. Lab and office cleaning

- Disinfectant should be used to wipe down any frequently touched surfaces pre- and post-use.
- PIs will establish lab-specific cleaning procedures.

While Working on Campus

Janitorial service

- **Cleaning standards:** Building Operations is committed to continuing to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.
- **Waste:** Waste will be picked up daily.
- **Rotations:** Custodial Services cleaning will take place during weekdays. Schedules and locations of where graduate students, post doc fellows and researchers during the research resumption phase will be provided to the Custodial Team to ensure spaces are cleaned and maintained. This information will be compiled for Phase 1 of resumption by June 25, 2020.
- **Cleaning areas:** Cleaning is focused on public areas. High touch points areas in main corridors, washrooms, elevators and stairwells will be cleaned at least once per day.
- **Offices:** Personal offices will be cleaned at night to maintain physical distancing and will be cleaned at a cadence of once every two weeks.
- **Workstations:** Personal desktops and personal items will not be cleaned by Custodial Services. Keyboard covers that allow spray-down are highly recommended to facilitate sanitization.
- **Cleaning workspaces:** Researchers will need to clean and disinfect all commonly touched areas and shared equipment before and after use. Workspaces in research areas will have surfaces cleaned and disinfected at the start and end of each shift, or when visibly soiled, by the individual using the workspace.
- **Disinfectants:** For research-based applications, the Public Health Agency of Canada's biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>.

Safety protocols

Safety protocols will follow the guidance provided by UBC's Safety and Risk Services (<https://srs.ubc.ca/covid-19/health-safety-covid-19/>), which is coordinated with current guidance from WorkSafe BC, the BC Ministry of Health, Vancouver Coastal Health, and other sources.

- Reduced occupancy allowing adequate (2m) physical distancing of individuals in shared spaces, physical barriers protecting front-line workers (e.g., receptionists), regular and self- monitoring of symptoms, and frequent cleaning of frequently touched surfaces will be the primary approaches used to reduce the risk of transmission of the virus causing COVID19 within KIN spaces.
- PPE will be used where needed for laboratory procedures and where advised by UBC's Safety and Risk Services: <https://srs.ubc.ca/covid-19/health-safety-covid-19/working-%20safely/personal-protective-equipment/>
- The needs for critical supplies across all Faculty research groups are being compiled from these plans and will be communicated to Supply Management.
- Individuals must monitor their own health, and not come to campus if they are unwell and have any COVID-19 symptoms. They should use the [BC Self-Assessment Tool](#) to evaluate whether they need further assessment or COVID-19 testing.
- UBC employees are permitted to use non-medical masks while at work, and are welcome do so, but should understand the risks and limitations associated with them. <https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/>
- Masks do not substitute for adequate physical distancing.
- The Faculty has reviewed SRS' COVID-19 guidance on UBC vehicle use. The Faculty will adhere to only one individual per vehicle in accordance with this guidance unless a minimum of 2 m space between all passengers is available throughout the duration of the trip.
- **Floor Wardens:** Interim or alternate Fire Wardens can be assigned wherever possible and if feasible. It is the Faculty's understanding, based on previous consultation with SRS regarding the need for floor wardens, that floor wardens are redundant when fire alarms are activated. This means that, in areas or instances where floor warden coverage is not feasible or wardens are unavailable, we may rely on the fire alarm ringing as commonly understood to signal to building occupants to evacuate the building. Building Emergency Directors can relay this information to the Fire Chief, in the event that no floor warden sweep could be done.

Common spaces (meeting rooms, elevators, lunchrooms, bathrooms, etc.):

- Use of hand sanitizer stations in entrances is required on arriving to the buildings/labs.
- Mailrooms will have signage indicating access by one person at a time, including instructions for cleaning and disinfection of commonly touched areas before and after use. Workspaces in research areas will have surfaces cleaned and disinfected at the start and end of each shift, or when visibly soiled, by the individual using the workspace. Fridges, microwaves and sinks in mailrooms may not be used for food storage, preparation, or cleanup to avoid viral transmission through surfaces. Food can be brought from home or take-out.
- All meetings will be held online. Small meeting rooms can be used as dedicated offices for one person, but there will be no 'hot desking', or common touch-down desks (i.e., multiple users working at a single desk on any given day). All surfaces and equipment will be sanitized before and after each use by the person using the facility.
- Occupants using tables and chairs in the common areas must strictly adhere to social distancing requirements and stay more than 2 m from one another. To reduce the risk of contamination, users of common (shared) tables available should wash their hands before and after use of these items.
- UBC Building Operations is providing standard signages for use across campus. This includes wall-mounted signs, floor decals and marking tape – these will be installed by building managers or their designates.
- Exterior doors will remain locked and entrance will require pass cards to limit occupancy.

All research spaces (dry and wet labs):

- Safety plans have been developed by each research lab in the Departments/School allocated to distinct research labs engaged in **Phase 1** resumption of research. These Building Safety Plans (**Appendix 2**) specify the number of people that can be in the lab at one time, the schedule for lab use, and the safety procedures for the lab. These plans have been reviewed and approved by the ADR. They also ensure communication with and adherence to policy by all that they supervise. Plans and schedules for individuals using the lab will be posted on the outside of lab doors.
- Research spaces or equipment used by multiple faculty members will need to have a joint safety plan developed by PIs (e.g., Gunn physiology lab, Neuromechanical labs in Osborne). The plan will need to consider scheduling use of shared equipment to reduce the number of people using these facilities at any one time, minimize physical proximity, and maintain sterilized surfaces. It

should specify who is responsible for cleaning what equipment or spaces.

- Equipment used by each lab in specified buildings (e.g., metabolic carts, ergometers, balance platforms, mechatronic devices) will be disinfected daily.
- Occupancy must be restricted so that all individuals within labs or offices can work at least 2 m apart. The number of people that can work in a lab simultaneously will therefore depend on the individual lab configuration.

Offices in the Research Labs

- Office use will be limited to individuals working in labs intermittently due to the nature of the research activity, and to those with inadequate working conditions at home.
- Individuals working at the same time in an office must be at least 2 m apart, and there must be room to move in and out of desks while maintaining the 2 m spacing.
- Individuals working on different days should use different desks to reduce contamination (i.e., no hot-desking).
- PIs will schedule use of graduate student and postdoctoral fellow offices to allow physical distancing and reduce occupancy.

Scheduling and Calendaring

- Students and staff using lab or office space with multiple users will need to use these spaces on scheduled days to meet physical spacing requirements.
- PIs members will develop and post schedules for use of lab space in Phase 1 (and Phase 2 once determined).
- PIs will develop and post schedules for Phase 1 for use of shared office space for graduate students and postdoctoral fellows.
- Shifts within a single day will be avoided due to the need for additional cleaning and sanitizing, and to limit the number of people using the building per day. If different people work on different days, they should use different desks or bench spaces (i.e., people working on alternate days use alternate seats). Multi-day use may reduce viral transmission risks (e.g., alternating weeks rather than days), but schedules will depend on the type of research being done.
- A sign in/sign out sheet will be posted on the door of each room (with individuals using their own pens), or an electronic sign in/sign out process will be developed, for example using AppArmor, for which UBC has a license.
- Research activities will be completed between 7 am and 6 pm Monday to Friday. No research will be conducted on weekends.

8. Reporting non-compliance

Compliance with the Research Resumption Plan is critical to ensure the health and safety of our faculty, staff, and students, and to be able to continue to restart our research activities. The collaboration and cooperation of all involved is paramount, as we continue to move forward. It is imperative that everyone in each lab understand, and adhere to, the guiding principles of the University and the Faculty. We must be constantly mindful of our own, and our colleagues' work environment, be respectful of everyone's personal space, and be diligent about our hygiene, cleaning and disinfection practices. In general, adherence to the guiding principles will be self-governed, and it will be the primary responsibility of each PI to ensure that all lab personnel know the principles, but it will be the responsibility of each individual to ensure they are adhered to. It is everyone's responsibility to look out for each other, and to stay safe.

- PIs will complete lab-specific research plans (see **Appendix 1**) and Access Agreements (see **Appendix 3**) committing to following safety procedures in this Faculty-level plan and in the plans they develop for their research teams. They will post the Access Agreement and schedule on the door of each research room that will be in use.
- The PIs will distribute the Faculty's Research Resumption Plan, their research group safety plan, and Access Agreement to all members of their research team, and meet online with their teams to review the safety protocols in those plans.
- According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level. The Faculty of Education will continue to follow the University's accountability structure as laid out in the University safety policy and described in earlier sections of this Plan.
- Complaints of non-compliance of research staff, graduate students and postdocs with posted safety plans should be reported to the PI of their research group. If graduate students or postdoctoral fellows are not comfortable reporting complaints to PIs, they can report them to the Head/Director of the Department/School or to the ADR.
- Non-compliance of faculty members should be reported to the Head/Director of the Department/School.
- All reporting of non-compliance is expected. Any non-compliance that is observed by anyone in any area in the workplace can be reported directly to the ADR.
- Depending on the level of non-compliance, different courses of action may be taken, which may include:
 - Suspension of access to on-campus facilities;
 - Curtailment of the type or location of activity that can be undertaken on campus;
 - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Appendix 1: PI Request to Start Research

Template for COVID-19 Workspace Safety Plan

Use of this template: All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact Safety & Risk Services for approval.

This workspace safety plan will provide assistance for supervisors who wish to continue or resume operational activities in their workspace. This plan will include a review of operational activities to ensure effective controls are in place to prevent the infection from COVID-19. Management and supervisory staff are responsible for updating this document when government mandated requirements are changed. <https://covid19.ubc.ca/>

Name of Building (if applicable) _____
Address of Building (if applicable) _____
Work Space Location (Room and/or description of space) _____

1. Introduction

In 1-2 sentences, describe the activities and purpose of work space.

2. Reference Documents

The following guidance documents and resources on [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan:

Research activity involving human participants is a critical part of the scholarly activities performed by certain Faculty members in the Faculty of Education. Approval for the resumption/conduct of specific research projects involving human volunteers will be determined by, and follow the guidance of, the University VPRI and the appropriate Research Ethics Boards (BREB, CREB). PIs are also encouraged to follow the guidelines for Physiology research described in an online presentation and forum presented on May 27, 2020 by the Physiological Society (UK) on “Resuming laboratory testing with human participants” <https://www.physoc.org/covid19/returning-to-the-lab/>. The information provided, which forms the basis for this plan, was completed with consultation from an assemblage of international experts across a range of disciplines including internal medicine, intensive care, cardiology, pulmonology, infection control, epidemiology and exercise testing.

Briefly explain how the conduct of specific research projects aligns with Faculty/University protocols.

Append relevant guidance documents or resources used for your work space plan.

3. General Procedure

The following general procedures are applied for this work space:

List all the methods that will be used that are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19. Consider the following:

- *Work place traffic flow considering social distancing requirements (e.g. maps, signage, use of Pylons, tape on ground, office arrangement)*
- *Meeting rooms and internal common spaces (kitchens, printer rooms, waiting rooms etc.) must determine maximum number of people allowed in space*
- *Internal handwashing stations, specify locations and maintenance plan (Soap, paper towels, signage, etc.)*
- *Sanitizing (product used, frequency of use, area where it will be used, reliance on custodial group)*
- *Where appropriate, Personal Protective Equipment (PPE) used*
- *Use of Common areas (kitchen, foyer, bathroom, printer room, hallways etc.) as outlined in specific building plan*
- *Occupancy in open concept workspaces, outdoor activities, etc.*
- *Identify high-contact points that need to be sanitized (doorknobs, fridge handles, switches, communal keyboards, etc.) and all multi-user instruments and equipment in your lab(s), their location, sanitization protocols:*

4. Workspace Activities

The following safety work space safety plans must be followed:

Provide appropriate controls to meet COVID-19 requirements within your lab space. Describe how you will ensure physical distancing in your lab. Consider the following when reviewing all operational activities and procedures:

Direction of Travel

- *Use decals: In office spaces where one direction of travel can be assigned to hallways, assign a clockwise direction of travel using tape on floors for people to move around the office safely, otherwise practice walking on the right and yielding to oncoming traffic.*

Offices

- *Assume maximum of 25% of workers at any one time, based on dedicated workstations that are 2m apart throughout the space. Avoid workstation reassignment.*
- *For open workspaces, maintain 2m distancing and consider movement around the workspace.*
- *Single offices will count toward the 25%.*
- *Shared offices – assume 1 person per work interval unless the shared office is large enough to apply the 2m spacing.*

Kitchen

- *Use decals to enforce a minimum spacing of 2 meters, this may mean that only 1 person can access the kitchen at a time.*
- *Wash hands before and after using any equipment. Bring your own cup and containers from home.*
- *No sharing of kitchen dishware/utensils unless an adequate means of sanitization (eg dishwasher) is available.*

Meeting Rooms

- *Avoid meeting room use where possible; encourage meetings outside where 6-foot distancing can easily be applied.*
- *Every attempt should be made to continue use of video-conferencing tools*

- See SRS guidelines on essential in person meetings/training
Work Vehicle
- 1 Person per vehicle, unless the vehicle is large enough to maintain 2m between occupants.
- See SRS guidelines on Use of vehicles.

Is your lab space shared? If yes, indicate how you will coordinate with adjacent labs or personnel.

How will you schedule occupancy of your lab space? *Online sign up, weekly discussion in lab meeting to prepare a schedule together, other? Provide relevant information in an appendix. Ensure that people on the same shift are not in conflict for the same resources in their own lab. Include an example plan with the application. Schedules should be posted on the lab door weekly. **Note:** at any one time, UBC is aiming for **ca. 1/3 occupancy** during Phase 1*

Outline plans to address working alone regulations

Is equipment in your lab space used by personnel from other labs?

If yes, explain how you will arrange for other users to access this equipment while maintaining physical distancing. How will this equipment be sanitized between users? N/A

Will you need to access equipment located in other research labs, or your lab equipment housed in shared equipment rooms in your building?

