



# COVID-19 Parent Plan

Parent Plan – VP Research and Innovation



# Research Resumption Planning Document

Faculty of Health and Social Development

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## 1. Research Resumption Planning Document

### Introduction

This research resumption plan provides a safe and flexible framework for guiding the re-establishment of research activities in FHSD across all phases of research resumption, with the understanding that the plan will be adapted as new information is available. The goal of this plan for the FHSD is to minimize the risk that the resumption of on-campus research activity will contribute to the transmission of COVID-19 within the University and in the broader community. The plan is informed by and consistent with:

- The FHSD COVID-19 Parent Plan
- UBC's COVID-19 Safety Planning Framework for gradual and phased reoccupancy of the university: <https://finance-operations.ok.ubc.ca/covid19-resumption/>
- WorkSafeBC safe planning process (including assess the risk in workplaces, implement protocols to reduce risks, develop policies to manage the workplace, develop communication plans and training, monitor the work place and update plans as necessary, and assess and address risk from restarting operations) <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

UBC is undertaking a phased, coordinated approach to resumption of on-campus research activities across each campus. The first phase provides only limited access to on-campus facilities. Subsequent phases involve a gradual increase in on-campus research and scholarship activities in line with public health advice. It is also important to recognize that the unpredictability of the COVID-19 outbreak may necessitate a return to stricter curtailment of on-campus research and scholarly activities at any point.

**Phase 1** will provide only limited access to on-campus facilities and adhere to strict physical distancing protocols. Accordingly, resumption of research activities in this phase focuses primarily on activities that require access to on-campus facilities, and is limited to work that cannot be conducted remotely, adheres to public health guidelines, and is feasible given space available and other activities in the building. UBC recommends that all students and faculty who are able to continue working remotely will continue to do so until further notice. All remote research activities will comply with public health guidelines (e.g., physical distancing) and all research protocols will be required to account for risks associated with COVID-19 and have ethics approval. Guidelines from the UBC Office of Research Ethics are available for in-person behavioural research (<https://ethics.research.ubc.ca/behavioural-research-ethics>) and for clinical research (<https://ethics.research.ubc.ca/clinical-research-ethics/ubc-creb-guidance-during-covid-19>) during COVID-19 for new and resuming projects.

UBC VPRI Guidelines for Research Resumption Phase 1 include:

- Researchers who can conduct on-campus research are those requiring access to on-campus resources and prioritized in the Faculty Phase 1 plan
- Faculties identify priority needs for on-campus access
- In relation to conducting in-person research with human participants, a VPRI-led task force has been convened to provide recommendations on this topic. Updated guidance is available on the BREB website.



- Faculties approve specific fieldwork requests in accordance with all public health directives.
- In relation to office access, individual faculties will put specific procedures in place.
- Plans can start to be enacted after VPRI/VPA approval starting in early June 2020.

(Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>)

**Phase 2:** VPRI anticipates that Phase 2 of research resumption will allow for a gradual increase in on-campus activity. The date of this phase is reliant on public health guidelines.

#### SUBSEQUENT PHASED EXPANSION OF ON-CAMPUS RESEARCH AND SCHOLARSHIP

“Expanding access to a greater number of researchers and scholars in subsequent phases is predicated on the direction and guidance from the Provincial Health Officer. If conditions allow, subsequent phases may start to occur over the summer. In subsequent phases, Faculties will plan for an increase in research activity that may include the careful coordination of temporal distancing or shift approaches. We anticipate that this will allow buildings to remain significantly below full occupancy in order to support required physical distancing protocols as required. In the second and subsequent phases, Faculties will also be mindful of the potential intersection of access requirements for on-campus teaching and instruction.” (Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities> )

#### **UBC VPRI Guidance for Planning and Process to Support a Phased Resumption of On-Campus Research, Scholarship and Creative Activities:**

- “Each Faculty develops a safety plan for a first phase of resumption, in which limited access is provided to those **requiring** on-site resources for their research programs. Faculties are asked to target a per-person occupancy of research spaces ~ 1/3 of normal research occupancy. Safety plans must address all public health guidelines and directives.
- On each campus, a Research Resumption Steering Committee has been formed. This committee facilitates and reviews Faculty safety plans for WorkSafe BC compliance in coordination with Safety and Risk Services (SRS) (Vancouver campus) / Campus Operations and Risk Management (CORM) (Okanagan campus).
- Once a Faculty safety plan is approved, a Faculty can proceed to implementing the plan. Communication of the enactment of this phase of on-campus research resumption is done at the Faculty level.” (Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>)

This document serves as a guideline for providing information to the FHSD staff, faculty, students, researchers and administrators. With the rapidly developing guidelines at UBC and elsewhere, this document will be updated as needed. Nevertheless, the underlying goal across all phases of FHSD research resumption remains consistent – that of **cultivating a faculty culture of safety** to protect the health and wellbeing of all those directly involved in research as well as our surrounding community.



