



Faculty of Applied Science

COVID-19 Parent Plan

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

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

Faculty	Faculty of Applied Science
Facility Location	See Appendix A for all buildings and departments
Proposed Re-opening Date	August 10 th
Workspace Location	See Appendix A for all buildings and departments

Introduction to Your Operation

1. Scope and Rationale for Opening

The research and teaching mission in the Faculty of Applied Science requires access to specialized equipment and laboratories on campus at UBC. Lack of access to specialized equipment and laboratories during the COVID-19 shutdown is having a significant impact on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery.

Each of the units within the Faculty of Applied Science will open only those buildings and facilities that are necessary to conduct on-site work. This includes, but is not limited to, research and teaching laboratories, teaching facilities, instrument facilities and other support facilities.

The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of occupancy which accommodated physical distancing protocols. The gradual yet wider Return to Campus (R2C) to support additional essential operations in support of research and teaching is triggering a revised and increased building and/or room capacity of 66% (or 2/3) of total occupancy which accommodates physical distancing protocols. Stage 3 is 100% occupancy which accommodates physical distancing protocols. Each workspace, room, lab, office, etc. is unique and requires its own consideration. The timing of these stages is fluid and will align with provincial guidance.

The Faculty of Applied Science’s plan for R2C is to support instructional and teaching needs for the Fall Term 1 including essential technical and administrative staff. It is also to support students coming back for clubs, design teams, Co-op, and necessary field trips. In R2C, the Faculty of Applied Science also considers primary care givers or others disproportionately affected during the shutdown.

The approval process is succinctly described below. See [Appendix B](#) for our understanding of the approval process in a user-friendly flow chart for Intermediate and Child plans.



The Dean must approve the APSC Parent Plan (herein) prior to final completeness review by the COVID-19 Safety Planning Steering Committee, who may further recommend improvements as required, to meet completeness as per UBC and WorkSafeBC requirements. It is understood that the UBC Executive will make the final recommendation to the UBC President for approval to proceed with gradual campus re-occupancy for the Faculty in accordance with the Parent Plan.

The Faculty of Applied Science occupies 33 buildings across UBC campus. Often many of these buildings are shared spaces between multiple occupants both internal to the Faculty and external (other Faculties/Units/etc.). Building Safety Plans (BSP) were established in Return to Research Stage 1 to centralize information, and ensure clarity and accuracy among shared facility occupants. These BSPs were focused on main egresses, traffic flows, physical distancing measures in shared areas, to inform occupants of changes in the buildings. As we move into Stage 2 and a wider Return to Campus, BSPs will be maintained as stand-alone documents for buildings which are shared among occupants, to be referenced in their Department/School/Unit's Intermediate Plans. For those buildings which have Building Safety Plans which are easily transformable into Intermediate Plans, this will be done instead. For example, the Faculty's School of Architecture & Landscape Architecture (SALA) occupies 7 buildings across campus. Their Intermediate Plan will reference the BSPs of the 7 relevant buildings as transforming them into one Intermediate Plan would be a challenge. Alternatively, the School of Community and Regional Planning will be easily be able to transform their BSP into an Intermediate Plan for their unit as they only occupy 1 building on campus.

Each Department/School/Unit will have Intermediate Plan (IP) referencing relevant approved BSPs, and each specific operation within the Department/School/Unit will have a Child Plan unique to each work space.

For IPs, prior to higher re-occupancy, each Department/School/Unit will use the relevant safety plan template provided by Safety and Risk Services and will reference any/all existing relevant BSPs accordingly. The IP will be written in collaboration with any relevant shared facility stakeholders; these will be reviewed and approved by the respective Department Heads/School Directors. The IP will be reviewed and approved by the Return To Campus Committee (RTCC) before submission to the Safety and Risk Services (SRS). Only the high-risk (for potential COVID-19 transmission) Intermediate & Child Plans will be reviewed by the Steering Committee and Executive after directive from SRS.

For Child Plans (workspace specific plans), prior to higher re-occupancy, each Supervisor/Manager has or will draft a safety plan for their specific operation that will be reviewed and approved by the respective Department Head/School Director. Only the high-risk (for potential COVID-19 transmission) activities will be reviewed by the RTCC prior to submission to the SRS, and then to the Steering Committee and Executive, where appropriate.

***Please note:** Special considerations may be made for the School of Nursing which has been considered essential service since the start of COVID-19. As such they have worked with the B.C.'s Public Health Office, Ministry of Health and Vancouver Coastal Health (who oversees the UBC Hospital site) in developing their plans.



Section #1 – Regulatory Context

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

Section #2 - Risk Assessment

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

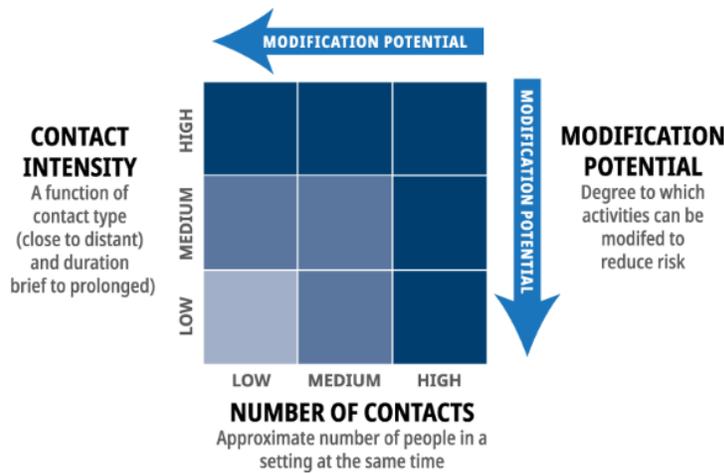


respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

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

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



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

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

7. Contact Density (Proposed COVID-19 Operations)

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

- In R2R Stage 1, the number of people in buildings and labs was reduced to about 1/3 of normal occupancy in order to limit contacts between people in lab spaces and in common spaces to



achieve a safe operation. Individual supervisors/managers assigned room occupancy (vetted by the Department Head/School Director) to ensure that physical spacing is possible at all times. If a job or task required close proximity, the supervisor/manager considered other measures including PPE in order to mitigate risks in accordance with UBC guidance on COVID-19.