If yes, list the equipment or room numbers and how will this be arranged? How will this equipment be sanitized between users?

Will you need to access equipment or services in other buildings?

If yes, List.

It is mandatory for Phase 1 that all research personnel have appropriate certified training. Are all personnel from your group accessing the lab certified?

Identify each of the personnel below who will require access to on-campus space:

Explain how you will prioritize research personnel in your group to access lab space. In the event that we have to significantly reduce the number of people permitted in labs, how will you decide who has access to the lab?

5. Personal Protective Equipment (PPE)

After applying the Hierarchy of Controls to meet COVID-19 requirements, the following activities will require personal protective equipment:

For each activity, specify the type of PPE and PPE use rationale. Note: All respirators and masks listed will require further review before approval.

6. Communications Plan

Provide a written plan to inform, implement and communicate to all faculty and/or staff involved in activity.

7. Monitoring

Identify the person(s) responsible for implementing and maintaining adherence with the plan.

8. Emergency Procedures

Building Emergency Response Plan (BERP)

Provide location (website, internal drive location, poster boards etc.) and purpose of the document

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

Date _____
Name (Manager or Supervisor) _____
Title _____

Faculty and Staff Occupying Work Space

Name	Email	Confirmation of understanding
		<input type="checkbox"/>

Appendix

Please attach any maps, pictures, applicable UBC Guidance documents and other regulatory requirements referred to in document

Appendix 1b: Number of Tenure-Stream Occupants in Scarfe & Ponderosa Commons (4 departments and other programs); for consideration in Research Resumption Phase 2 or later

	Department / Unit	Scarfe	Ponderosa Commons (PCOH)
Lecturer	EDCP	7	
	EDST		4
	ECE	1	
	ECPS	2	
	NITEP		
	LLED		2
	MET	2	
	KIN		
	TEO	7	
Tenure stream	EDCP	34	
	EDST	7	24
	ECPS	42	
	LLED	1	34
	KIN		
Staff	EDCP	8	
	EDST	1	4
	DNSO	18	
	ECPS	16	
	EDUF	4	
	NITEP		
	LLED		5
	INED	1	
	ORE	2	
	SAI	2	
	PDCE	23	
	KIN		
	TEO	13	
		191	73

Appendix 2: Building Safety Plan and Floorplans Indicating Signage and Directional Flow

Faculty of Education buildings safety plan

- **Building entrances** will remain locked 24/7 (although it should be noted that the Chan Gunn Building is open as it maintains a clinical practice, whereby patients enter the main door. The same is the case with War Memorial Gym with the Allan McGavin Physiotherapy clinic in the basement of that building). Users with programmed card access can enter the building via entrances that are equipped with card scanners. No individuals who do not have access cards should be let into buildings.
- **Elevators** are restricted to single occupancy. Corresponding signage has been posted at elevator doors on all levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.
- **Stairwells and Hallways:** Smaller stairwells have been assigned “Down Only” (flow direction) designations, while larger stairwells are two-way. Corresponding signage will be posted.
- **Stairwell direction** information is presented on each floor’s individual COVID Safety Floor Plan.
- **Directional flow** information for main hallways and larger spaces such as foyer is indicated on the Floor Plan. Corresponding signage will be posted to provide visual cues as people move through the building.
- **Drinking fountains** are out of service. All water drinking fountains will be taped off as they are not to be used at this time
- **Building water systems:** The campus water distribution system is being regularly maintained as per regulation. Operations crews have flushed the building water systems in preparation for re-opening. Given relatively low building use, it is recommended that kitchen tap water be run before use. If individuals observe brown or discoloured water coming from a tap, they should contact the Building Operations Service Centre.
- **HVAC systems:** When possible, building heating, cooling and ventilation systems have been set to standard operating parameters for safe research activity.

COVID-19 Building Safety Plan- UBC Chan Gunn Research Laboratory

2553 Wesbrook Mall, Vancouver, BC V6T 1Z3
Kinesiology: GUNN 2nd floor

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Appendix IV: Working hours

Appendix V: Specific testing protocols

Appendix VI: Cleaning Checklists

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/>.

Name of Building (if applicable)

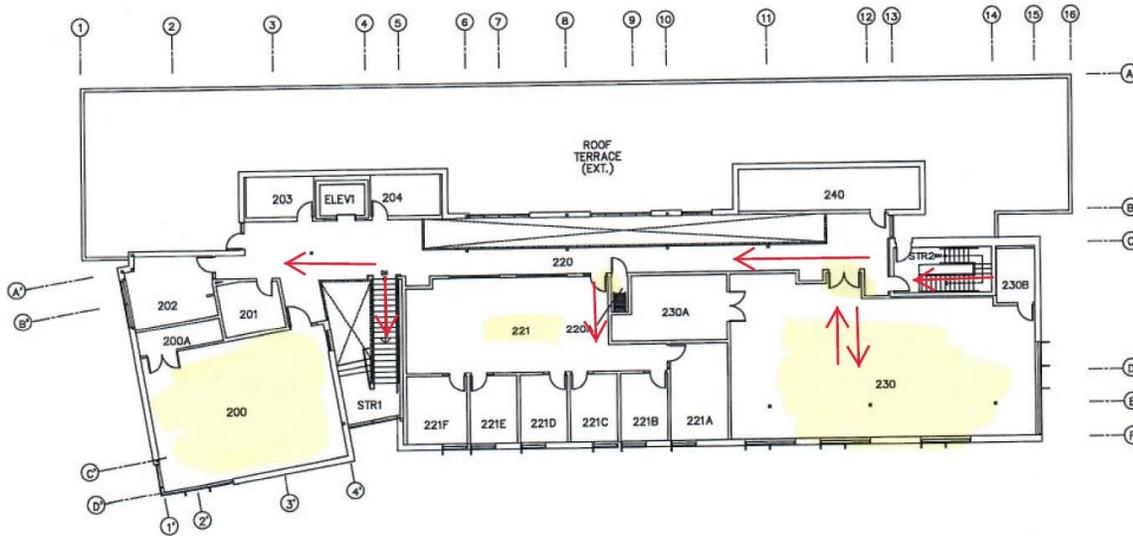
Address of Building (if applicable)

Work Space Location (Room and/or description of space)

Chan Gunn Pavillion

2553 Wesbrook Mall, Vancouver, BC

Rm. 221, 221A-F, 230, 230B & 200



Introduction

Users of the Chan Gunn Pavilion include Sports Medicine Physicians and Physiotherapists (first floor) and faculty members and graduate students from the School of Kinesiology (second floor). Approval has been granted (May 19th, 2020) for the resumption of clinical activities and the building is now open. Appropriate infection prevention and control protocols and occupational health and safety practices to prevent the spread of COVID-19 are in place for the building.

This COVID-19 Building Safety Plan will provide assistance for supervisors and students who wish to continue or resume research. This plan will include a review of Chan Gunn second floor operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19. This document will be updated per government and/or University mandated requirements are changed. <https://covid19.ubc.ca/>

Reference Documents:

The following guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan:

- All research activities in the building will adhere to the previously approved procedures for the Chan Gunn Pavilion.
- The safety plan has been created with specific reference to exercise-testing specific considerations. On May 27, 2020 the Physiological Society (UK) held an online presentation and forum titled “Resuming laboratory testing with human participants.” <https://www.physoc.org/covid19/returning-to-the-lab/>. The information provided, which forms the basis for this plan, was completed with consultation from an assemblage of international experts across a range of disciplines including internal

medicine, intensive care, cardiology, pulmonology, infection control, epidemiology and exercise testing.

- Michael Tipton, PhD, Professor of Human and Applied Physiology, University of Portsmouth, Editor-in-Chief of Experimental Physiology
- Carolyn Greig, PhD, Professor of Musculoskeletal Ageing and Health, University of Birmingham.
- Benjamin Levine, MD, Professor of Internal Medicine/Cardiology and Distinguished Professor of Exercise Sciences at the University of Texas Southwestern Medical Center
- Prof Igor Mekjavic, PhD, Professor of Environmental Physiology at Jozef Stefan Institute, Slovenia.
- Hugh Montgomery, MD, Professor of Intensive Care Medicine and Director of the University College London Institute for Human Health and Performance
- Dr Paddy Morgan, MD, Trauma Team Leader, North Bristol, NHS.
- Dan Roiz-de-Sa, MD, Chief Medical Officer Environmental Medicine & Science at Institute of Naval Medicine (UK)
- Dr Matt Wilkes, MD
- Jennie Wilson, PhD, Professor of Healthcare Epidemiology, University of West London

General Procedure:

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19.

Before coming to the building:

1. All work that can be done remotely must be done remotely. For example, data processing, writing manuscripts, creating presentations, studying, online library research, computations, should be done from home.
2. Investigators or research participants experiencing any COVID related symptoms, are sick, are placed on self-isolation, or have travelled out of the country within the last 14 days. **We will pre-screen all research participants in a wash-in period for 7 days and 2 hours prior to each study visit (see Appendix I).** If participants have any symptoms or have possibly been exposed to COVID-19, they will need to self-isolate for 14 days and be asymptomatic before coming to the lab.
3. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate and follow BCCDC recommendations (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>).

Utilizing the building:

Work will be prioritized for graduate students who are within one year of finishing their degree. These individuals will be given priority for accessing the equipment to advance their work. For others, priority will be given to individuals whose work requires access to the infrastructure and cannot be performed remotely.

We will ensure the following important safety measures are in place:

1. Maintenance of safe physical distances from participants and other researchers when possible by:
 - Limiting the number of researchers in the lab (Rm. 230- 1735 sq.ft.) at any one time to 5 people (**Appendix II**).
 - This is less than 25 % occupancy. Investigators and co-investigators will only be present in the lab during pre-scheduled work periods. Scheduled periods will adhere to lab operating hours (**Appendix III**).
 - Implementing protocols to keep researchers at least two metres from other researchers and participants where possible.
 - Staggering data collection with ample time to complete all cleaning procedures.
 - Requesting research participants to arrive no more than 5 minutes before the time of the study and wait outside the building until a researcher calls or texts them when ready for them.
2. Ensuring hand and respiratory hygiene:
 - All researchers and participants will use the hand sanitizer dispensing stations upon entering and exiting the lab.
 - Prior to handling materials participants will contact (i.e. mouth pieces, electrodes, nose clips, etc), hands will be washed and gloved. Prior to handing used materials by participants, hands will be gloved and then washed.
 - Disposable materials (i.e. gloves, masks, esophageal catheters, etc.) will be limited to single use.
 - Custodial Services will refill hand sanitizer dispensers regularly. If you notice a dispenser is empty, you can note the time and location and place a trouble call via 604.822.2173, Email servicecentre.buildingops@ubc.ca or submit a service request: buildingoperations.ubc.ca/fixmyspace
3. Implementing enhanced cleaning protocols:
 - Before and after each subject visits the lab, wipe down all surfaces. This includes bikes, treadmills, data acquisition equipment.
 - Re-clean equipment after calibration prior to subject use.
 - Wash hands and wear facemask prior to cleaning and disinfecting any surface.

*Please see **Appendix 2** for detailed flow of subject and investigator entry to the lab space.

Workspace Activities:

Building

- There will be only a single point to enter and exit the lab (main door for room 230).
- There will be floor arrows guiding participants to our lab on the second floor.
- We will ask research participants to arrive in appropriate exercise attire to limit use and traffic of building quarters.
- We will request research participants arrive no more than 5 minutes before the time of the study and wait outside the building until a researcher calls or texts them when ready for them.

Lab Space (Rm. 230 & 230B)

- During all studies, the windows of the lab will be opened. Tubing carrying expired air from the exercising subject will be vented out the window.
- Investigators and co-investigators will only be present in the lab during pre-scheduled work periods.

Offices Spaces

- Office space (Rm 221), will only have 2 of the 8 desks occupied (25% occupancy, see **Appendix II**). Graduate students will be encouraged to work from home.
- Small offices (Rm. 221A-F) will operate with a single individual.

Kitchen

- Only 1 person can access the kitchen at a time.
- Individuals will wash their hands before and after using any equipment.
- Individuals will bring their own cups and containers from home.
- There will be no sharing of kitchen dishware/utensils.

Elevator

- A maximum of 1 person can occupy the elevator.
- Use of elevators should be prioritized for those with accessibility needs or for transporting materials to prevent bottlenecks in the building.

Washrooms

- 1 person can occupy a washroom at a time. A sign will be posted on the door.
- “Wait here” markers have been placed outside the main washrooms

Seminar/ Meeting Room

- Virtual meetings will be the primary means of group communication and gathering.
- Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements must be strictly observed and windows will be opened.
- The Chan Gunn Seminar Room use must be pre-scheduled with a maximum occupancy of 4 people (**Appendix II**). Meeting attendees will adhere to risk

management guidelines established by UBC:

<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

Personal Protective Equipment (PPE):

After applying the Hierarchy of Controls to meet COVID-19 requirements, the following activities will require personal protective equipment:

#	Type of PPE	Activity and PPE Use Rationale
1	Facemasks	Minimal interaction with low ventilation activity (i.e. Sample counts, blood draws, EMG/imaging marker placement, resting blood pressure measurements). Interactions require investigators and research participants to be within 2 metres.
2	Face Shield with Facemask	Minimal interaction with increased ventilation (i.e. Vascular testing, MSNA, handgrip exercise, echocardiography). Interactions require moderate form of physical effort from participants and investigators must be within two metres.
3	Face Shield, Face Facemask, and Gown/Apron	Droplet producing procedures and activities (i.e. Exercise testing, PFTs, esophageal balloon catheter placement, placement and removal of metabolic facemasks). Interactions require physical effort of participants, or periods in which investigators would be within two metres of participants during droplet producing procedures.

Communications Plan

Faculty, staff and students who occupy the space will be e-mailed safety procedures and guidelines for the lab. Prior to re-entry, faculty supervisors will virtually meet with students and staff outlining the standards and guidelines required for return to work.