Although this resumption plan is focused on prioritized research resumption activities in Phase 1, many of the elements will provide the framework for future phased re-entry and increased activities in Phase 2 and 3.

As per UBC VPRI guidelines, requests for use of campus offices for research activities and fieldwork will also be considered in Phase 1. Procedures for requesting approval will follow the same process as requests for resumption of lab-based research activities and will need to meet standards required for health and safety. UBC's guidelines for conducting off-campus fieldwork and information about designing fieldwork plans during COVID 19 are available online: <https://research.ubc.ca/conducting-fieldwork>.

All IN-PERSON research (new | conditionally approved | previously approved by the BREB) and ON-CAMPUS research (using UBC facilities) is now required to go through a Faculty-led prioritization process. (<https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-during-covid-19-research-restrictions>)

It is anticipated that as FHSD researchers adapt existing studies or develop new health-related projects to be delivered remotely/virtually, requests for laboratory access for simple tasks such as shipping/receiving materials or making videos for participants for "remote" research studies will increase. It is expected that these may be research tasks involving 1-2 researchers accessing an on-campus laboratory for a short period of time (i.e., not regular day-to-day access). Such requests, however, will still require application and following of all the outlined procedures for research resumption.

## 2. Planning Team

This document and guidelines have been prepared by the FHSD Research Committee in consultation with Mike De Vies (FHSD Operations) and the FHSD Dean's Executive Committee.

### *FHSD Research Resumption Roles*

- **Principal Investigators (PIs)** will be responsible for preparing and submitting **COVID-19 Safe Work Plans** (using the FHSD Safe Work Planning template – Appendix A) for research resumption that is in full alignment with rules and practices outlined in the **FHSD Parent Plan**. PIs will consult with Mike De Vies (FHSD Operations) and obtain guidance from UBCO's *Campus Operations and Risk Management (CORM) - Health, Safety and Environment* office (Cherie Michels) in preparing their plans. Additional risk that COVID-19 adds to research activities must also be considered, and as such, ethical approval will be required before resumption of research activities are approved. The School Director will review plans to ensure they are ready to submit to the FHSD Executive Committee. The plans will then be submitted by the Director's office to the Dean's Exec for review and approval. Approved by the Dean's Exec before the PI's lab/research space can be accessed.
- **FHSD School Directors** will work with PIs to ensure Safe Work Plans are ready for review and approval. In the case of the Director applying for research resumption, this responsibility will be delegated to a senior faculty member in the School or related department/faculty. Directors will



act as proponents of PI applications from their respective Schools at the **FHSD Executive** committee. In the case of a Director applying for research resumption, the delegated senior faculty member in the School or related department/faculty will act as proponent for this application at the FHSD Exec, and the Director will not be present for the discussion.

- The **FHSD Dean's Executive Committee** will be responsible for reviewing PI Safe Work Plans and prioritizing research resumption requests based on the rubric table (see Section 5). The Exec Committee will meet weekly to review plans as they are submitted. It is the responsibility of the Dean and the Executive Committee to approve plans and ensure adherence. The PI plans remain under the responsibility and oversight of the Dean.

The **FHSD Dean's Exec** will have jurisdiction over the research labs/spaces and common technical support areas used by FHSD in ARTS, ARTS & SCIENCE, RHS and Upper Campus Health Building. The Dean will assume responsibility for negotiations with heads of administering units in shared buildings re: scheduling to ensure equitable access to labs. The FHSD Exec Committee (Mike De Vies) will consult with UBCO Health, Safety and Environment to determine recommended density/spacing within each of the FHSD labs, traffic pattern, signage, etc. The PI or School Director will be present during this consultation so that information about typical research activities is considered in the planning for each lab/research space.