- In R2R Stage 2 and the wider R2C plan, the building/space capacity will increase to about 2/3 of occupancy to enable more people to return to on-campus work, provided the established protocols herein and current provincial guidance can be met.
- Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their workspaces.

8. Contact Number (Proposed COVID-19 Operations)

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

- As mentioned above, in R2R Stage 2 and the R2C plan, the number of people in the building will be increased to about 2/3 of occupancy which accommodates physical distancing protocols. Physical distancing must be enforced and rooms must not exceed the posted maximum occupancy. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing and/or or will implement other work alone protocols.
- A master list of people allowed to each building within APSC Faculty will be updated to reflect the numbers of individuals who are approved to return from the previous return to research stage 1 and new return to campus child plans. This will be stored on SharePoint and updated by the LST member of each department.

9. Employee Input/Involvement

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

The Faculty of Applied Science’s RTCC formalized and approved the Parent Plan document. The committee’s members include representatives from the Dean’s Office, the Departmental administration, and representatives from the Joint Occupational Health and Safety Committee.

- Formal JOHSC review of this Parent Plan, or modifications/amendments to this Parent Plan, will occur within 30 days of UBC Executive’s approval.
 - The Parent Plan will be reviewed at the August 12 meeting
- Expectations of workers is outlined in [Appendix D](#) and will be emphasized during the communication of this Parent Plan.

10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All Supervisors/Managers have been informed on appropriate Workplace Health measures and supports for staff mental and physical health to be made available as they return to campus. Check in’s and supports will also be made available via the following channels:

- Weekly team meetings (virtual)



- Team email broadcasts
- One-on-one virtual meetings with direct supervisors
- JOHSC meetings & communications
- LST communications

Supervisors are also encouraged to disseminate information from [UBC Wellbeing](#).

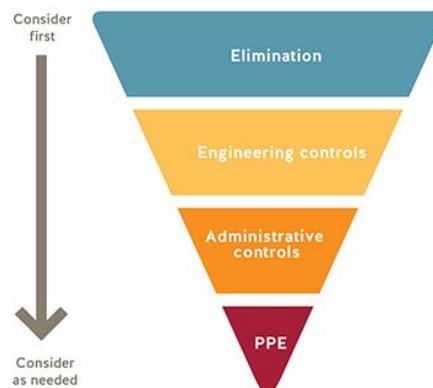
11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Final plans will be posted to the following: Faculty-level website and Faculty level SharePoint site, JOHSC website, and individual Departmental/School/Unit websites. Additionally, hardcopies will be posted on Health and Safety boards and in the main Departmental/School offices as all returning workers must have access to the plans, either physical or online.

Section #3 – Hazard Elimination or Physical Distancing

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



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

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands



- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
 - Unit Intermediate and Unit Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).”

12. Work from Home/Remote Work

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

- All work which can be done off-campus must continue to be done off-campus, i.e. data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of supplies, online library research, computations, student services and administration, etc. should be done from home.
- Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization of activities will be determined by the Departmental/School, situationally identified by the Supervisor/Manager, and final approval granted by the Head/Director.
- UBC’s President’s Office presented the following five activities as top priorities:
 1. **Academic/Research resumption** Examples: Teaching, labs (instructional and research), research services, research field stations.
 2. **Services that directly support the resumption of research, teaching and learning** Examples: Shops, shipping/receiving, etc.
 3. **Revenue generating units** Example: Geering Up camps, Vancouver Summer Program
 4. **University ancillary services** Example: Student services
 5. **Administrative units** Examples: Administrative offices
- Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the Departmental Head or School Director.
- Faculty teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; evaluation and approval determined by Department Head/Director.
- Faculty who require access to on-campus space to prepare materials for academic terms(e.g. making videos for online course production) may be accommodated by the head/director where possible provided it will be done in a safe manner consistent with physical distancing requirements.
- Undergraduate thesis students and undergraduate project students will not be allowed to return, unless specifically authorized by the Department Head/Director as the additional



considerations around training, supervision and oversight of these students may pose challenges in meeting the physical distancing requirements

- Office hours cannot be organized for stage 2, but may be considered for stage 3
- Everyone must continue to meet online whenever possible.
 - Small in-person meetings that are essential (e.g., training that cannot be completed online, equipment servicing) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom and meet all of the requirements outlined in the SRS [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#).
 - Units requesting to do this will be required to submit a plan for the space/rooms layouts for approval by Department Head/School Director.
- Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members are responsible for developing plans for their own research spaces. These will be reviewed and approved by Department Heads/School Directors. Heads and Directors are encouraged to consult with their LST.
 - Amendments to R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.
- Non-essential business / research travel is not permitted at this time, but will be revisited in future Stages.
- Field work will be reviewed and approved on a case-by-case basis by the Department Head/School Director.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

To help with the decision of who are required/wanting to resume work at UBC, the [Appendix C](#) outlines the decision process as a reference document.

Shift Work: Each Department/School/Unit/etc.) will create a plan with regard to controlling access to their units. Units are expected to adhere to UBC rules for scheduling (M-F 7:00 am – 7:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean required spaces. That said, any supervisor/manager wanting their personnel to work on a shift basis will need to make a request through their Department/School/Unit building administrator. It may not be possible to accommodate all requests. All personnel must abide by their Department/School/Unit’s working-alone policy with a safety plan to ensure that there are regular checks.

Weekend Work: In R2R and R2C, weekend work is allowed provided it does not conflict with custodial services. The individual Departments/Schools/Units are to ensure their building administrator/facility manager is informed of when weekend work is permitted and to confirm the custodians are given time and space to complete their work.



- 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 researchers are to include these research protocols in their workspace plans for approval from their Department Head/School Director.
- The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:
 1. The PI/Faculty member/supervisor must notify their Department Head/School Director and Building Administrator that there will be work continuing beyond the regular hours.
 2. Building administrators/facility managers should notify security ahead of the scheduled date regarding who will be working extended hours (including time, date, and location) so that they can be given access if they forget or misplace their access card.
 3. The PI/faculty member/supervisor will post notice on the door of their lab/office/workspace that late-night or weekend work is underway, indicating name(s) and working hours.
 4. The PI/faculty member/supervisor will ensure Work Alone protocols are in place including the safety of their personnel leaving buildings during late-night hours.