Monitoring

According to university directives, monitoring of compliance with COVID safety plans will be at the supervisor level, and their designated on-site personnel. will continue to follow the university's accountability structure as laid out in the university safety policy. Researchers who have concerns about compliance, or have any related questions, can contact Bill Sheel, bill.sheel@ubc.ca.

Maintaining a safe working environment for everyone

A safe work environment is a shared responsibility. The UBC Faculty, building, and department plans and policies do not cover every possible circumstance that may arise. Faculty, staff, and

graduate students are encouraged to discuss (from a safe distance, or online) work place safety and recommend changes to common practice in their workplace and to this document.

Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff. Concerns about non-compliance should be reported to Dr. Bill Sheel.

Repeated non-compliance could result in losing building access.

Emergency Procedures:

In the event of an emergency, standard emergency procedures already in place for Chan Gunn will be followed, while adhering, as best as possible, to social distancing practices.

<https://www.ubc.ca/emergency/>

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

Date June 3rd, 2020
Name (Manager or Supervisor) Dr. Bill Sheel
Title Professor

Faculty and Staff Occupying Work Space

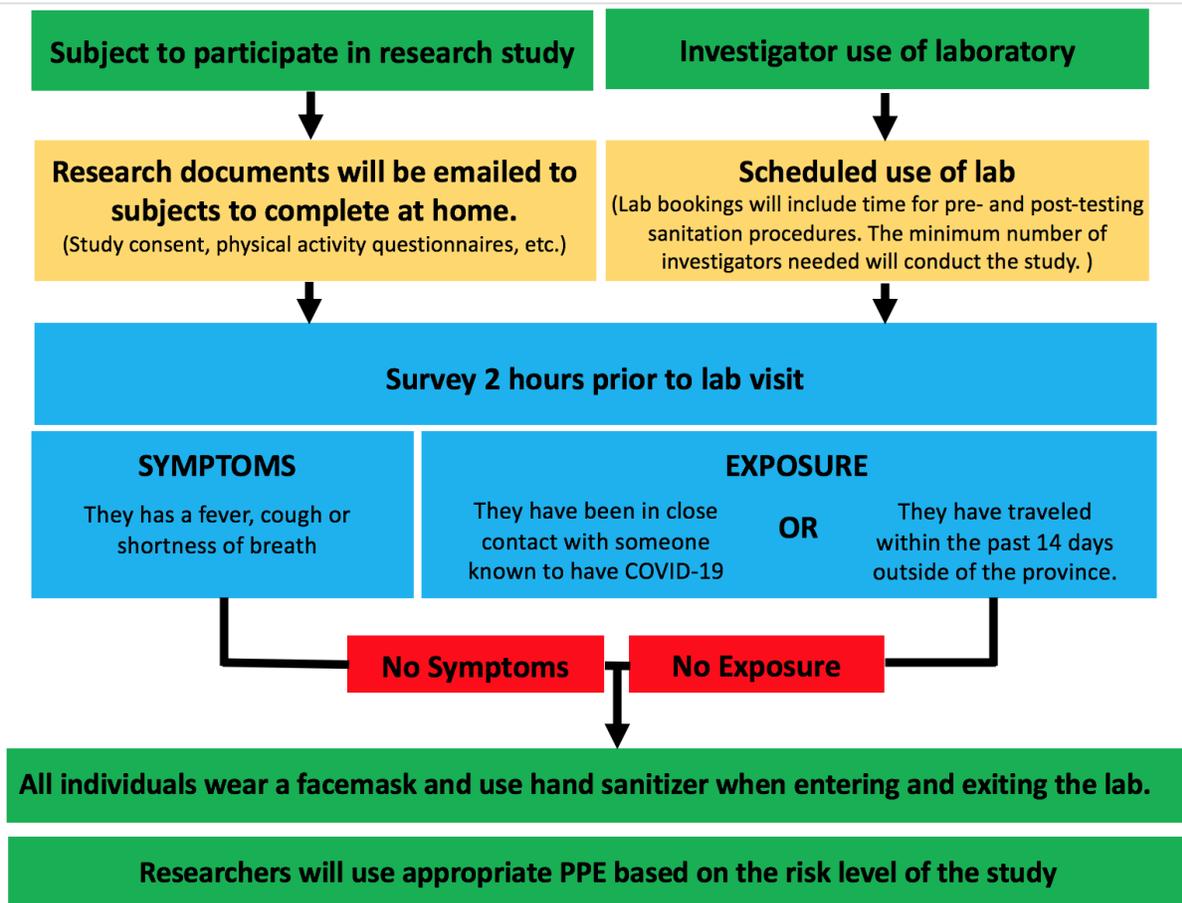
Name	Email
Bill Sheel	Bill.sheel@ubc.ca
Michael Koehle	Michael.koehle@ubc.ca
Cameron Mitchell	Cameron.mitchell@ubc.ca
Robert Boushel	Robert.boushel@ubc.ca

Appendix I - Example Screening Survey

Risk Assessment: Screening Questions

1.	Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?	Yes	No
2.	Have you returned to Canada from outside the country (including USA) in the past 14 days?	Yes	No
In the past 14 days, at work or elsewhere, while not wearing appropriate personal protective equipment:			
3.	Did you have close contact* with a person who has a probable** or confirmed case of COVID-19?	Yes	No
4.	Did you have close contact* with a person who had an acute respiratory illness that started within 14 days of their close contact* to someone with a probable** or confirmed case of COVID-19?	Yes	No
5.	Did you have close contact* with a person who had an acute respiratory illness who returned from travel outside of Canada in the 14 days before they became sick?	Yes	No
6.	Did you have a laboratory exposure to biological material (i.e. primary clinical specimens, virus culture isolates) known to contain COVID-19?	Yes	No

Appendix II - Re-entry plan for investigators and research participants.



Appendix III - Occupancy for individual rooms

FLOOR	LABORATORY/GROUP	ROOMS OCCUPIED	Room Size (sq.ft.)	Number of occupants allowed
2	Kinesiology-Exercise Physiology Lab	230	1735	5
2	Kinesiology-Wet Lab	230B	86	1
2	Office/Exercise testing suite	221A	209	1
2	Office	221	790	2
2	Individual Offices	221B, 221C, 221D, 221E	121	1 per room
2	Conference Meeting Room	200	955	4
2	Kitchen/Lunch room	202	220	1

Appendix IV - WORKING HOURS: Standard operating time for labs will be Mon-Fri 7 AM to 6 PM to allow for custodial staff to clean the building afterwards.

Working outside of normal hours:

It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:

1. *The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.*
2. *Building administrators should notify security ahead of who will be working extended hours (including time, date, location) so that they can be given access if they forget or misplace their access card.*
3. *The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s) and working hours.*
4. *The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.*
5. *PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.*
6. *Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful on custodial staff working in other areas of the building while researchers are in their labs afterhours.*

Appendix V - Specific testing protocols:

Specific PPE and handling of materials strategies are detailed above. The following are additional guidelines regarding specific practices in our laboratory.

Spirometry and Pulmonary Function Tests (PFTs)

- Investigations will stand 6 ft away during any pulmonary function maneuver.
- Handling and disposal of used PFT materials will occur once subject has completed all testing and no further handling of materials is needed.

Metabolic testing

- Participants will perform warm-ups while wearing a metabolic facemask/unidirectional mouth-piece. We will vent the subject's expired air out a window with Bohr tubing.
- Upon completion of exercise testing, investigators are to continue use of high-risk PPE (i.e. face shield) until subject ventilation has normalized to resting levels.
- Used metabolic materials (facemask, tubing, etc.) will be handled upon completion of all testing, and once contact with the subject has terminated.

Appendix VI - Cleaning Checklists:

Surfaces to be wiped with disposable towels, or unused/cleaned cloth towels. A facemask and gloves are required during all cleaning procedures. Surface disinfectant must adhere to Public Health Agency of Canada's biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective. 70% Ethanol is available at LSI Stores; 100% Ethanol is available from Chemistry Stores. Consult SRS's SOP on cleaning procedures for more information.

Body Plethysmograph

- All interior surfaces of the body box are washed.
- Handles and seating of the box.
- Box door is closed when not in use.

Metabolic Carts

- All proximal tidal and pressure tubing are cleaned with alcohol.
- Blood Pressure Cuffs
- Surfaces touched during the testing and calibration are wiped (switched, keyboards, etc.).
 - Gas tanks
 - Pneumotach amplifiers
 - Gas analyzers
 - Flow control
 - PowerLab
 - Pressure gauges and environmental monitor.

- Bike is cleaned including; seat, handle bars, main frame.
- Used gowns/aprons are collected for laundry.

Optoelectronic Plethysmography

- Imaging markers are sprayed with surface cleaner and left to sun exposure (windowsill) for 48 hours.
- Treadmill is cleaned including; control board, handles, and safety boards.

General Cleaning Check-List

- Countertops/Work tops
- Exercise equipment
- Seating
- Wet Lab counterspace
- Keyboards and mice
- Common Calibration tools (i.e. screwdrivers, 3L syringe, calibration syringes)

COVID-19 Building Safety Plan

UBC Lower Mall Research Station

2259 Lower Mall Research Station, Vancouver, BC V6T 1Z4
Kinesiology: LMRS 3rd floor

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1. LOWER MALL RESEARCH STATION

Appendix I: LMRS Personnel Allowances for Phase 1

Appendix II: LMRS COVID Safety Floor Plans

1ST FLOOR

2ND FLOOR

3RD FLOOR

Appendix III: UBC COVID-19 Personal Protective Equipment (PPE) Guidance Documents

Appendix IV: Work alone procedures.....

Appendix V: Sample lunchroom cleaning checklist.....

Introduction

The Lower Mall Research Station (LMRS) is a multi-tenant building home to Building Operations, the Department of Microbiology & Immunology Hancock Labs/Centre for Microbial Diseases and Immunology Research (CMDR), the School of Kinesiology, LMRS Kinesiology in Indigenous Studies, LMRS – KIST (Korea Institute of Science and Engineering) lab, LMRS - UBC Counselling Services, LMRS Aurora, the Faculty of Applied Science student groups (i.e. MELT and others) and the Indian Residential School History and Dialogue Centre.

Following curtailment in March 2020, UBC is implementing a phased resumption of on-campus research from the beginning of June, adopting a gradual approach over the summer months. On-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. As a reminder, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue working remotely, wherever possible. For more information, visit <https://research.ubc.ca/planning-phased-resumption-campus-research-scholarship-and-creative-activities>.

This COVID-19 Building Safety Plan will provide assistance for supervisors and occupants who wish to continue or resume operational activities within the LMRS. This plan will include a review of LMRS operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19. This document will be updated per government and / or University mandated requirements are changed. <https://covid19.ubc.ca/>

In addition to the LMRS Building Safety Plan, all occupant groups are required to have an individual group/lab Return to On Campus Research (ROCR) Safety Plan approved by their individual department/Department Head/Director.

Copies of the plan should be submitted to the LMRS safety committee (via email to Susan Farmer sfarmer@mail.ubc.ca)

General Procedures

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19.

Your self-compliance with the guidelines set out in this document is of the utmost importance. Additionally, each unit is responsible for adhering to policies put in place by their respective Faculties and Departments, and UBC. Failure to adhere to these policies increases the risk of an outbreak in our community, and lack of compliance could ultimately lead to closure of the facility.

We also ask that the community do their best to be flexible as we all adapt to new ways of operating. Whilst we understand that some measures will be inconvenient, the health and safety of our community is priority number one.

Before traveling to campus

1. All work that can be done remotely must be done remotely. For example, data processing, writing manuscripts, creating presentations, studying, online library research, computations, should be done from home. If a suitable remote work environment is unavailable, you can request from your supervisor to work on campus.
2. Before coming to work, all staff, research personnel, teaching personnel and trainees 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 and should contact a health care provider. The BC Health Self-Assessment tool can be used to determine if you require further testing or medical care: <https://bc.thrive.health/>.
3. Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated for at least 14 days. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate.

Note: Supervisors cannot require trainees to work under conditions in which they feel unsafe. If you feel unsafe, contact the graduate advisor or Head and do not report to work.

Should your area periodically need to be serviced by custodial services or similar, we ask you to please move out of the immediate area to ensure that social distancing and the safety needs of these workers can be met.

1. GETTING TO WORK

Private methods of transportation are preferred – free parking permits are available through to the end of August 2020, visit parking.ubc.ca. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

WORKING hours are limited to shifts between 7:00 am – 6:00 pm Monday to Friday.

For exceptions to these hours please see rules/procedure in Appendix I.

2. LMRS WORKPLACE TRAFFIC FLOW

- **Building Entrances** – Building entrances will remain locked 24/7. Do not let others enter behind you.
- **Elevators** – The LMRS elevator has been assigned maximum occupancy rating of 1 occupant, (based on elevator size) and corresponding signage has been posted at elevator doors on all levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or for transporting materials to prevent bottlenecks in the building. Occupants are not to exceed these temporary occupancy ratings. Elevator occupancy information is presented on each floor's individual COVID Safety Floor Plan (see **Appendix II**).

- **Stairwells** – Where practicable, LMRS stairwells have been assigned “Up Only” or “Down Only” (flow direction) designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction. Stairwell direction information is presented on each floor’s individual COVID Safety Floor Plan (see **Appendix II**). In the event of an emergency (i.e. fire), all staircases may be used as “Down” stairwells to exit the building.
- **Traffic flow in high-occupancy areas** – High occupancy spaces, such as the building foyer and atrium now have temporary designated entry and exit points to determine traffic flow. Corresponding entry and exit signage has been posted for these spaces. Occupants are to enter and exit these spaces in accordance with posted signage. Entry and exit flow information for these large spaces is presented on the LMRS (Main Floor) COVID Safety Floor Plan (see **Appendix II**)

3. LMRS SPACE OCCUPANCY RESTRICTIONS

- **LMRS laboratory / research spaces**
Various types of laboratory / research spaces may be assigned maximum occupancy ratings (based on COVID social distancing requirements), and 30% of usual occupancy. Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces. This is generally done at the local level, among the users of those particular spaces. Areas / rooms that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on “Sanitization of surfaces”.
- **Offices and open concept workstations**
As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of LMRS offices and open concept workstations should continue to be kept to an absolute minimum.
- Graduate student/trainee offices should not be used in Phase 1 except where special exemptions are awarded by the head or director of their unit. Please refer to the section on Workspace Specific Operation Activities that is relevant to your area. Smaller LMRS office spaces (100-120 sq.ft.) should not exceed 1 person (at a time). Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on “Sanitization of surfaces”.
- **Meeting rooms**
Meeting rooms are not to be used to hold meetings (such as lab meetings) but will remain available to occupants for eating lunches, etc.