### 3. Faculty level guiding principles and responsibility sharing

#### **UBC VPRI Guiding Principles for the resumption of research (May 6, 2020) include:**

- 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 returning 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

Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>

**Additional Guiding Principles for FHSD include:**



- Additional risk that COVID-19 adds to research activities will be considered, and must be reflected in ethics amendments/applications before PI applications are considered.
- Priority will be given to supporting completion of research underway by graduate students and PDFs, and ECRs when it is safe for research resumption.
- All researchers agree to limit their time on campus to only those activities requiring use of on-campus resources and during scheduled times, in order to ensure coordinated and equitable access to research resumption.
- The PI will be responsible for preparing a COVID-19 Safe Work Plan for resumption of research activities, and must take responsibility for the execution, monitoring and dealing with arising issues pertinent to the plan.
- The PI and all researchers/trainees/staff must complete online training: '*UBCO Preventing COVID-19 Infection in the Workplace*' available at [wpl.ubc.ca](http://wpl.ubc.ca). The PI is also responsible for ensuring that all researchers/trainees/staff receive lab/site-specific education and training required for planned research activities prior to resumption of research. This training is to include orientation to the related Building- and Unit-Specific Circulation Floor Plans, alterations in the physical work environment or acceptable work activities to support physical distancing, use of PPE (using resources provided by FHSD), any engineering and / or source controls for situations where physical distancing cannot be maintained during work activities, and lab-specific cleaning protocols (see p 13 under 'Training on general safety' for further details).
- A safety audit "walk through" of the research lab by representative from UBCO Health, Safety and Environment and FHSD Exec representative(s) is completed to ensure everything is safe to use after a period of shutdown and to ensure new safety procedures are in place.
- The PI will ensure that the following are available for audit: a) diagrams showing configuration of workspaces and traffic patterns, b) schedules for and records of completed cleaning protocols, and c) research personnel schedules and in/out records.
- Regular spot checks will be conducted by the FHSD Exec or designate(s) to ensure compliance with PI's Safe Work Plan, and UBC guidelines related to research resumption.

**In FHSD our plan for research resumption is based on a PI-driven approach, with oversight.**

- Each PI—with detailed knowledge of workflow, layout, personnel, shared instrumentation, and program priorities—will work with their research group and School Directors to complete a **FHSD Safe Work Plan template (Appendix A)**. The template ensures that PIs develop plans that are consistent with the WorkSafeBC COVID-19 Safety Planning process (<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>).
- Early investment by PIs in engaging their lab/research team community is critical to defining best solutions, ensuring equity, promoting compliance, and mitigating risk. The PI is required to review plans with all lab/research team members and the School Director prior to submission for approval. The PI will also keep all lab/research team members informed of any changes to the plan prior to implementation.
- The PI must take responsibility for the execution, monitoring and dealing with arising issues pertinent to their **FHSD Safe Work Plan**. The PI will be responsible for ensuring that they and their research personnel receive necessary training to ensure health and safety.



- PI must follow ethics guidelines for new and resuming projects, and gain FHSD Exec approval in order to complete necessary amendments and ethics applications.
  - For BEHAVIOURAL In-Person projects, FHSD Exec support to conduct the research must be received before the behavioural research ethics application can be reviewed. <https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-during-covid-19-research-restrictions>
  - For CLINICAL projects that have been halted due to COVID-19, and meets criteria for resumption, PIs must obtain approval through the FHSD Exec. Following prioritization, a signed document indicating FHSD approval will be forwarded to the PI to send to ethics along with RISE study # to [creb@ors.ubc.ca](mailto:creb@ors.ubc.ca). For New CLINICAL projects: Once approval for resumption is obtained, a signed document will be provided by the FHSD Exec to be added to the Ethics Application box 9.8A. <https://ethics.research.ubc.ca/clinical-research-ethics/ubc-creb-guidance-during-covid-19>

**FHSD Safe Work Plans** must be accompanied by:

- Signed VPRI Access Agreement document – signed by PI (**Appendix B**)
- For all IN-PERSON research (new | conditionally approved | previously approved by the BREB) and ON-CAMPUS research (using UBC facilities) will also require:
  - Completion of a COVID-19 Form or the Supplementary Research Form. Forms and further information is available here: [https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-during-covid-19-research-restrictions#on\\_campus](https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-during-covid-19-research-restrictions#on_campus) (Following prioritization by the FHSD Exec, these forms will be signed and returned to the PI to submit with their ethics application).
- For all other projects, approval of ethics amendment/application that accounts for the risk COVID-19 in relation to planned research activities.