Medium-to-High Risk Work: Where medium-to-high risk work is conducted (e.g. potentially hazardous laboratory experiments), one monitor (typically a faculty member, but may be another responsible person like a health and safety officer) should be present each day (9:00 am - 5:00 pm) and this should be broadcast to everyone in the unit. The monitor should be available in case of an emergency or other questions, and should help to ensure that the restrictions are being observed.

Responsibilities:

- Department/School/Units will maintain a schedule for and the contact information of responsible person present during every shift.
- Department/School/Units will ensure scheduling of shared rooms (via PI or office admin safety plans) is performed in each building.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Faculty of Applied Science buildings use a QR code for check-in/out in order to ensure the occupancy level is respected, the COVID-19 self-assessment is completed before entering a building and to provide traceability. It will consist of:

- One QR code for sign in and sign out that captures name, date and time, department. When they answer “arriving for the first time”, the self-assessment for COVID-19 symptoms is imbedded in this survey. When they answer “departing”, name, date as well as a list of primary rooms they have been in will be included. No self-assessment



required at exit. *There may be reason for exemptions to accommodate systems for shared buildings.

- Departments/Schools will complete random compliance checks to ensure the 2/3 occupancy is not exceeded.

Spatial analysis will be detailed in each building plans (Intermediate) developed by each unit. Considerations they should take into account is outlined below:

Laboratory/Office Considerations

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

Building/Facility Considerations

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

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 m physical distancing
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire)
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.
- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited (and with physical distancing). Limit the number of people that enter the main office so that physical distancing is maintained.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2 m apart should be on the floor.
- All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
 - Unit Intermediate and Unit Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s)."

Points of Access to Building and Access Control



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

Department-Managed Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms can be open for specific events (such as filming teaching or holding small, distanced training sessions that cannot be done virtually) provided that a safety plan (with posted room occupancy) has been developed.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces

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

Signage and Directional Guides

- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Stairwells that are busy or very tight (for directionality).
- Physical distancing signage must be posted at entrances and/or hallways.
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
- Post signage within the units to inform everyone of the measures in place.

Hand Sanitizer Stations

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

Offices

- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by head's approval on a case-by-case basis.
- Use of offices can be allowed, but must accommodate physical distancing protocol. Office use will only be approved when work cannot be effectively done from home. Priority will be given to offices that are required for teaching purposes.

Shared Facilities

- Access to facilities must be controlled by the building administrator/facility manager.



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

Visitors

- If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).
- Departments/Schools/Units must keep a record of visitors to the workplace. Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings.
- Occupancy restrictions are not to be exceeded by visitors.

15. Accommodations to maintain 2 metre distance

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

Common Physical Distancing Protocols (Everyone)

- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC the [UBC Employee COVID-19 Physical Distancing Guidance](#) should be followed. Examples include carrying something heavy or doing repairs to an equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers on campus accessing equipment, or other special cases authorized by the Head/Director.
- All elevators are limited to either one or two occupants, based on elevator size.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Passing others in stairwells is not permitted. Follow directions in buildings.
- Do not congregate in common areas. Minimize social interactions in the building.
- All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
 - Unit Intermediate and Unit Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s)."
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) should be controlled carefully by departments. Remove chairs from common



rooms to limit the number of people who can sit in accordance with physical distancing standards

- Department-bookable classrooms can be reopened in R2R Stage 2 & R2C.
- Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing. When and where kitchens/lunchrooms can be closed, this is recommended.

16. Transportation

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

The Faculty of Applied Science expects that all supervisors/managers and Departments/Schools will adhere to the [UBC Employee COVID-19 Use of UBC Vehicles](#) guidance, including only one person per vehicle unless there is space to allow physical distancing.

17. Worker Screening

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

- Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean's Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](#).
- Additionally, each Department/School will designate a person to do regular spot checks on the survey database and prohibit people who are scheduled in the building, but are not completing the survey. This person will also ensure that international travellers are not scheduled in the building and have not entered the building during 14 days after their arrival to Canada.
- Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the [SRS training](#) and will be aware that:
 - Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
 - Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
 - Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
 - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC.IT](#).



○ Anyone becoming sick at work is to immediately leave and is to remain at home.
Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. UBC and WorkSafeBC provides such signage, as below:

- [UBC Entry Check Sign](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

18. Prohibited Worker Tracking

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

The QR code Qualtrics survey is designed to provide information on what to do, for those who try to access the building but have one or more of the above symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the WorkDay system.

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Building Operations will be contacted to notify of building re-occupancy to ensure they can flush the pipes etc.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
 - If there is any additional required cleaning (e.g. high-touch surfaces), training regarding the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#).
- Personnel must wash their hands regularly with soap and water (20 seconds) or if washing hands with soap and water is not feasible, use hand sanitizer, and avoid contact with one another.
 - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temp stability, subject to availability. Do not prop fire doors (unless using magnetic openers that automatically close in the event of a fire).
- If microwaves or other cooking equipment are being used, there must be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there must be supplies available there for this purpose. Units may consider preventing the use of common food preparation equipment if they think it is unsafe.



20. Equipment Removal/Sanitation

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

- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly
- Building Safety plans developed by each department/unit will highlight the equipment removal/ sanitation procedures for common areas of their building. The guideline given to the Individual users will be to disinfect every common surfaces inside a room (e.g., fridge handles, solvent containers, mice on lab computers
- Each workspace plan developed by faculty/supervisors will highlight the equipment removal/ sanitation procedures for their specific spaces.
- Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the [WHO guidelines for decontamination](#) & [Health Canada guidelines](#).

21. Partitions or Plexiglass installation

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

Need for partitions or plexiglass installation will be addressed within each Department/School/Unit’s Child plans. However, movable plexiglass barriers should be installed on counters where personnel must interact with customers or other people (e.g. deliveries). Please refer to the [Facilities website page](#).