Occupants using meeting rooms for lunch must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

Breaks should be staggered to avoid contact with others, and room occupancy limits will be posted on each door.

Clean all surfaces you have had contact with before you leave. Do not leave garbage for anyone else to clean up. Disinfectant spray and paper towels will be provided within the room(s).

- **Common kitchens/lunchrooms**

These areas are not to be used to hold meetings but should remain available to occupants for eating lunches, etc.

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

Whenever possible, occupants are encouraged to bring food that is properly contained and ready to eat without the need for refrigeration, heating, or preparation in common kitchens.

Drinking Water fountains will be closed for use.

Breaks should be staggered to avoid contact with others, and room occupancy limits will be posted on each door.

Clean all surfaces you have had contact with before you leave. Do not leave garbage for anyone else to clean up. Disinfectant spray and paper towels will be provided within the room(s).

Clean all utensils/plates/glasses/mugs that you use or touch: place in dishwasher on full cycle or wash in hot soapy water, dry and put away.

See posted "Cleaning protocol/checklist" within each room.

Wash your hands when leaving and returning to your workspace.

- **Washrooms**

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

Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time).

Showers will remain available for use; however, individual users will be responsible for sanitizing any surfaces they have had contact with such as faucet handles, shower head, shower curtain.

Door handles, faucet handles (sink and shower) should be sanitized/disinfected after use.

Disinfectant spray will be left within the washroom for occupants to use.

Washrooms will also be sanitized by custodial services at the end of the day.

For washrooms with more than one toilet, signs will be placed on the main door to indicate the number of occupants. Occupants will change sign upon entry and leaving the washroom.

"Stand here"/"wait here" markers have been placed outside the main washrooms doors to maintain physical distancing in case of line ups.

- **LMRS atria**

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

4. MEETINGS

According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization).

Virtual meetings should be arranged whenever possible.

Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements and all LMRS space-use restrictions must be strictly observed. Please refer to

<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

5. HANDWASHING/SANITIZING STATIONS

As per health authority recommendations, the best protection is provided by washing hands with soap and water for 20 seconds at a time. All LMRS laboratories, kitchen areas, and washrooms are equipped with sinks and soap dispensers. Please wash your hands to protect yourself, and others, especially before and after touching surfaces that are difficult to sanitize or are frequently touched.

Hand sanitizer dispensing stations are located inside all main LMRS entrances.

Custodial Services will refill these dispensers regularly. If you notice a dispenser is empty, you can note the time and location and place a trouble call via 604.822.2173, Email

servicecentre.buildingops@ubc.ca or Tweet [@UBCFixMySpace](https://twitter.com/UBCFixMySpace). You can also submit a service request (via “fix my space”). Visit <https://buildingoperations.ubc.ca/>

6. SANITIZATION OF SURFACES

Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled.

For research based applications, Public Health Agency of Canada’s biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective. 70% Ethanol is available at LSI Stores; 100% Ethanol is available from Chemistry Stores. Consult [SRS’s SOP](#) on cleaning procedures for more information.

Keyboard covers that allow spray-down are highly recommended to facilitate sanitization.

Follow manufacturers’ guidelines for cleaning and sanitization of electronics and other specialized pieces of equipment.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic.

These resources are attached in **Appendix III**.

All occupants of the LMRS are to refer and adhere to these policies, standards, and practices.

8. LMRS SHIPPING & RECEIVING

As there is no central shipping & receiving for LMRS, individual labs/groups should continue to have their packages delivered to their rooms, or meet the courier at the door for contactless delivery, maintaining proper distancing measures. If the front doors remain locked, someone will have to meet the couriers at the door to let them in the building. If you are expecting packages we would advise you to post contact numbers at the front doors so the couriers can phone you upon arrival.

9. CUSTODIAL SERVICES

Custodial Services remains open with reduced staff level, and has continued to keep our facility clean and sanitized in high traffic and high touch-point areas on a regular basis. Should your area being serviced by custodial services or similar, please move out of the immediate area temporarily to ensure that social distancing and the safety needs of these works can be met.

10. LMRS SECURITY

UBC Security has been and will be continuing operate as normal to provide 24/7 security services.

UBC Security has been performing walkthroughs of the building during the shut-down. If you need to call security please phone (604) 822-2222.

Communications Plan

This document will be disseminated electronically via units within LMRS.

A hard copy will also be posted on the safety bulletin board located on the main foyer near the east entrance by the elevator.

Prior to returning to campus, all UBC community members will be required to complete a mandatory online training course [<https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>]

Monitoring

According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level, and their designated on-site personnel as well as the LMRS Safety Committee. The LMRS will continue to follow the university's accountability structure as laid out in the university safety policy. Additionally, LMRS occupants who have concerns about compliance, or have any related questions, can contact members of their LMRS Local Safety Team below.

Name	Group	email	phone	Room#
Susan Farmer (chair)	Hancock Lab	sfarmer@mail.ubc.ca	778-240-7611	232 (222B)
Evan Haney	Hancock Lab	evan@hancocklab.com	604-827-4451	257
Mike Trimble	Hancock Lab	mike@hancocklab.com	604-822-8191	235
Chang Soo Kim	KIST	cskim@chbe.ubc.ca	604-822-8850	353
Eva Chou	Aurora	Eva.Chou@auroramj.com	604-351-1457	322
Guy Faulkner	Kinesiology	Guy.faulkner@ubc.ca	604-822-2990	337

Maintaining a safe working for everyone

A safe work environment is a shared responsibility. The UBC, Faculty, building, and Department plans and policies do not cover every possible circumstance that may arise. Faculty, staff, and trainees are encouraged to discuss (from a safe distance, or online) workplace safety and recommend changes to common practice in their workplace and to this document.

Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff. Concerns about non-compliance should be reported to their lab manager, supervisor, or the Department Head. Repeated non-compliance could result in losing building access.

Emergency Procedures:

In the event of an emergency, standard LMRS emergency procedures are to be followed, while adhering, as best as possible, to social distancing practices.

<https://www.ubc.ca/emergency/>

Workspace Specific Operational Activities

1. LOWER MALL RESEARCH STATION

Guidelines for the Phased Resumption of Workplace Activity during the On-Going COVID-19 Pandemic

A gradual re-start does not mean a return to normal workplace conditions.

Time spent at the workplace must still be kept to a minimum. This is likely to continue until the provincial government declares that the pandemic is over and that regular workplace activities can resume. All staff must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. Always comply with the latest guidelines and hygiene rules. The health and safety of all of our staff and trainees is our #1 priority!

The guidelines in this document apply to all LMRS researchers, including those who have existing exemptions for currently ongoing work related to COVID-19. All researchers working with SARS-CoV-2 are to operate under the appropriate approvals and biosafety clearances for their research.

Steps and Considerations:

1. **Establish a list of the most critical personnel who need to physically come into the workplace. In Phase I, ~ 1/3 of the normal occupancy of buildings will be allowed.**
2. **All other staff are to be encouraged — and supported — to continue working from home as much as possible (until provincial authorities indicate otherwise).**
3. **Before you come to work, monitor your health status.**

According to the WHO, the common symptoms of COVID-19 are:

- Fever
- Dry Cough
- Tiredness
- Loss of sense of taste/smell
- Sore throat

If you are experiencing any of these symptoms, complete the [BC COVID-19 Symptom Self-Assessment Tool](#), and call 8-1-1.

You must not come to work and must self-isolate. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate.

4. **Always maintain a minimum distance of two metres (6 feet) between persons.**

This applies regardless of whether you are in an office or any common or shared space.

The training and ability to work without supervision must be considered by the supervisor in relation to social distancing. Individuals who require research specific training that cannot be completed while adhering to social distancing are not appropriate for inclusion in this phase of resumption.

Volunteers (high school, undergraduate) will not be permitted at this time.

5. **The number of persons allowed in specific spaces is to be defined — based on adherence to social distancing requirements — and must not be exceeded. Individual groups/labs should control the number of people in their designated space by scheduling (on-line calendars), and monitoring by sign in/sign out logs (using digital apps, or by email). Group personnel will log entering and leaving.** Schedule must abide by building hours and UBC policy.

Work areas are to be assigned a maximum number of people allowed at any one time.

Examples include:

- **Small Tissue culture rooms** – occupancy is not to exceed 1 person (at a time).
- **Shared instrument rooms** – occupancy is not to exceed 1 person (at a time).
- **Freezer rooms** – occupancy is not to exceed 1 person (at a time).
- **Cold rooms** – occupancy is not to exceed 1 person (at a time).
- **Autoclave/Glass-washing rooms** – occupancy is not to exceed 1 person (at a time).
- **Labs** - occupancy will vary depending on lab size/square footage/lab layout

Temporary reminder signage may be posted in critical spaces.

Due to limited space and access (including doorways) most individual offices cannot effectively meet required social distancing requirements and therefore cannot accommodate more than one person at a time. Whilst usage of offices for storage of personal effects or brief breaks will be permitted, the usage of offices for work is not allowed unless exceptional circumstances apply, and only with approval from the Department Head or Director of your unit. In such cases, maximum occupancy of LMRS office spaces should not exceed 1 person (at a time).

- **Graduate student/trainee offices should not be used in Phase 1 except where special exemptions are awarded by the head or director of their unit.**
- As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of LMRS offices and open concept workstations should continue to be kept to an absolute minimum.

Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on “**Sanitization of surfaces**”.

6. Minimize time spent at the workplace by working from home whenever possible.

A re-start does not mean a return to normal work. Time spent at the institute must still be kept to a minimum.

7. Avoid all up-close social contacts.

Communicate via digital means.

Keep a minimum 2-metre safety distance from your colleagues.

Minimize physical interaction: e.g., no in-person meetings, seminars, journal clubs, or personal discussions.

Minimize physical social interactions: e.g., no socializing in a kitchen. Eat your lunch at a safe distance from others.

8. Work routines must be coordinated in both time and space

If several people need to work in a shared space where social distancing cannot be reliably accommodated, the unit can establish a shift system.

Coordinate shifts within and between groups so all areas remain below the established maximum occupancy.

Coordinate use of common areas or shared resources, with a booking system, if needed.

Follow all established regulations and guidelines

9. The use of Personal Protective Equipment (PPE, such as gloves and masks) — other than PPE used for regular work duties and requirements — should be a matter of personal choice.

PPE is considered “the last line of defense”. Other methods of protection, such as social distancing, good hygiene practices, and administrative steps (such as, work shift rotations) etc. are preferred.

Personnel are permitted to wear non-medical washable face masks (as long as they do not interfere with any required laboratory PPE). Per the BC CDC, wearing a mask can help protect others by containing your own droplets from coughing, sneezing, speaking or laughing. The usage of masks of any kind does not alleviate the requirement to adhere strictly to social distancing measures put in place by the university.

Personnel are reminded to remove gloves when exiting the laboratory and that proper laboratory attire includes closed-toe shoes and full-length pants.

10. Shared workspaces must be disinfected (with approved products) at the end of a shift, and at the start of a shift.

The LMRS will make available 70% ethanol in spray bottles for disinfection of work surfaces and door handles etc. in common areas, such as the atrium and washrooms.

Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled. These include light switches, door handles, faucet handles, countertops, mobile devices, and keyboards. Faucet handles for sinks and showers in the washrooms should also be disinfected after use.

Special care should be used in common spaces like lunchrooms, if these are used at all.

11. Your supervisor is responsible for enforcing compliance with these rules.

According to university directives, monitoring of compliance with COVID safety plans will be at the supervisor level. The LMRS will continue to follow the university's accountability structure as laid out in the university safety policy.

Additionally, LMRS members who have concerns about compliance can contact members of their Local Safety Teams (LSTs).

Appendix I: LMRS Lab and Wing Personnel Allowances for Phase 1

Allowances have been determined based on space occupied. Principal Investigators in each wing are encouraged to work together to plan usage of space in the wing, whilst strictly abiding by the constraint of 30% occupancy during phase 1.