## 4. Contextual Information

FHSD encompasses three separate schools (Nursing, Social Work, Health and Exercise Sciences) that each have a diverse array of research activities with distinct needs for individual PIs. The School of Health and Exercise Sciences, in particular, has unique challenges to research resumption based on the high level of research requiring in-person laboratory visits and close contact and collection of body fluids/respiratory gases. Our FHSD researchers also work with high-risk populations (e.g., people in long-term care, people with life-limiting illness and/or chronic diseases, and other vulnerable groups). FHSD laboratories are also spread out across campus in four different buildings (ARTS, ASC, RHS, and UCH) shared with other units.

An audit of the FHSD on-campus research labs/spaces and the maximum number of occupants in each research lab/space determined to maintain physical distancing has been completed for approved research activities under the exemption process. As applications for other research activities come





forward and the nature of these activities assessed in relation to the research spaces, this information will be updated in the **FHSD Parent Plan**.

## 5. Prioritization of Access

Resumption of research activities on campus will be limited in order to comply with public health guidelines outlined in UBCO COVID-19 Safety Guidance documents (<https://hse.ok.ubc.ca/covid19infectioncontrol/>). For example, the number of people permitted in research spaces and the building as a whole will be influenced by size and configurations of various laboratories/buildings, workflows, bottleneck areas (e.g., at lab entry), and traffic patterns needed to address. Although in many instances it may be possible to maintain physical distancing within individual research spaces, we must also consider access to common areas, washrooms, corridors, elevators and stairwells, etc. alongside the significantly increased workload demands on campus services such as cleaning and janitorial services.

**UBC VPRI Guidelines state:** *“Researchers with ongoing exemptions will be prioritized in access plans and will be able to continue their on-campus activities. Extension requests for exemptions will need to be considered as part of a Faculty’s planning process. [Note: Faculty plans will replace the need for researchers to apply for research exemptions.] In addition, researchers already working on our campuses and critical research maintenance granted a research curtailment exemption can continue. Faculties will determine their own criteria for prioritizing access that is in line with the guiding principles.”* (Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>)

Resumption of some research activities have been approved through the exemption process (**Pls: Little RHS 122, Pesut AS287B, Bottorff ART223**). Each PI will be required to complete a **FHSD Work Safe Plan** for review and approval to continue this work within 30 days of the approval of the FHSD Parent Plan.

With respect to in-person human participant research, the intention is to permit studies that are beneficial to the participants and/or are urgent due to circumstances related to the research outcomes or researcher constraints. FHSD Exec is responsible for considering which on-campus and off-campus/in-person/face-to-face research should proceed during this phase.

The following criteria will be used to prioritize resumption of research activities in FHSD:

1. Commitment to supporting the training of graduate students and postdoctoral fellows, particularly those nearing completion, as well as ECRs (e.g., will be given priority in multi-user facilities)
2. Critical, high priority research (based on compelling explanations related to urgency graduate student work completion, urgency of funded COVID-19 related research projects, funding reinstatement, etc.).
3. Research activities that align with strategic plans for research in the School, FHSD, and UBCO.
4. Number of researchers involved
5. Nature of the laboratory / facility
6. Impact on shared building spaces/resources (e.g., printers, etc.)
7. Presentation of a workable and acceptable risk mitigation and implementation plan

**FHSD Prioritization Rubric**

	<b>Criteria</b>	<b>Score</b>
<b>Ethics related to research activities</b>	Additional risk that COVID-19 adds to research activities is considered and, as needed, ethics amendments/applications have been approved SCORE = 1	
<b>Specific type of research activity involved</b>	Simple research tasks (e.g., loading samples into a test set-up, remote data collection) SCORE = 1  Complex research activities (e.g., in-person testing/data collection, collection of specimens) SCORE = 3	
<b>Numbers of researchers involved in lab area (in relation to size of lab)</b>	Single user (work alone procedure will be required) SCORE = 1  Multi-users SCORE = 5	
<b>Nature of the laboratory / facility</b>	Single-user room SCORE = 1  Multi-user room SCORE = 5	
<b>PI career stage (ECRs will be given priority in multi-user facilities)</b>	ECR SCORE = 1  Established PI SCORE = 3	
<b>Urgency for graduate student work completion</b>	Students involved need to complete critical on-campus research activities in order to graduate within the next two terms SCORE = 1  Students involved need to complete critical on-campus research activities in order to graduate within the next three terms SCORE = 3  Students involved need to complete critical on-campus research activities in order to graduate within the next year SCORE = 5	
<b>Urgency for funding reinstatement</b>	On-campus research activities must be reinstated in order to meet requirements from funding agencies/ industry SCORE = 1	