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Faculty of Applied Science Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Faculty of Applied Science will disseminate the approved Parent Plan via e-mail and will post it on the Faculty website.

A meeting will be held with Heads/Directors to confirm their responsibilities, as well as communicate what is expected of them in the subsequent plans (Intermediate and Child). Once approved the Intermediate and Child plans will be distributed by email, posted on the Departmental/School/Unit websites, as well as stored on a centralized SharePoint site for record keeping purposes at the Faculty-level.

Communication of Worker Concerns to the Faculty of Applied Science



- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see [Right to Refuse Unsafe Work](#)).
- They may also contact their worker representative of [the APSC JOHSC](#) to express their concerns. Another avenue they can use is going through their supervisor to communicate their concern.
- Information on the use of non-medical masks can be found [here](#).

23. Training Strategy for Employees

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

- The SRS [Preventing COVID-19 Infection in the Workplace](#) online training course is mandatory for all employees (including the ones still working remotely).
- The completion certificate of the course plus a commitment Form of all documents to read (Building and their specific Workspace safety plans) must be sent by email to a designate in each department. These designates will also be responsible for making sure everyone entering the building has sent the check-list and certificate. See commitment form template in [Appendix G](#).
- Administrators with HRMS access can run a 910 report in MSP to view which employees in their department have completed all mandatory training courses.

24. Signage

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

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

Required Signage:

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

25. Emergency Procedures

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

All of the BERPs within the Faculty of Applied Science have been updated to accommodate the reduced staffing levels; resources for this are found [here](#). When the designated Fire Wardens are not scheduled



to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.

Handling Potential COVID-19 Incidents:

Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found [here](#). Direct people who are unsure about what they should do to the [BC Self-Assessment Tool](#). [OPH programs and services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

26. Monitoring/Updating COVID-19 Safety Plan

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

- Every month, the Faculty of Applied Science will review monitoring information from each Department/School and will update plans as necessary. Employee feedback on this plan can be sent directly to their supervisors, and to their worker representatives on their Department LST or their worker representatives on the Faculty of Applied Science’s JOHSC.
- This plan will be reviewed if there is a request for higher building occupancy, if there is a shift in provincial phases, or if University policies undergo a substantial change
- See Appendix I: COVID-19 Workspace Safety Plan Document Revision

27. Addressing Risks from Previous Closure

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

- Research will be opened to less experienced research personnel, when possible.
 - If they are less experienced or require training, PIs will still be responsible the student is trained on the proper procedures within the lab/workspace. We encourage in-person supervision wherever possible for less experienced students where physical distancing can be done.
- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If the worker role changes, the details must be included in either the PI or office admin site-specific safety plan.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

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



- We are not anticipating any new PPE requirements due to COVID-19.
- Where COVID-19-specific PPE may be required, each Department/School/Unit will have to create their own supply chain through their respective Stores or supply strategy.
- Ordering critical supplies should follow this process through [SRS](#).

Section #7 – Non-Medical Masks

29. Non-Medical Masks

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

- Faculty and staff have been informed via the UBC Broadcast. They are reminded of the Mandatory Mask policy by seeing all the UBC Mandatory Mask Posters posted throughout the buildings managed by the Faculty of APSC. Moreover, the Intermediate and Child plans will be revised to reflect the latest changes. Emails will be sent to the faculty members to inform them on the process to follow to post the updates for their child plans.
- Faculty and staff will be encouraged to look at [Using Non-Medical Masks](#) website for the most up to date information.
- All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
 - Unit Intermediate and Child plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s)."

Section #8 - Acknowledgement

30. Acknowledgement

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

The final version of this Parent Plan will be signed by the Dean James Olson, Faculty of Applied Science. It will be distributed to all Heads/Directors, staff in the Dean’s Office and the JOHSC. It will also be posted on the Faculty-level website.

I acknowledge that this Parent Plan has been shared with all Heads/Directors, staff in the Dean’s Office and the JOHSC through email and will be made available as a shared document.

Date September 30, 2020

Name James Olson

Title Dean, Faculty of Applied Science

Signature _____



Appendix A – Map and List of Buildings and Departments in the Faculty of Applied Science



The Faculty of Applied Science (APSC) encompasses varied types of research, including lab, human and field studies, and requires access to a wide variety of buildings and services across campus. APSC has over 300 faculty members, 165 research staff and 2,055 graduate students. The Faculty of Applied Science occupies 33 buildings on the Vancouver campus, and one central building for the School of Engineering in the Okanagan campus. On the Vancouver campus, and with only a few exceptions, these buildings are clustered in an area roughly delimited by East and Main Mall (East and West), and University and Thunderbird Boulevards (North and South). East Mall, as well as Thunderbird Blvd can provide main access roads which could become emergency routes.

APSC buildings on the Vancouver campus including buildings with active on-campus activities (red), and buildings which will be considered for re-opening (yellow).