FLOOR	LABORATORY/GROUP	ROOMS OCCUPIED	NORMAL OCCUPANCY	PHASE 1 ROCR
MAIN WING			TOTAL NUMBER of STAFF ALLOWED at ONE TIME	
1	Building Operations (Safety Training courses)	1 122,	20-30	7
1	Indian Residential School History and Dialogue Centre	141	10	2
1	LMRS- Aurora	135-146-157-161	7	3
1	Faculty of Applied Science student groups (Richard Colwell)	130, 156, 160	12	0
1	MICB/CMDR/Hancock Lab	126/126A/126B/126C	0	(1)
2	MICB/CMDR/Hancock Lab	All 2 nd floor rooms and labs	30-35	10
3	LMRS - KIST lab (Chang Soo Kim)	341, 349, 353	6-7	3
3	School of Kinesiology (Guy Faulkner)	332-337	10	2
3	School of Kinesiology Mitchell Cameron)	328	1	1
3	School of Kinesiology (Jean-Sebastien Blouin)	350-354	12	4
3	LMRS- Aurora	322-323-327	7	3
3	LMRS - UBC Counselling Services	358-364	7	0
NORMAL OCCUPANCY LEVELS IN MAIN WING			~124	
MAXIMUM PLANNED OCCUPANCY IN MAIN WING				35
NORTH WING				
1, 2	LMRS Indigenous Studies in Kinesiology	ALL ROOMS in north wing	20	0-6
NORMAL OCCUPANCY LEVELS IN NORTH WING			20	
MAXIMUM PLANNED OCCUPANCY IN NORTH WING				6
NORMAL OCCUPANCY LEVELS IN LMRS BUILDING			144	
MAXIMUM PLANNED OCCUPANCY IN LMRS BUILDING				41

EMERGENCY CONTACT INFORMATION

LMRS						
FirstName	LastName	Company/ Group	Rooms	BusPhone	After Hours	EmailAddress
Francois	Desmarais	Building Operations	120A, 122, 125, 129, 151, 166	604- 822- 0068	604- 250- 3825	francois.desmarais@ubc.ca
Luc	Desmarais	Indian Residential School History and Dialogue Centre	141 (Temporary allocation until the end of June)			luc.desmarais@ubc.ca
Susan	Farmer	LMRS - Hancock Labs (2nd floor)	All of the 2nd floor main wing and room 126	604- 827- 5663	778- 240- 7611	susan.farmer@ubc.ca Home: (604)-599-6203
		Empty	359-363			
Chang Soo	Kim	LMRS - KIST lab (3rd floor)	341-349-353	604- 822- 8850	778- 554- 9239	cskim@chbe.ubc.ca
Guy	Falkner	School of Kinesiology	332-337			guy.faulkner@ubc.ca
Cameron	Mitchell	School of Kinesiology	328	604 827 2072	604 790 3815	cameron.mitchell@ubc.ca
Jean- Sebastien	Blouin	School of Kinesiology	350-354			jean-sebastien.blouin@ubc.ca
Eva	Chou	LMRS - Aurora	135-146-157- 161-322-323- 327		604- 351- 1457	Eva.Chou@auroramj.com
Sherri	Parnell	LMRS - UBC Counselling Services (3rd floor)	358-364	604- 822- 3303		sherri.parnell@ubc.ca
Kai	Kaufman	LMRS Kinesiology in Indigenous Studies Research Tech	All North wing rooms on both floors			kai.kaufman@ubc.ca

Darren	Warburton	LMRS Kinesiology in Indigenous Studies Professor Director	All North wing rooms on both floors	604- 822- 4603		darren.warburton@ubc.ca
Richard	Colwell	Faculty of Applied Science student groups	130, 156, 160			richard.colwell@ubc.ca

WORKING HOURS: standard operating time for labs will be Mon-Fri 7 AM to 6 PM to allow for custodial staff to clean the building afterwards.

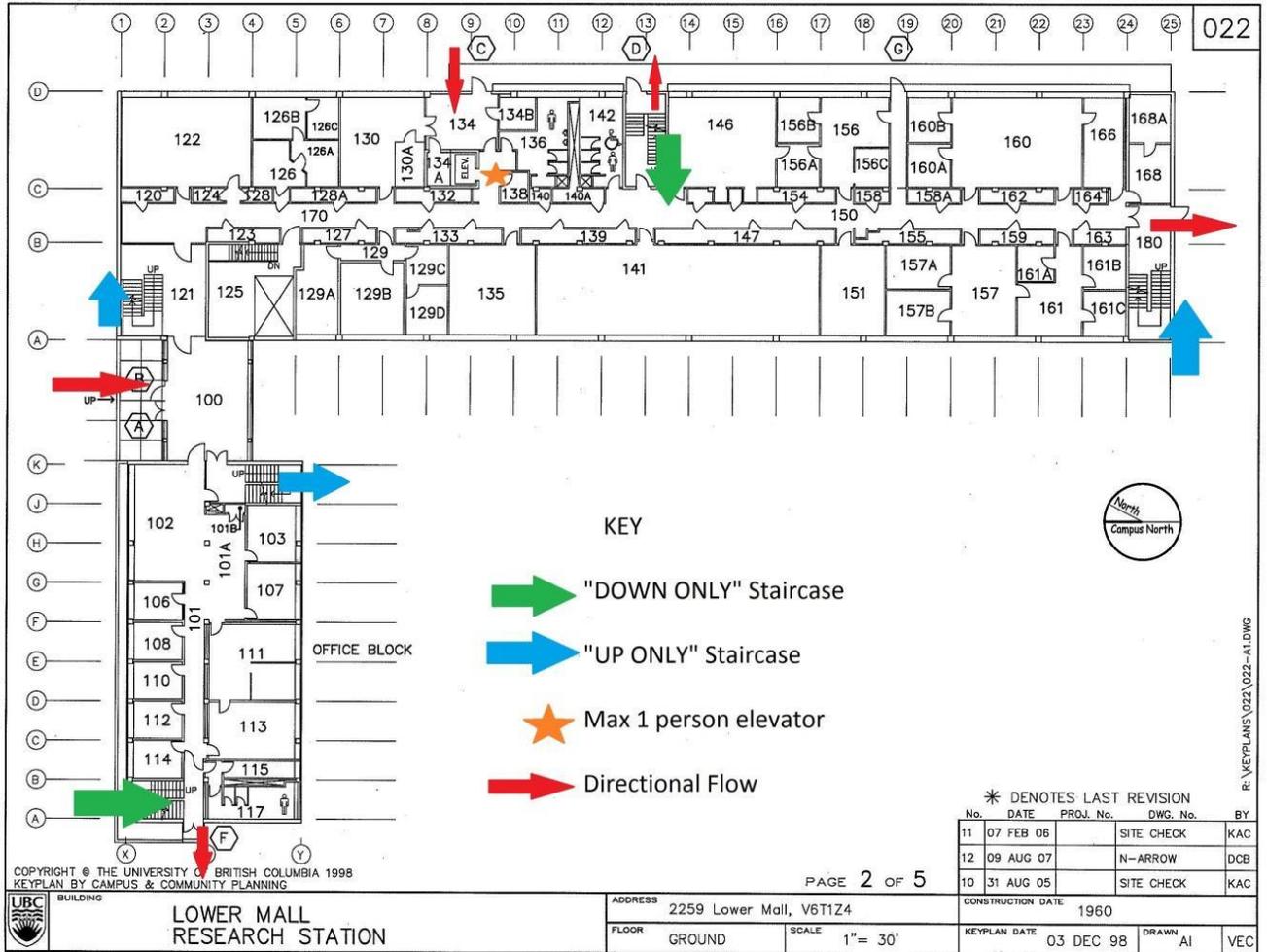
Working outside of normal hours:

It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:

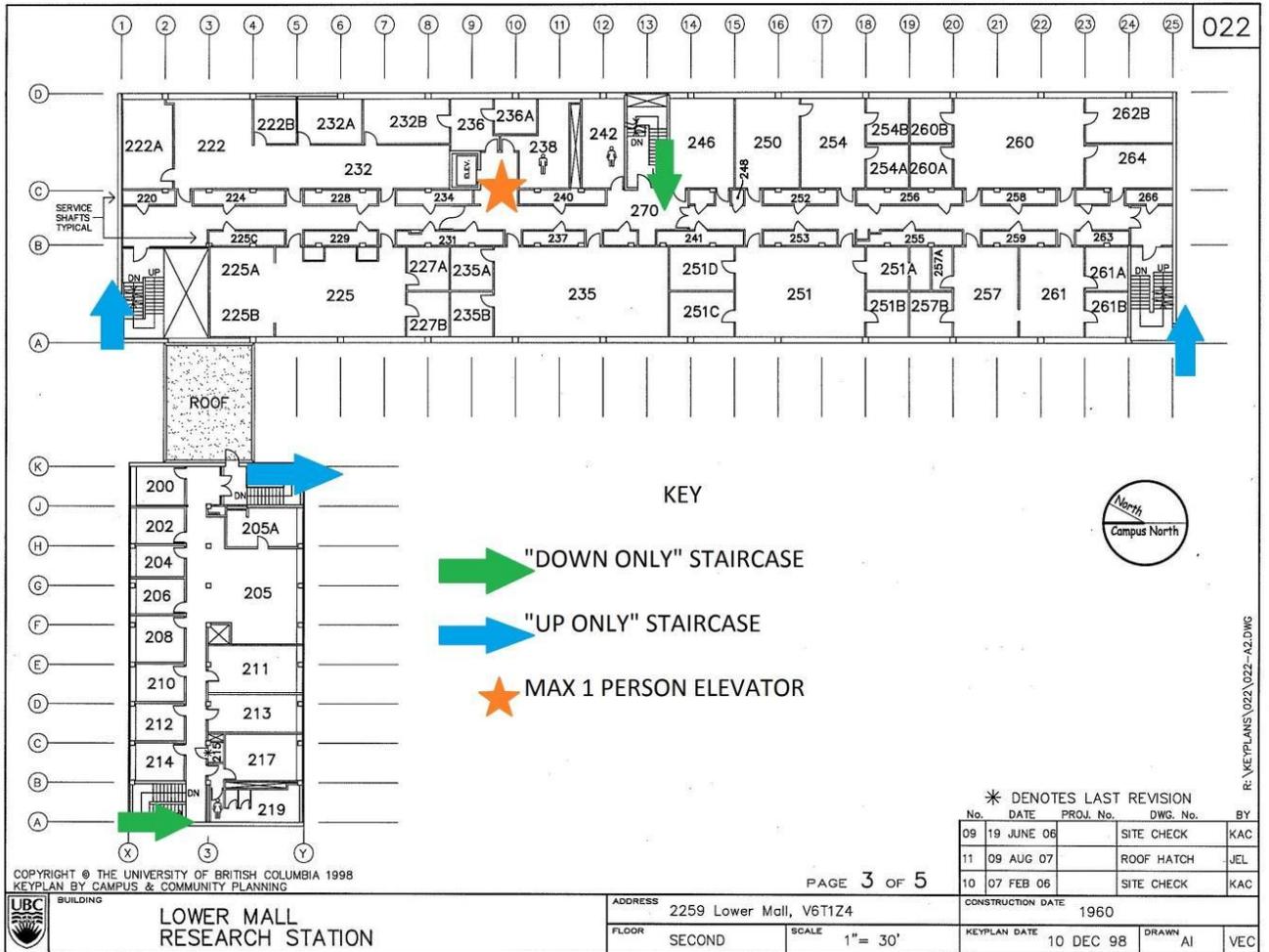
7. *The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.*
8. *Building administrators should notify security ahead of who will be working extended hours (including time, date, location) so that they can be given access if they forget or misplace their access card.*
9. *The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s) and working hours.*
10. *The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.*
11. *PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.*
12. *Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful on custodial staff working in other areas of the building while researchers are in their labs afterhours.*

Appendix II: LMRS COVID Safety Floor Plans

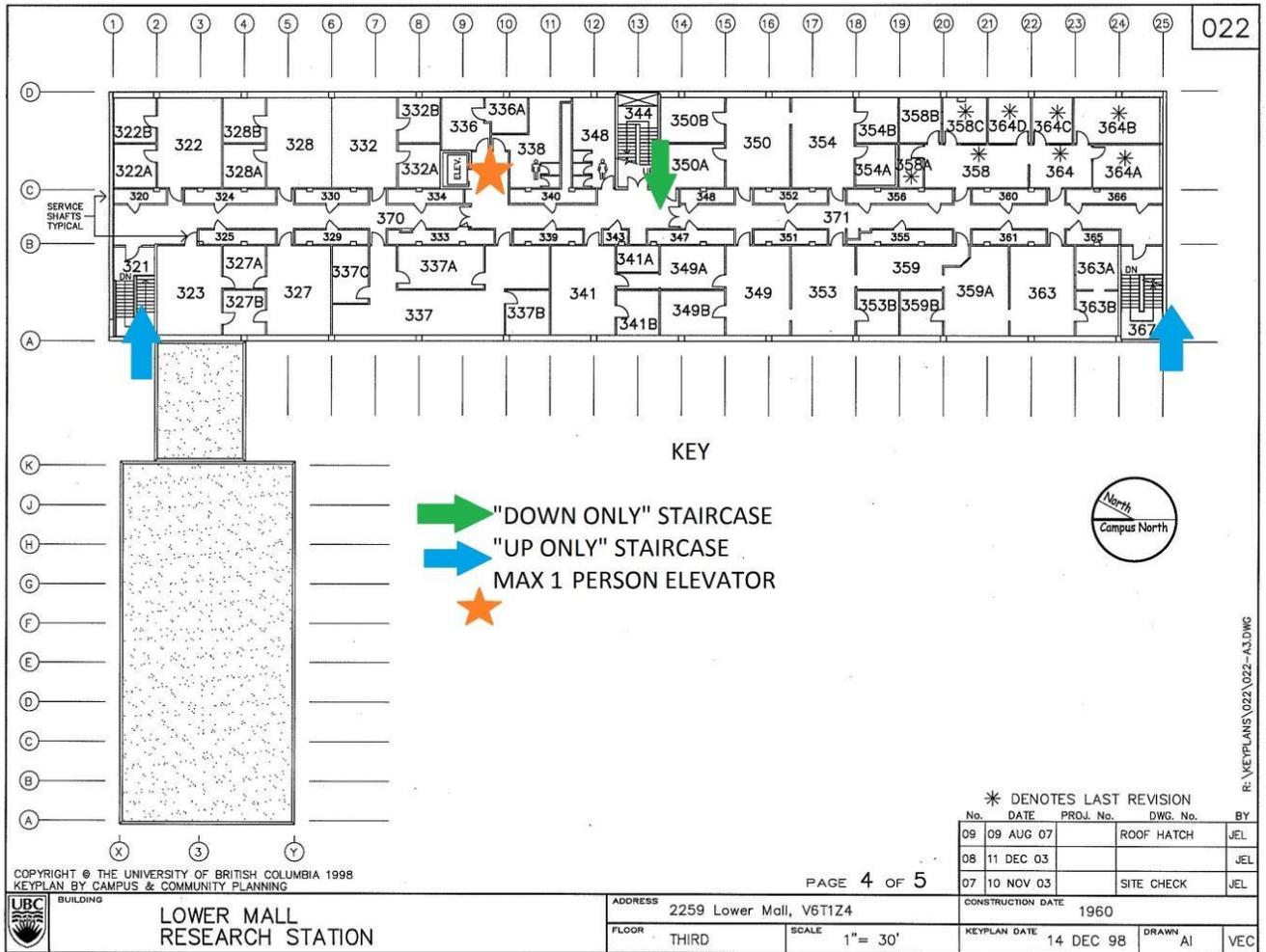
1ST FLOOR



2ND FLOOR



3RD FLOOR



Appendix III: UBC COVID-19 Personal Protective Equipment (PPE) Guidance Documents

UBC Employee COVID-19 PPE Guidance Overview

This document provides guidance about UBC's stance on employee Personal Protective Equipment (PPE), including industry standard face masks/respirators, gloves, homemade and non-surgical masks, and other PPE in relation to COVID-19 and other infectious diseases.