	Research is not directly related to funding from agencies/industry SCORE = 5	
<b>Urgency for COVID_19 related research</b>	On-campus research activities directly addresses COVID-19 priorities and / or is funded by government programs focusing on COVID-19 SCORE = 1  On-campus research activities does not directly address COVID-19 priorities and / or is not funded by government programs focusing on COVID-19 SCORE = 3	
<b>Focus of research activity/project</b>	Research activity/project aligns with research priorities set out in strategic research plans for the School, FHSD, and UBCO campus. SCORE = 1  Research activity/project does not align with research priorities set out in strategic research plans for the School, FHSD, and UBCO campus. SCORE = 3	
<b>Equity considerations</b>	Equity considered in plans for research resumption SCORE = 1  Equity not considered in plans for research resumption SCORE = 3	
<b>TOTAL SCORE (LOWER IS BETTER)</b>		

## 6. COVID -19 Campus Rules - Screening

As outlined in the **FHSD Parent Plan**, [Covid-19 Campus Rules](#) require that all students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

1. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at <https://bc.thrive.health/> or through the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating recommendations. At the commencement of self-isolation:



- i. Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.
  - ii. Contractors, volunteers or others with business on UBC Premises should advise their UBC contact person of their status.
2. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation> .
3. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises if the fever is gone and you are feeling better.
4. Faculty, Staff or Students who develop symptoms at work must report the symptoms to Campus Security (First Aid) at 250.807.8111 and the PI (or designated supervisor). The PI/supervisor will ensure that the worker is able to get home safely and will arrange for cleaning of surfaces within the immediate work area through Facilities Management. Once home, the worker should remain home and take the COVID-19 Self-Assessment Tool ([bc.thrive.health](http://bc.thrive.health)) and follow associated instructions. Medically urgent persons may call Campus Security or 911 if immediate transport to a hospital is needed.

More information regarding COVID-19 rules can be found here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

## 7. Building / Facility Considerations

FHSD laboratories and research spaces are located in four buildings. Therefore, FHSD research resumption throughout Phases 1-3 will need to be considered in the context of the broader campus community and impacts on these other shared building spaces. For example, access to a laboratory/office in ARTS for FHSD for research purposes will need to be coordinated with public/student access to ARTS, teaching spaces, and approved on-campus research activities in other units (e.g., FCCS) and research laboratories in this building.

FHSD in conjunction with HSE will provide a table stating the maximum occupancy for FHSD labs/research spaces based on the nature of research activities. This table will include information for previously approved exemptions for Phase 1 research resumption. As other requests for research resumption come forward, this table will be updated to include additional lab/research spaces and maximum occupancy.

PIs in FHSD will consider the following factors in their assessment of risk and plans to minimize risks:



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

Per UBC guidelines, FHSD researchers will limit use of common areas unless essential, outlined in the PI-specific COVID-19 Safe Work Plan.

#### Points of access to building and access control

Access to research spaces is through Salto to designated research staff and students. If UBC institutes central access control, FHSD researchers will follow these guidelines and stipulate access in their plans.

#### Undergraduate/graduate learning and teaching spaces

It is not anticipated any learning or teaching spaces will be used for FHSD on-campus research activities. Nevertheless, when on-campus teaching resumes the impact of this on research activities will need to be considered.

#### Anticipated start up and building/facility maintenance issues arising

A number of labs may require servicing/maintenance of key pieces of equipment. However, building maintenance issues that arise from FHSD on-campus research resumption across Phases 1-3 is anticipated to be minimal.