Appendix B – Approval Process Flow Charts

Table 1 – Intermediate Plan Approval Flow Chart

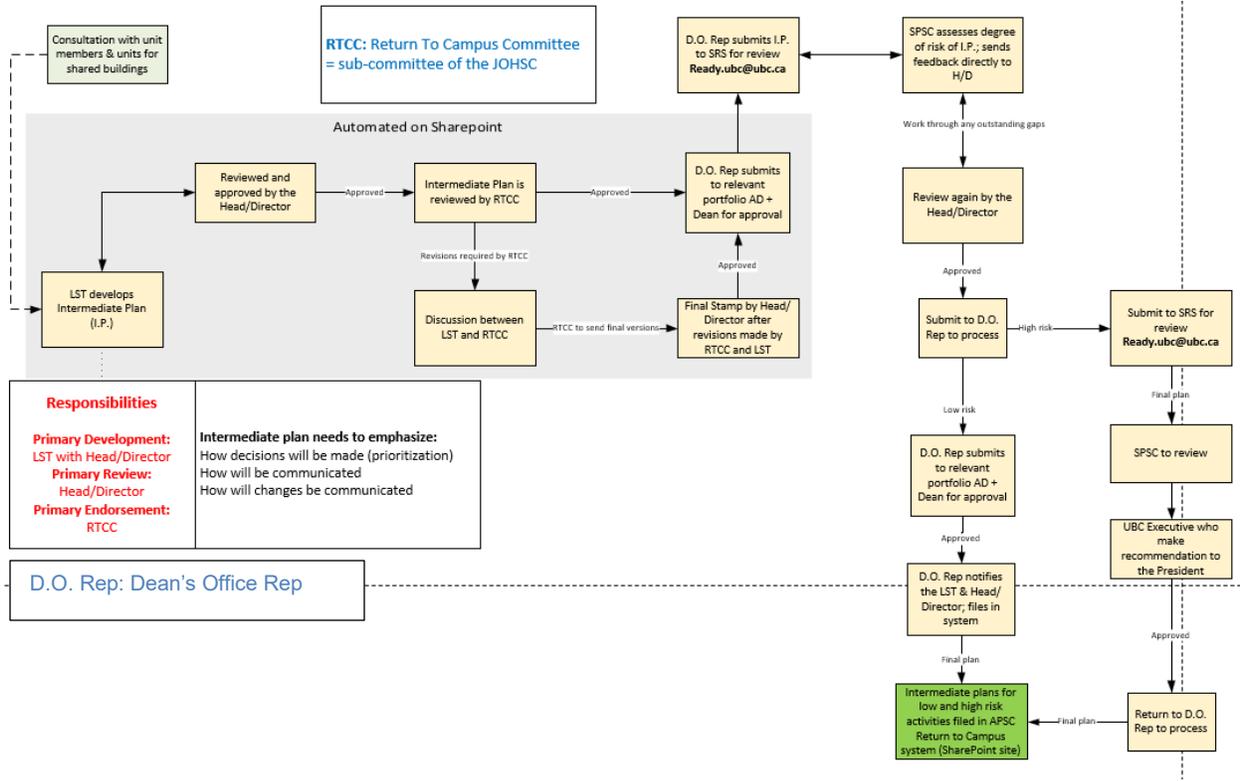
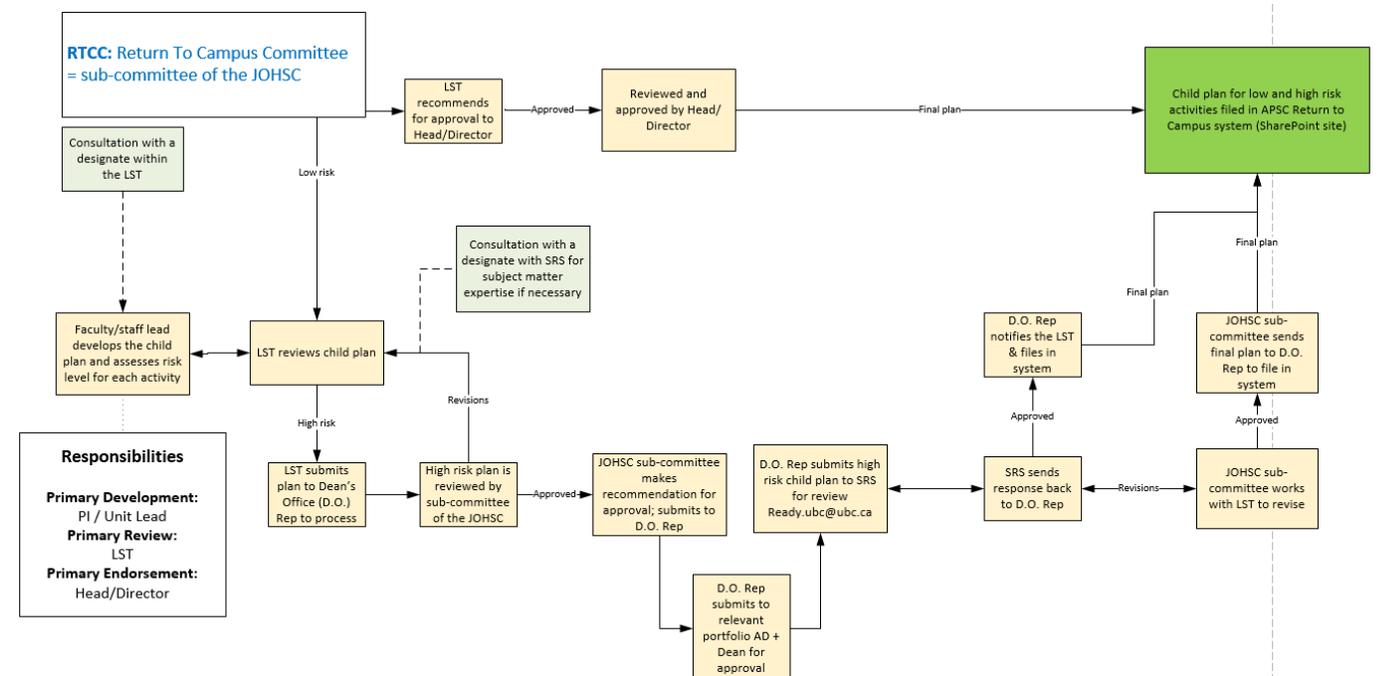
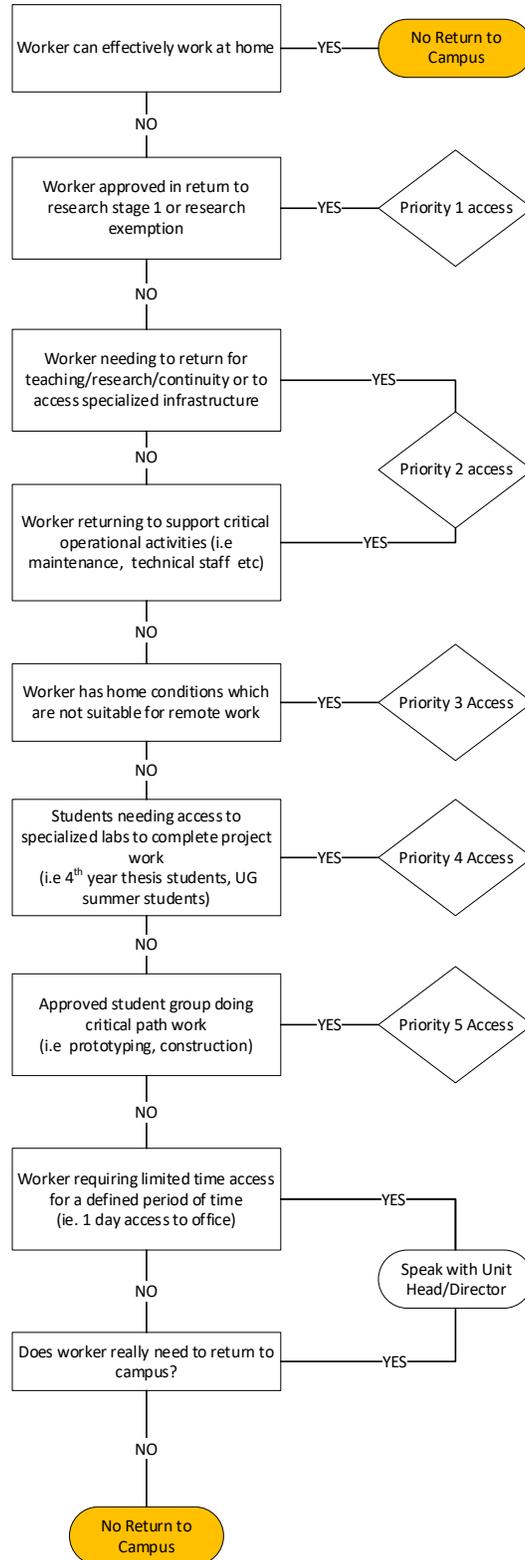