Visit ubc.ca/covid19 for more information about UBC's response to COVID-19, including frequently asked questions.

Current health guidance related to PPE

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

As this document has been developed, the current health guidance from the above agencies can be summarized as follows:

- Incorrect selection and/or use of PPE may increase your risk of exposure.
- Using non-medical or homemade protective equipment does not diminish the need for physical distancing, frequent hand washing and avoiding touching your face.
- There is no established proof that wearing non-medical or homemade protective equipment protects the person wearing it, and it may provide a false sense of security.
- Wearing a non-medical mask in public may help to limit the travel of your respiratory droplets when you cough, sneeze or talk — which may help to protect others.
- Medical/surgical masks should be used by people who are sick, and health care workers.
- N95 Respirators, medical masks and other critical PPE are in short supply and are needed by health care workers to safely care for their patients.

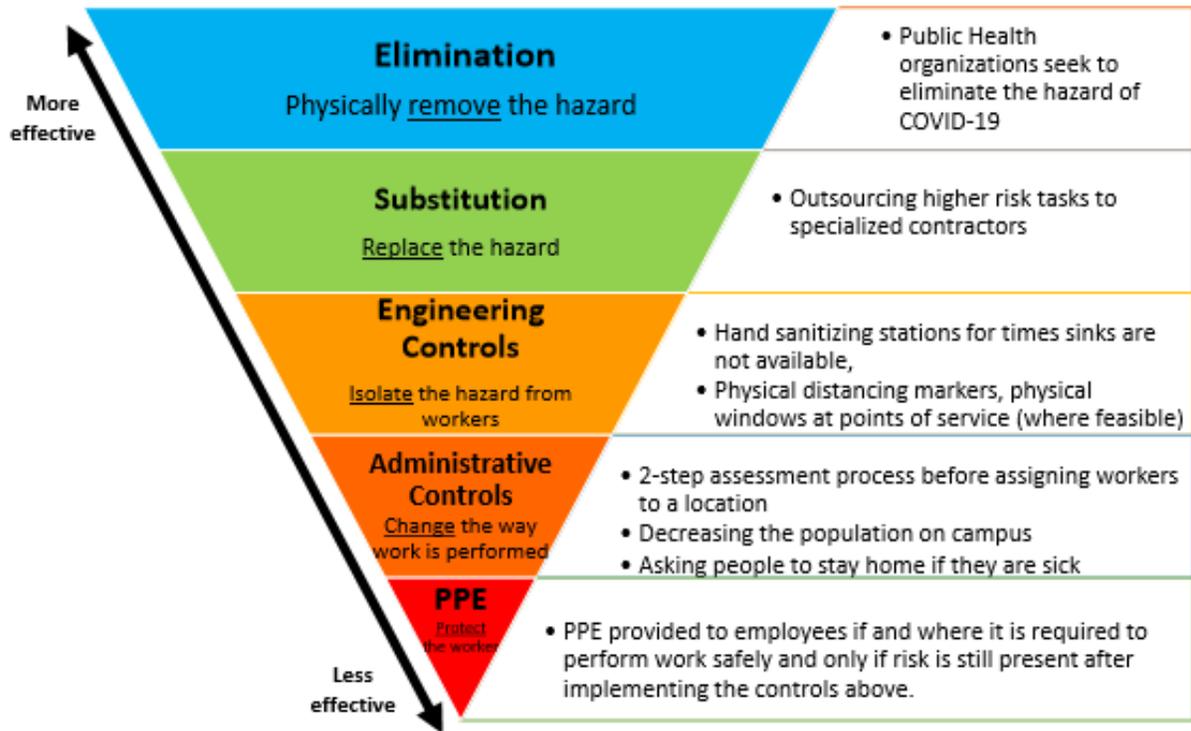
PPE in the workplace

Based on the above medical guidance and circumstances on our campuses, UBC's position on PPE is as follows:

- UBC employees carrying out tasks that require PPE, including respirators, will continue to be supplied with the appropriate equipment, as per the relevant safe working procedure.
- UBC employees carrying out tasks that do not normally require PPE will not be supplied with masks or respirators of any description.
- UBC will not provide employees with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of any work task.
- UBC employees may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.

- UBC asks the campus community to be respectful of students, faculty, and staff who choose to wear masks.

The role of PPE in protecting employees: PPE is used to protect employees from specific risks, however it is the least effective method to protect employees, as outlined in the Hierarchy of Controls diagram below. The diagram also includes examples of current UBC COVID-19 risk mitigation activities



Respirators & Masks

Respirators are one type of PPE, and conditions of their usage for workplace safety are closely regulated by WorkSafeBC. To be effective, all respirators used must be fitted to an individual’s face through a fit test. Health care workers may be directed to wear either N95 Respirators or medical/surgical masks as part of their PPE for specific tasks and under the regulations as they pertain to health care settings.

Supply shortages in N95 respirators have prompted the assessment of KN95 respirators as an alternative to address particulate respiratory hazards. However KN95 masks have been deemed inappropriate for occupational use at UBC due to the inability to properly fit test them and lack of vendor clarity around manufacturing standards. Any KN95 masks received as donations cannot be issued to UBC employees.

Gloves

There are many types of gloves, and the choice of gloves must take into account all of the hazards that may be present, as gloves are rated for their usefulness as a barrier to different types of chemicals. Medical gloves create a barrier around the hands to reduce an individual’s risk of exposure to hazardous agents. This type of PPE can be used during infectious outbreaks but must be used carefully to avoid transferring contamination between the handling of infected and clean items. Personal electronics, high touch surfaces, and other shared items are prone to this ‘cross-contamination.’

Eye & Face Protection

Eye protection, through safety glasses or goggles, and face shields is recommended for health care workers where there is the potential for any spraying or splattering of blood or other bodily fluids. Safety glasses can be found in various different styles and offer side protection in the form of either wraparound arms or shields. Goggles offer a higher degree of spray/splatter protection compared to safety glasses due to their ability to form a tight seal around the eyes. Face shields can protect the entire face from biological hazards. A face shield is often considered a secondary safeguard to protective eyewear. In other words, face shields are typically not used on their own. As per WorkSafeBC requirements, these types of PPE need to meet CSA Standards.

Information about using non-medical or homemade protective equipment

Non-medical/homemade masks are not classed as PPE.

UBC does not endorse the use of non-medical or homemade masks.

UBC will only supply PPE that meet applicable standards and as required for UBC work.

If you are considering using a non-medical or homemade mask, you can find information about how to do so safely on the BCCDC website.

Advice on PPE at UBC

If you have any questions or require advice about PPE at UBC, or if you need to widely communicate information in this document, please contact Safety & Risk Services by emailing ready.ubc@ubc.ca.

Additional, up-to-date UBC-COVID resources are found at:

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

The '[Faculty and Staff FAQs](#)' and the '[Resources](#)' sections may be particularly useful.

2. <https://srs.ubc.ca/health-safety/health-safety-covid-19/>

The '[Approved University-wide COVID-19 Safety Documents](#)' section may be particularly useful.

Regarding the use of non-medical and homemade masks while at work at UBC during COVID

The University is following the guidance of the BC CDC and Public Health Officer on prevention of COVID19 by implementing:

- Physical distancing wherever feasible including scheduling of personnel to allow for physical distancing
- Engineering controls such as barriers at points of service
- PPE where appropriate

The use of non-medical masks, including re-usable cloth masks by healthy people in the university community carries the following limitations and risks:

Limitations

- Non-medical masks do not protect the person wearing it, and are not PPE.
- Their effectiveness in containing the droplets expelled during breathing, talking, laughing, sneezing or coughing is limited and highly variable.
- Depending upon the positioning of the individuals in close proximity to each other, these masks may or may not reduce the droplets expelled by each worker into the breathing zone of the other.
- Non-medical masks are not equivalent to respirators, and do not override the needs for physical distancing, good hygiene, and staying home when ill.
- Non-medical masks become less effective if soiled or damp, so must be changed and laundered frequently and routinely.

Risks

- Self-contamination that can occur by touching and reusing contaminated mask, especially in worksites where allergens, chemicals or other hazardous materials are present and can be absorbed onto mask material
- Potential breathing difficulties
- False sense of security, leading to potentially less adherence to other preventive measures such as physical distancing and hand hygiene
- Not a measure to protect others if the wearer has symptoms or is ill.

UBC employees may choose to wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. UBC asks the campus community to be respectful of students, faculty, and staff who choose to wear masks. SRS is currently not recommending the use of homemade or non-medical masks in the workplace. **If a unit within the LMRS decides to proceed with providing masks to their employees, the recipients must be aware of the limitations and risks outlined above and acknowledge receipt of the information.** Our goal is to continue to recommend physical distancing, as we know that is the best method to reduce the risk of transmission.

Appendix IV: WORKING ALONE PROCEDURES

Situations where a person is assigned to work alone or in isolation and where assistance would not readily be available

What is working alone?

Students, staff and faculty may engage in activities that require them to work alone with hazardous materials, energized machinery or while conducting field work. In these situations, a fail safe communication procedure must be in place to ensure the individual receives help if an accident or emergency should occur.

Some UBC units address the issue of working alone simply by prohibiting the practice. This eliminates the need to develop a working alone procedure. However, for situations where a person is assigned to work alone or in isolation and where assistance would not readily be available:

in case of an emergency, or in case the worker is injured or in ill health

Units must complete a formal risk assessment and develop a procedure to ensure the health and safety of the worker.

What is the working alone procedure?

Most often a working alone procedure involves regular documented contact with other UBC personnel, preferably within the building. Alternatively, workers can schedule times for contacting a supervisor, friend, partner or a commercial service provider.

NOTE: The preferred method for checking in on workers is visual or two-way voice contact.

NOTE: It is strongly recommended that handling of hazardous materials or operation of hazardous equipment while working alone be prohibited.

For guidance on implementing a working alone program that meets regulatory requirements, see Safety & Risk Services' Working Alone Program & Risk Assessment (WORD) template.

Note that under the University Safety Policy (PDF), supervisors have the responsibility to formulate specific safety rules and safe work procedures for their area of supervision. They are also responsible for ensuring that all employees under their supervision are aware of safety practices and follow the safety procedures.

For the full UBC Working alone policy, procedure and assessment tool, please see:

<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>

Appendix V: Sample Cleaning Checklist for Lunchrooms:

(Follow standard procedures for disinfecting surfaces and washing hands)

BEFORE eating/using space:

- Wipe down counter surfaces
- Wipe down table top area used
- Wipe down fridge/freezer handles
- Wipe down microwave handle/control panel
- Wipe down toaster oven handle
- Wipe down kettle handle/switches
- Wipe down coffee machine handle, touch panel
- Wipe down dishwasher handle/control panel
- Wipe down water dispenser taps
- Wipe down light switches
- Wipe down door knobs/handles
- Place all dishes/mugs/cutlery in dishwasher and run on full regular cycle/heated dry
- Ensure dishwasher is off/tap disconnected after cycle
- Wash hands

Completed by:	NAME	DATE	TIME

AFTER eating/using space:

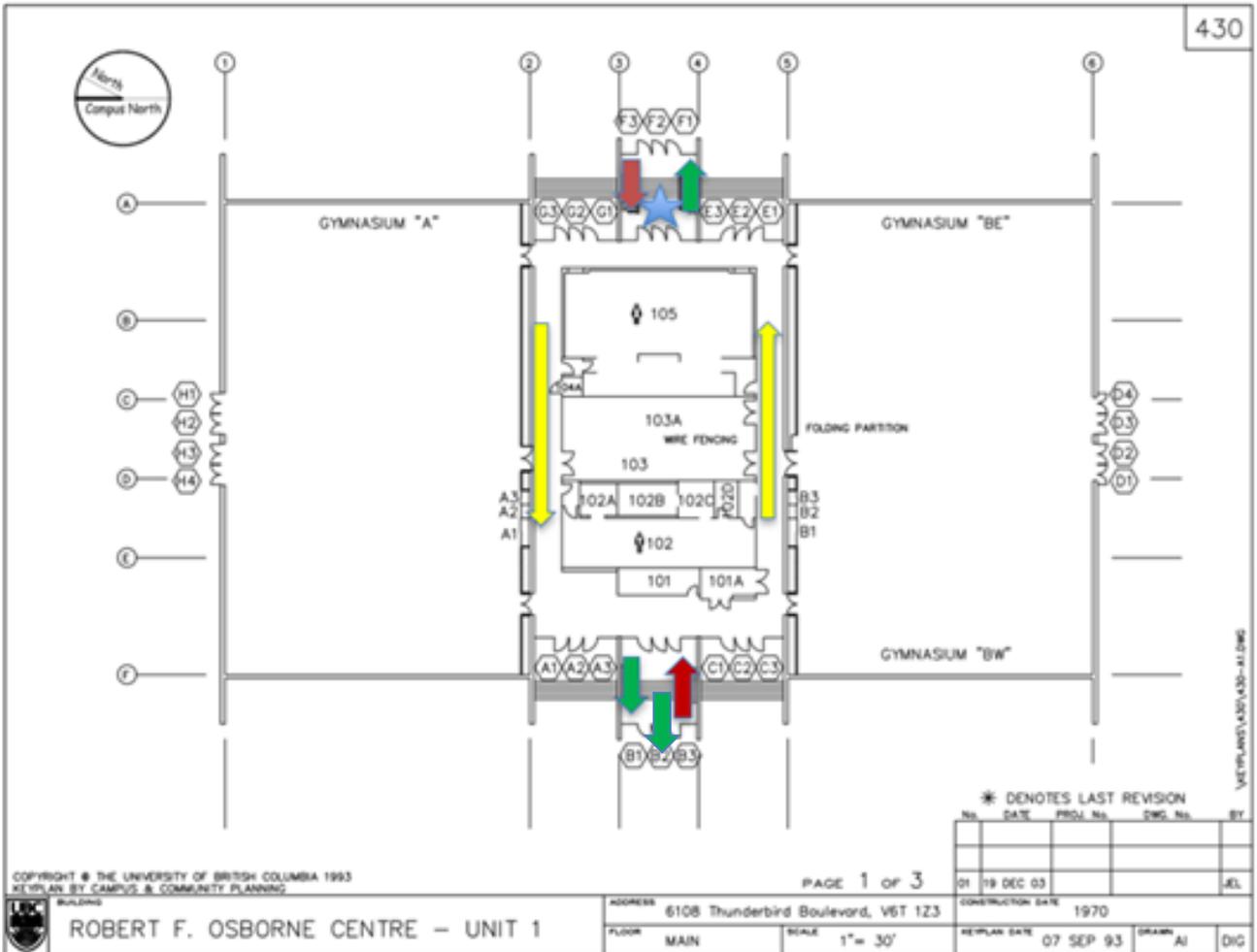
- Wipe down counter surfaces
- Wipe down table top area used
- Wipe down fridge/freezer handles
- Wipe down microwave handle/control panel
- Wipe down toaster oven handle
- Wipe down kettle handle/switches
- Wipe down coffee machine handle, touch panel
- Wipe down dishwasher handle/control panel
- Wipe down water dispenser taps
- Wipe down light switches
- Wipe down door knobs/handles
- Wash hands

Completed by:	NAME	DATE	TIME

Osborne Centre FloorPlan - Traffic Flow

6108 Thunderbird Blvd, Vancouver, BC V6T 2A1

UNIT 1 - 1ST FLOOR



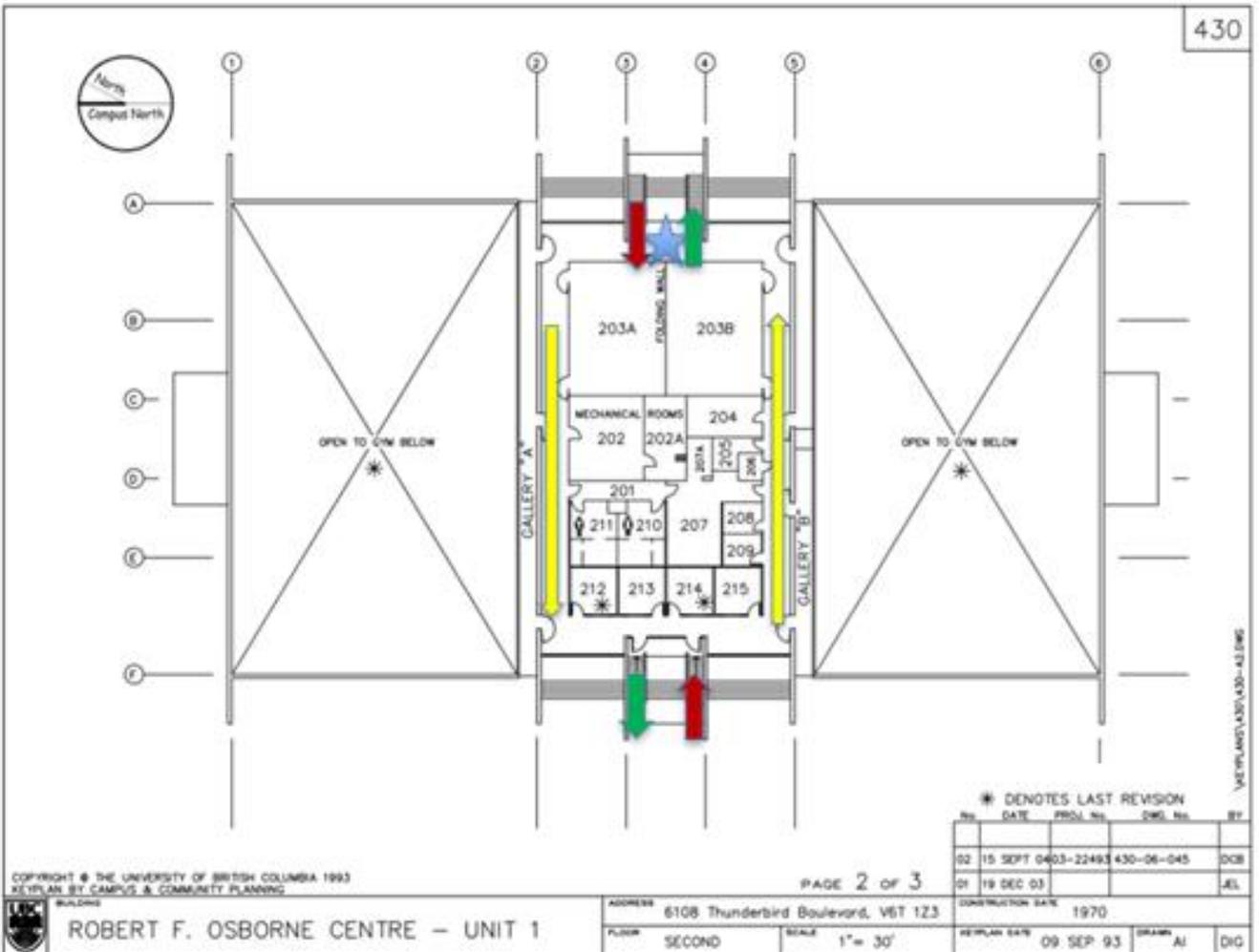
"UP" only staircase

"DOWN" only staircase

"ONE WAY" traffic only allowed

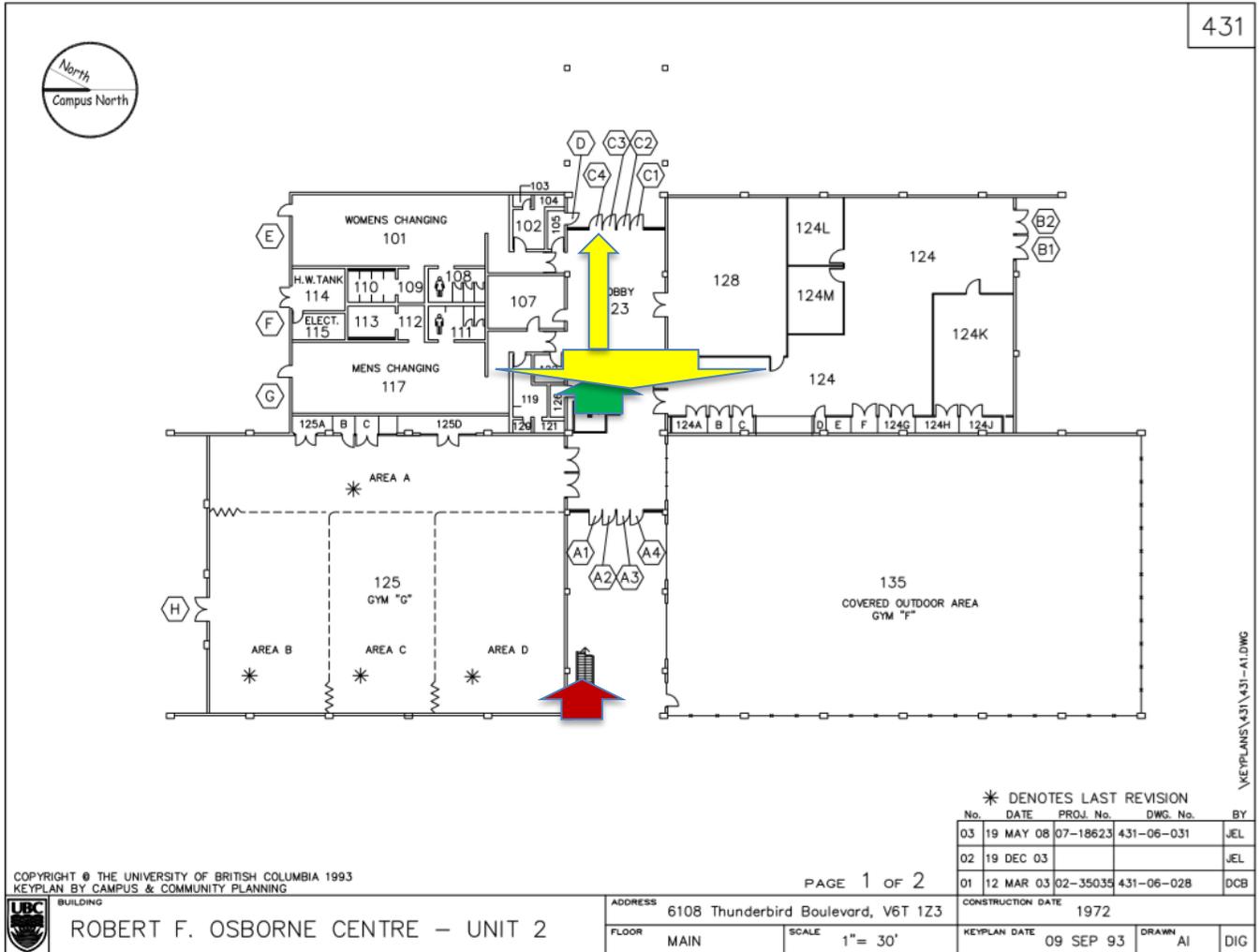
MAX 1 person only elevator

UNIT 1 - 2nd FLOOR



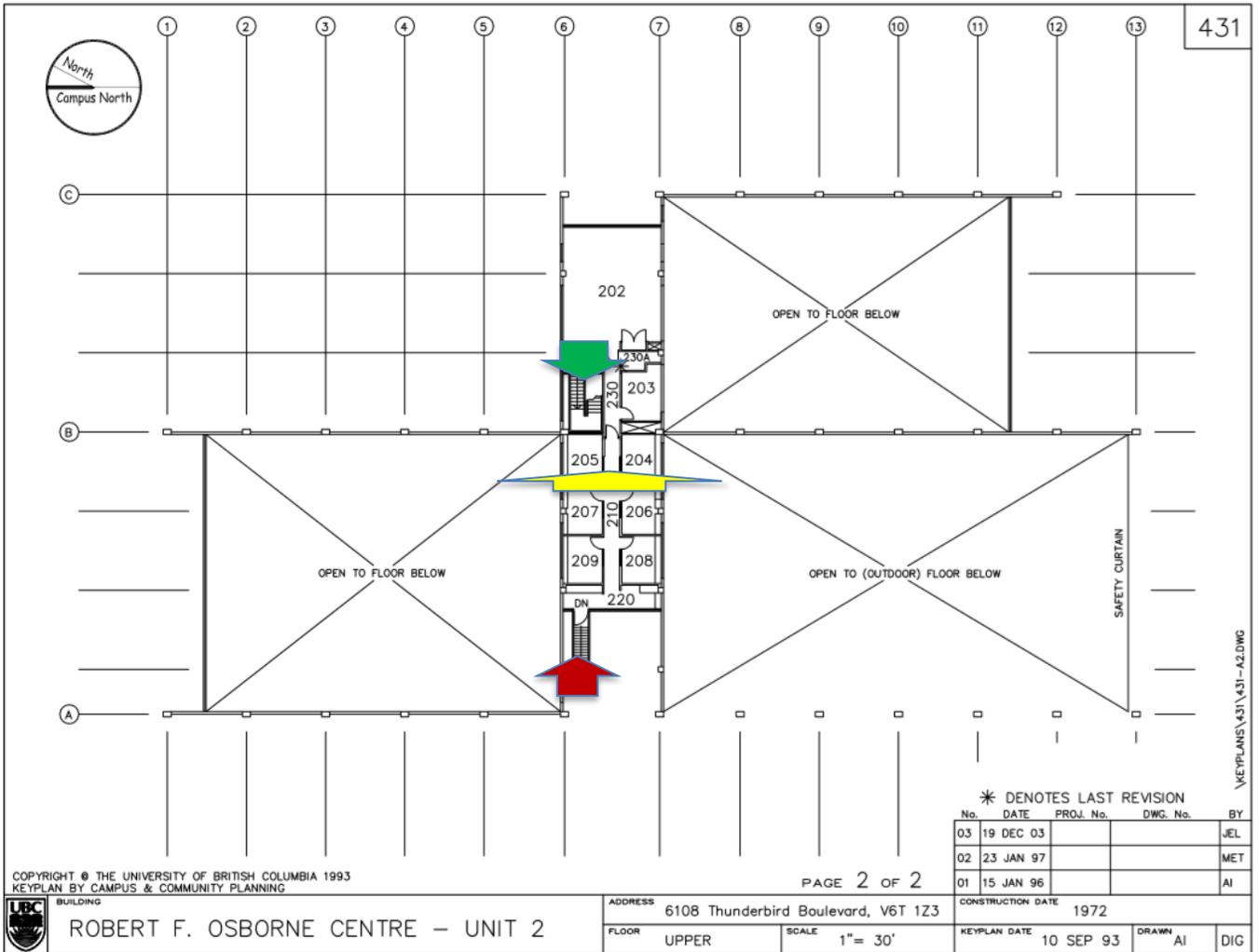
-  "UP" only staircase
-  "DOWN" only staircase
-  "ONE WAY" traffic only allowed
-  MAX 1 person only elevator