Table 2 – Child Plan Approval Flow Chart





Appendix C – Working On-Campus Decision-Tree





Appendix D – Responsibilities of Each Worker Group

Employee Responsibilities

- Must take the required UBC COVID-specific training course.
- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come on campus.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: <https://bc.thrive.health/>.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Faculty who are teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- In-person meetings, events or lectures should not be organized in R2R Stage 2 & R2C unless they have received approval from Heads/Directors and the Dean, APSC.
- To support a limited scope of face to face meetings, which meet the criteria for supporting critical path work, separate child plans must be developed to designate meeting spaces and to identify locations where face to face meetings may occur.
- Where exemptions have been given for an employee to access their office, they must not have guests in the office.
- Supervisors/managers will be responsible for developing safety plans for their spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their LST and/or JOHSC.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the head or director.



- When an employee is concerned about the rules for R2R Stage 2 & R2C, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first).

Responsibility of Faculty of Applied Science

- Develop Parent Plan for R2C.
- Develop application and approval process to restart activities on campus.
- Evaluate and approve applications.
- Develop guidelines and requirements for R2C in accordance with UBC and Provincial guidelines.
- Disseminate training and support resources and templates as received from VPRI and SRS to Principal Investigators, researchers, unit leadership, managers, and supervisors.
- Monitor overall compliance and, if necessary, impose penalties or revoke permission to operate.
- Coordinate with VPRI to ensure activities are consistent with overall UBC guidelines.

Responsibility of Department Heads and Directors

- Ensure that the Parent Plan is shared with faculty, students, and other researchers in their unit
- Approve Building Safety Plans developed by the Departmental Safety Committee (LST).
- Ensure shared facilities are managed collaboratively.
 - Safety personnel and facilities managers will coordinate across Faculties, Departments, Schools, and units where necessary to develop comprehensive, collaborative and accurate Intermediate plan.
 - They are also responsible for reporting back to Heads/Directors.
- Approve Workspace Safety Plans reviewed by LST.
- Ensure that all employees receive safety training.
- Develop plan to monitor compliance for their unit in conjunction with their Safety Team Representative ('STR' – faculty and/or staff on the Unit's LST who work with APSC's Joint Occupational Health & Safety Committee (JOHSC): see list of STRs in **Appendix D**).
- Responsible for ensuring that all required signage is in place throughout the common spaces of the building.
- Handle conflicts from their unit and report issues to the RTCC.

Responsibility of Supervisors and Managers

- Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
- Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves.
- Responsible for posting on the doors to their work areas the maximum number of occupants. Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon



by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.

- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and to respect occupancy limits depending on the current stage of the R2C process. Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
- Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manager. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.
- Ensure the availability all necessary PPE.
- Monitor compliance with Safety Plan for all employees and visitors under their supervision
- Ensure there is sufficient availability of PPE and other safety equipment in order to implement the Safety Plan.

Appendix E – List of APSC Safety Team Representatives (STRs)

Heads 1 to 3 are there for support in shared facilities.

Intermediate Plan	Additional spaces included in plan	LST Chairs/Co-chairs	Centre Director	Head 1	Head 2	Head 3
Brimacombe (AMPEL)	Brim addition	Gary Lockhart	John Madden	Daan Maijer (MTRL)	Steve Wilton (ECE)	Steve Feng (MECH)
Pulp & Paper Center	Pulp & Paper Wesbrook	George Soong	Orlando Rojas	Chip Haynes (CHBE)	Steve Feng (MECH)	
CHBE	Gas Gun BPI CERC	Marlene Chow Sammy Larkam		Chip Haynes (CHBE)		
CERC		Marlene Chow Samy Larkam	Tony Bi	Chip Haynes (CHBE)	Steve Feng (MECH)	
CIVL	CEME CEME labs Earthquake research facility McMillian Staging Area	Scott (Russell) Jackson		Bernard Laval (CIVL)		



ECE	KAIS Swing McLeod ICICS LIFE	Martin Ordonez Ross Sheppard Mathew Kutarna		Steve Wilton (ECE)	Steve Feng (MECH)	
Engineering Design Centre		Richard Colwell				
ICICS	Forest Science Centre	Fatima Damji Gable Yeung	Rob Rohling	Steve Wilton (ECE)	Steve Feng (MECH)	
MINE	Forward CMP	Carmen Jensen		Scott Dunbar (MINE)		
MTRL	Forward BRIM McMillan	Berend Wassink		Daan Maijer (MTRL)		
MECH	CEME CEME Labs KAIS CERC	Monica Clarkson Markus Fengler		Steve Feng (MECH)		
Intermediate Plan	Additional spaces included in plan	LST Chairs/Co- chairs	Centre Director	Head 1	Head 2	Head 3
SALA	CIRS Lassarre McMillan Ponderosa LARC Annex	Robert Geyer		Ron Kellett		
SCARP	West Mall Annex Lassarre	Dolores Martin		Heather Campbell		
SoN	UBC Hospital Koerner	Bob Wilson		Elizabeth Saewyc		



Appendix F – Shared Facilities

When navigating approvals within shared facilities, the approval should follow the administrative path of where the work will be completed (i.e. research work occurring within a Department/School’s space footprint vs. research work occurring within a Research Centre/Institute’s space footprint.) That said, Department Heads/School Directors and Research Centre/Institute Directors, the relevant LSTs, and building administrators/facility managers must work collaboratively to ensure the accuracy of building occupancy.

Department Heads/School Directors:

- Will approve the Intermediate plan for their unit.
 - This document should accurately reflect all relevant updated Intermediate plan(s); Intermediate plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of their Department/School.
 - Child plans must support the occupancy capacities and protocol outlined in the Intermediate Safety Plans.

Research Centre/Institute Directors:

- Will approve the Intermediate plans for their unit.
 - This document should accurately reflect all relevant updated Intermediate plan(s); Intermediate Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
 - It is understood and agreed upon that these plans will also be shared with the relevant Heads/Directors for review and secondary signature.
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of the Centre/Institute (i.e. ICICS, AMPLE, etc.).
 - Child plans must support the occupancy capacities and protocol outlined in the Intermediate Safety Plans

Table 3 – Contact List for APSC Occupied Buildings

Building Name	Occupants	Head/Director	Building Admin and/or Facility Manager
Centre for Interactive Research on Sustainability [CIRS]	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	Sustainable Building Science	Linda Nowlan	Masoumeh Eghtesad



Chemical & Biological Engineering Building	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Clean Energy Research Centre	Xiaotao Bi	Sarah Chen
	APSC Dean's Office	James Olson	Richard Colwell
Civil and Mechanical Engineering Building	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Civil and Mechanical Engineering Laboratories	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Civil and Mechanical Engineering Structures Lab	Civil Engineering	Bernard Laval	Scott Jackson
Coal and Mineral Processing Laboratory	Mining Engineering	Scott Dunbar	Joanna Ho
Coal and Mineral Processing Laboratory Addition	Mining Engineering	Scott Dunbar	Joanna Ho
Earthquake Engineering Research Facility	Civil Engineering	Bernard Laval	Scott Jackson
Engineering High Head Room Laboratory	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Engineering Student Centre	Engineering Undergrad Society	James Olson	Richard Colwell
Forest Sciences Centre	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
Frank Forward Building	Materials Engineering	Daan Maijer	Michelle Tierney
	Mining Engineering	Scott Dunbar	Joanna Ho
Frederic Lasserre Building	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	School of Community and Regional Planning	Heather Campbell	Dolores Martin
Gas Gun Facility	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
H. R. Macmillan Building	Civil Engineering	Bernard Laval	Scott Jackson



	APSC Dean's Office	James Olson	Richard Colwell
	Integrated Engineering Program	Jon Nakane	
	Faculty of Land and Food	Ricky Yadda	Andy Jeffries
	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Institute for Computing, Information and Cognitive Systems / Computer Science	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Koerner Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson
Landscape Architecture Annex	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Life Building	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
Lower Mall Research Station	APSC Dean's Office	James Olson	Richard Colwell
Macleod Building	Under construction	n.a.	n.a.
Medical Sciences Block C	School of Nursing	Elizabeth Saewyc	Bob Wilson
Ponderosa Office Annex B	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Pulp and Paper Centre	Engineering Co-Op Program	Orlando Rojas	Steven Dreger / George Soong
	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
Purdy Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson
Staging Research Centre	Civil Engineering	Bernard Laval	Scott Jackson
The Brimacombe Building	Advanced Materials and Process Engineering Laboratory	John Madden	Gary Lockhart
	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	APSC Dean's Office	James Olson	Richard Colwell
	Materials Engineering	Daan Maijer	Michelle Tierney



	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
The Fred Kaiser Building	APSC Dean's Office	James Olson	Richard Colwell
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Wayne and William White Engineering Design Centre	APSC Dean's Office	James Olson	Richard Colwell
Wesbrook Building	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
West Mall Annex	School of Community and Regional Planning	Heather Campbell	Dolores Martin

Appendix G – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the *[insert name of building]* building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from *[insert name of Departments/Schools/Units involved sharing the one building]*. All students, staff and faculty who are permitted to resume activities in the *[insert name of building]* building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → *[insert name of Departmental/School designate dedicated to collecting these forms & SRS course certificates of completion.]*

Requirement	Check when complete
Review the intermediate safety plan	
Review the child safety plan (also called workspace safety plan)	
Complete the SRS online COVID-19 safety course and sent the certificate to <i>[insert name]</i>	
<i>[List any other specific training you require]</i>	

Your name: _____ Date: _____

Faculty/Dept. _____ Your main room no. _____

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

Supervisor: _____ Signature: _____

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

- Doing the daily building check-in and check-out (QR code access)



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

Appendix H – Summary: QR Codes to Capture Building Access for Contact Tracing Purposes