UNIT 2 - 1st FLOOR



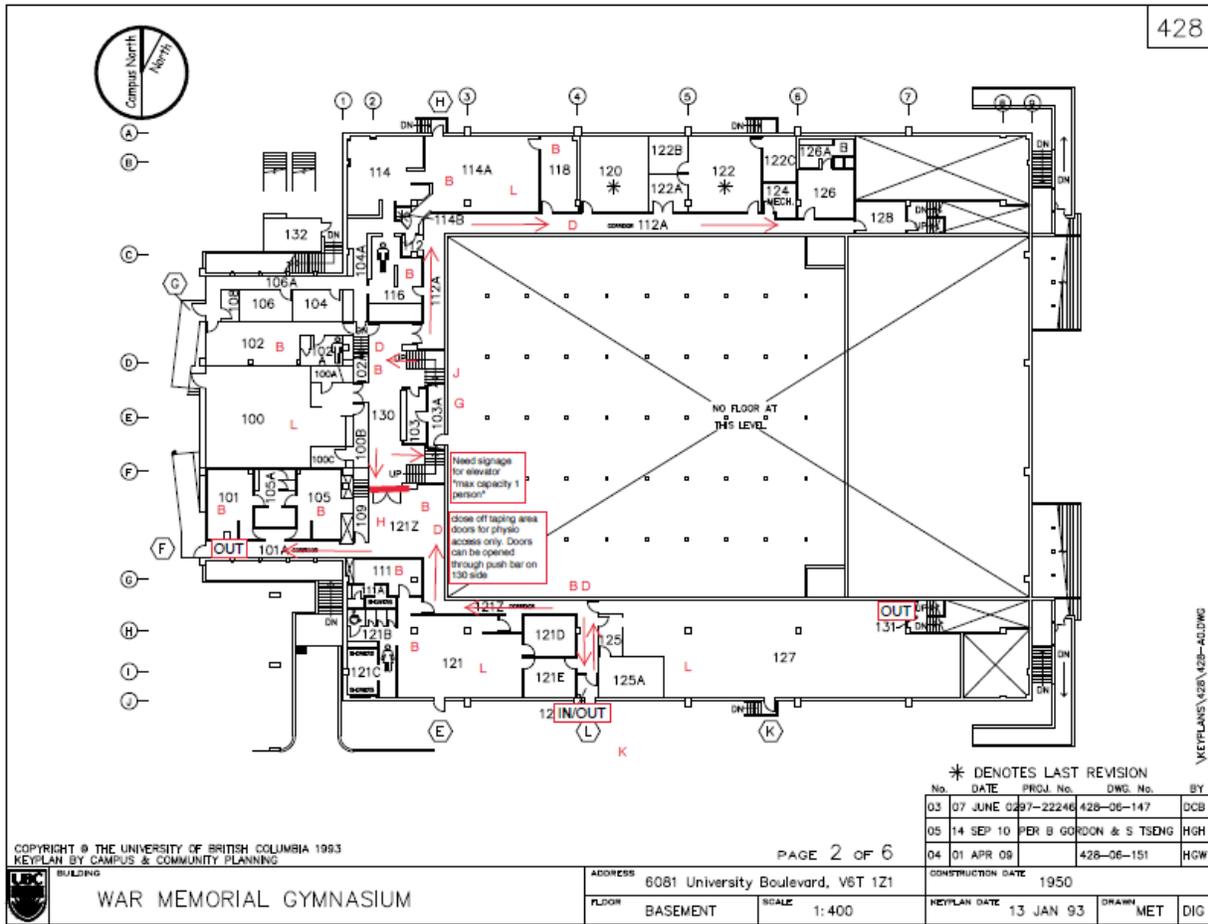
- "UP" only staircase
- "DOWN" only staircase
- "ONE WAY" traffic only allowed

UNIT 2 - 2nd FLOOR

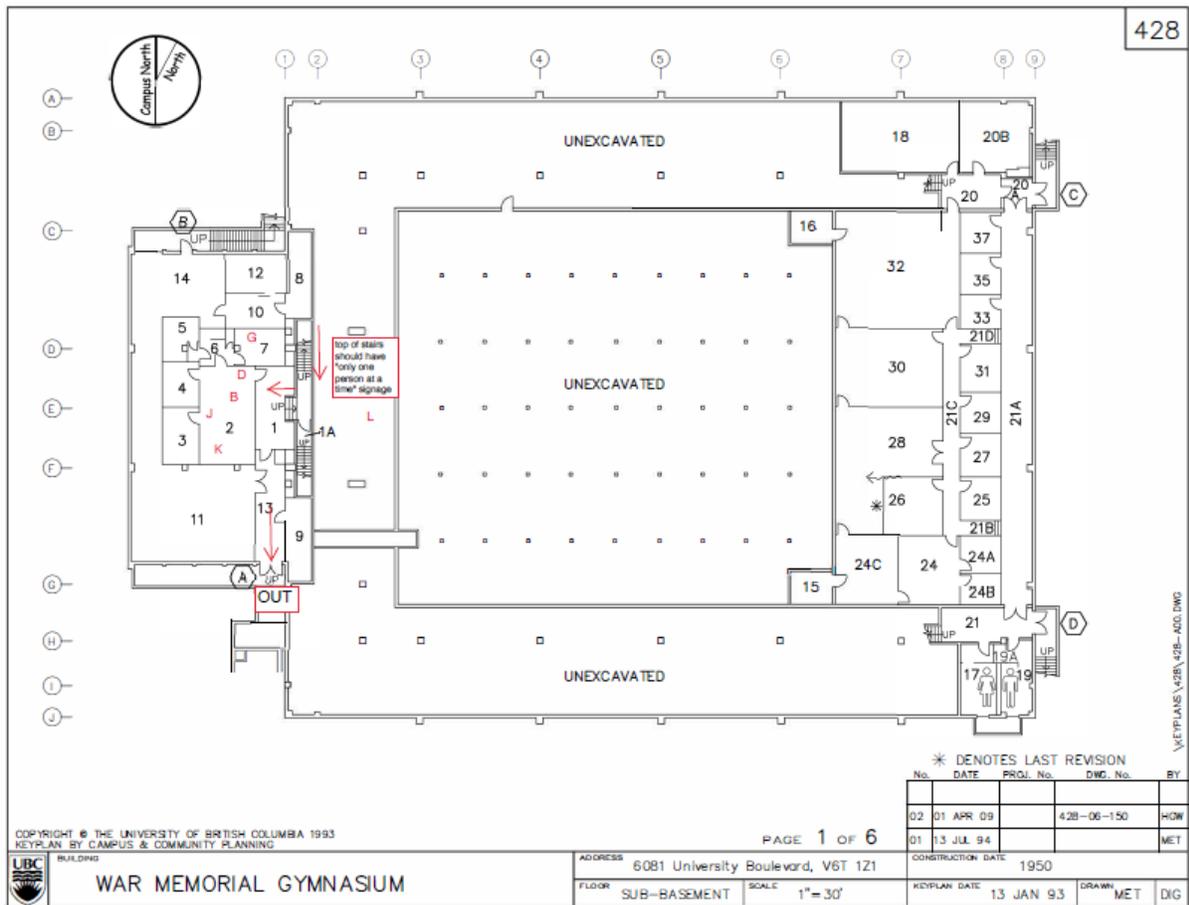


-  "UP" only staircase
-  "DOWN" only staircase
-  "ONE WAY" traffic only allowed

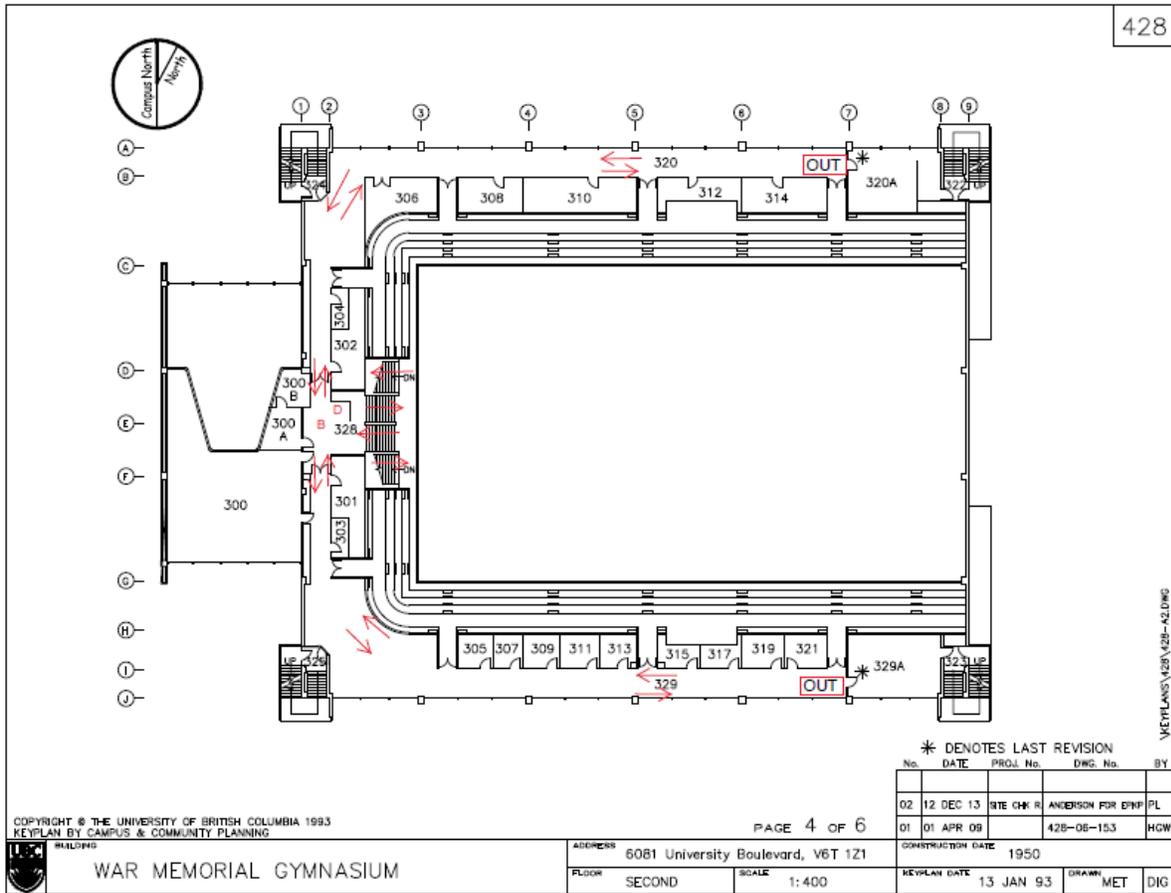
Lower Level



Sub-basement Level:

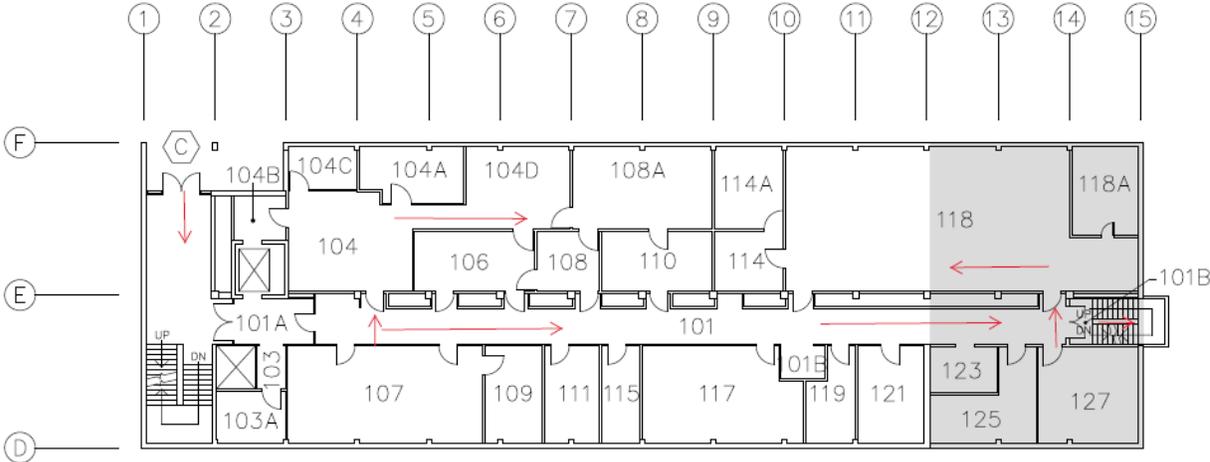


Upper Storage Level:



Med Block C – First Floor

2176 Health Sciences Mall V6T 1Z3



Appendix 3: Access Agreement

VPRI-Access Agreement.docx VPRI-Access Agreement.docx

I, _____ (Assistant/Associate/Full Professor), agree to comply with all safety protocols in place in my Department / Faculty while conducting research and scholarly activity on the UBC-Okanagan or UBC- Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

I confirm that safety protocols to address the following issues are available and have been implemented in rooms and spaces bearing this notice (*indicative list*):

1. In keeping with guidance from the Provincial Health Officer:
 - a. Personnel will stay at home if they are sick with cold or flu symptoms
 - b. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
 - c. Personal hygiene: regular hand washing, covering coughs and sneezes
 - d. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
2. Personal protective equipment: Any PPE required to undertake this research is available to meet the needs of the people present;
3. The maximum number of personnel in ROOM #__at any one time will be no more than

X People

4. (*Add any unique elements of the safety protocol for this space.*)

ACKNOWLEDGEMENT

By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:

- Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
- Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
- It is my responsibility as the Principal Investigator to ensure that I along with all faculty, staff and students engaged as part of my research activities are aware of and comply with the relevant COVID-19 and other safety protocols.
- Only those people essential for the activity to be performed in this space will be asked to return to work;

Name	Signature	Date
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