<p>Background & System Overview</p>	<p>During the Return to Research Stage 1 process, many of APSC’s Departments and Schools began using a “check in, self-assessment & check out” system to be able to support provincial Contact Tracers in the instance of confirmed presence of a COVID-19 infection within their buildings on campus.</p> <p>By asking faculty, staff and students to complete the “check in, self-assessment & check out” surveys, the Departments and Schools were able to have a comprehensive understanding of <u>who</u> accessed a building, <u>where</u> those people worked, and <u>when</u> they worked.</p> <p>The steps for this system are as follows:</p> <ol style="list-style-type: none"> 1. Scan a unique QR code located on doors to building (all entry and exit points) 2. QR code sends user to a UBC Qualtrics survey which asks the following information: <ol style="list-style-type: none"> a. First name, last name b. Check-in time c. Check-out time d. Spaces worked in/visited (i.e. Room number, lab number, etc.) e. Questions from BC Self-Assessment Tool for COVID-19 3. Results are sent back to the UBC Qualtrics survey and are stored in the back-end of the survey system <p>This was a successful system for the Departments and Schools, although their surveys were created independently of one another. As we move into a wider Return to Campus and in effort to streamline the process, the Heads and Directors have agreed they would like to use the same survey model across the Faculty’s buildings wherever possible. Using the same survey will support behaviour continuity and ensure a greater likelihood of adoption and overall success.</p>
<p>Data Access & Purpose</p>	<p>Data Access: The employees with ability to access the survey data are the LST member(s) who developed the survey, and/or those who have been granted access to the survey through their UBC Qualtrics account.</p> <ul style="list-style-type: none"> • This number will remain as low as possible (1-2 people). • Each building will have its unique QR Code. Only the LST occupying that building will have access to the survey specific to their building. • The survey is collecting a minimum amount which is necessary to determine who was in a building during a specific time, should the need arise. <p>Purpose: The purposes for capturing this information are to:</p> <ol style="list-style-type: none"> 1. Support Contact Tracing in the event of a positive COVID-19 case within the building 2. Ensure facility managers, Department Heads, and School Directors are able to understand capacity of a building <p>The information will not:</p>



	<ul style="list-style-type: none"> • Be used for job performance management • Be provided to supervisors to monitor employee/worker attendance
Example	Please see below the example for the PPC Building.



Pulp & Paper Centre check-in/out

Start of Block: Default Question Block

Display This Question:

If EmailAddress Is Empty

Q1 If you would like to receive via email a personal link to this survey with some of your previous answers pre-populated, please enter your email address below:





Q2 Please provide your First and Last Name

Display This Question:

If Department Is Empty

Q3 Please indicate your unit

- BPI (1)
- APSC Co-op (7)
- APSC Dean's Office (6)
- Visitor (4)
- Other (5)

Display This Question:

If Department Is Not Empty



Q4 Please confirm your unit. You can edit it if necessary:



Q5 Please confirm today's date (mm/dd/yyyy):





Q6 Please confirm the time you arrived or departed this building:

Q7 Please indicate if you are arriving for the first time, re-entering or departing this building:

- Arriving for the first time today (1)
- Re-entering (2)
- Departing (3)

Skip To: Q19 If Please indicate if you are arriving for the first time, re-entering or departing this building: = Departing

Skip To: Q19 If Please indicate if you are arriving for the first time, re-entering or departing this building: = Re-entering

Q8 On this page and the next ones, a series of questions will be displayed as part of a self-assessment developed by the BC Health authorities.

After answering each question, please click next.

Q9 **Are you experiencing any of the following:** Severe difficulty breathing (e.g. struggling to breathe or speaking in single words) Severe chest pain Having a very hard time waking up
Feeling confused Losing consciousness

- Yes (5)
- No (6)

Display This Question:

If Are you experiencing any of the following: Severe difficulty breathing (e.g. struggling to breath... = Yes



Q10 Please call 9-1-1 or go directly to your nearest emergency department.

Click Next to end the survey

Q11 **Are you experiencing any of the following:** Mild to moderate shortness of breath
Inability to lie down because of difficulty breathing Chronic health conditions that you
are having difficulty managing because of difficulty breathing

Yes (5)

No (6)

Display This Question:

If Are you experiencing any of the following: Mild to moderate shortness of breath Inability to lie... = Yes

Q12 **Go Home and please consult your family doctor or nurse practitioner.**

You can call 8-1-1 anytime to talk to a nurse at HealthLinkBC and get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department. Click Next to end the survey

Q13 Are you experiencing cold, flu or COVID-19-like symptoms, **even mild ones?**

Symptoms include: Fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, stuffy or runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.

Yes (5)

No (6)

Display This Question:

If Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones? Symptoms include: Fev... = Yes



Q14 Go Home and please get a COVID-19 test and self-isolate.

Testing Instructions: visit the [Testing](#) page.

[See the self-isolation dos and don'ts information sheet](#)

Click Next to end the survey

Q15 Have you been outside of Canada in the last 14 days?

Yes (4)

No (5)

Display This Question:

If Have you been outside of Canada in the last 14 days? = Yes

Q16 Go Home and please self-isolate for 14 days and self-monitor. As of March 25, 2020 it is **mandatory** under the Quarantine Act that anyone arriving in British Columbia from outside of Canada self-isolate and monitor for symptoms for **14 days upon their arrival** and complete/register a self isolation plan .

Click Next to end the survey

Q17 Did you provide care or have close contact with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority's public health team.

Yes (4)

No (5)

Display This Question:

If Did you provide care or have close contact with a person with confirmed COVID-19? Note: This mean... = Yes

Q18 Go Home and please self-isolate for 14 days and self-monitor for symptoms People who are **contacts of a confirmed case**, meaning they have been or could have been exposed to the virus but do not have symptoms are required to self-isolate for 14 days since their last



contact with the positive person and monitor for symptoms. [See the self-isolation dos and don'ts information sheet](#)

Click Next to end the survey



Q19 Please list the primary space(s) you intend to work in/visit (i.e. Room number, lab number, Stores, etc.) Or list/confirm the primary space(s) you have worked in/visited

Click Next to end the survey

Skip To: End of Block If Condition: Please list the primary spa... Is Displayed. Skip To: End of Block.

End of Block: Default Question Block



Appendix I: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.10.01	2.0	Marie-Helene Clopin, APSC Return to Campus Coordinator	Section 1: Regulatory context (more links added) Paragraph 14: one QR code instead of 2 (check in/out), removed question to provide phone number or email. Paragraph 17: UBC Entry check signage Paragraph 26: Appendix I added (this revision) Section 7 added: Non-medical mask (including wording around mask throughout this document) Appendix D: 9 th bullet point added “To support a limited scope of face to face...” Appendix H: simplified outcomes to the survey to get message across in a clearer way and included links to relevant websites.	Dean of Applied Science, James Olson