#### Signage and directional guides

Given our labs/research spaces are in buildings not solely administered by our faculty, FHSD (Mike De Vies) will coordinate with respective units and UBCO HSE representatives to implement agreed building traffic flows - <https://finance-operations.ok.ubc.ca/covid19-resumption/ubcos-process/building-floor-plans/>

Campus Operations and Risk Management is responsible for signage outdoors and in all common spaces. If a common area has been missed, contact [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca). Custom signage or professional printing (such as large-scale print items) for floor decals etc. for labs can also be obtained through: [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca). (for more information re: available signage see: <https://finance-operations.ok.ubc.ca/covid19-resumption/planning-for-your-workspace-resources/self-serve-signage/>)

#### Hand sanitizer stations / Disinfectant / PPE

Campus Operations and Risk Management will ensure that hand sanitizing stations are installed in all common areas. Hand sanitizer and dispensers, cleaning kits (with approved COVID -19 effective cleaners), control shields, etc. are available through the Facilitates Management work order system (<https://finance-operations.ok.ubc.ca/covid19-resumption/planning-for-your-workspace-resources/>).

If PPE is normally required for research activities, the PI will be responsible for providing PPE (e.g., through grant funding). In all other circumstances where PPE is not normally used to complete research activities, and non-medical PPE is needed to reduce risk of transmission, FHSD will supply the PPE



(including reusable PPE). Guidance about the use of PPE including non-medical masks and face shields provided by UBCO's HSE is available online: <https://hse.ok.ubc.ca/covid19infectioncontrol/>. If advice is required about PPE risk assessment and to determine the correct PPE to protect research staff, PIs can contact UBCO HSE at [HSE.ok@ubc.ca](mailto:HSE.ok@ubc.ca).

### Training on general safety

All technicians, students, PIs and research staff will be required to complete the online '*UBCO Preventing COVID-19 Infection in the Workplace*' training available at [wpl.ubc.ca](http://wpl.ubc.ca).

PIs are responsible for ensuring research personnel are provided with additional training that is specific to the research activities and research lab/space. PIs will communicate any site- or lab-specific training needed for research resumption in their research lab/space in their COVID-19 Safe Work Plan (e.g., building-, lab-, or equipment-specific protocols, donning/doffing PPE, aerosols, etc.). PIs can consult with UBCO HSE regarding training needs.

Additional training resources that may be needed based on risks associated with research activities are available on the HSE website (<https://hse.ok.ubc.ca/covid19infectioncontrol/>). Selected resources that are anticipated to be useful to FHSD PIs to meet training needs will be placed on the FHSD's SharePoint for easy access. Examples of these resources include:

- How to use a Mask (WorkSafe BC) - PDF <https://tinyurl.com/y766emjm>)
- Use care and limitations of face coverings - <https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/06/UBCO-COVID-19-Guidance-Limitations-Use-and-Care-of-Face-Coverings-as-Source-Control-0605.pdf>
- COVID-19: How to wear a non-medical mask or face covering properly (Health Canada) – Video (<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>)
- COVID-19: How to remove disposable gloves (Health Canada) – Video <https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>
- Cleaning and Disinfection instructions for eye/facial protection (BC Centre for Disease Control/BC Ministry of Health) – PDF [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_EyeFacialProtectionDisinfection.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_EyeFacialProtectionDisinfection.pdf)
- Hand hygiene (BC Centre for Disease Control/BC Ministry of Health) – PDF [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_Handwashing%20Poster\\_MD%20offices.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf)
- Steps to Don (put on) Personal protective equipment (BC Centre for Disease Control/BC Ministry of Health) – PDF [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_MOH\\_BCCDC\\_Donning.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Donning.pdf)
- 9 Steps to Doff (Take Off) Personal protective equipment – for droplet and contact precautions (BC Centre for Disease Control/BC Ministry of Health) – PDF [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_MOH\\_BCCDC\\_Doffing.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Doffing.pdf)



- 9 Steps to Doff (Take Off) Personal protective equipment – for airborne precautions (BC Centre for Disease Control/BC Ministry of Health) – PDF [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_MOH\\_BCCDC\\_Doffing\\_AirbornePrecautions.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Doffing_AirbornePrecautions.pdf)

All researchers will sign a COVID-19-specific Acknowledgement Form covering training requirements, screening and precautions (Appendix D).

## 8. Campus Services

### Janitorial / Facilities

Since the majority of the Phase 1 research will likely be self-contained in a given laboratory/research space, there is minimal need for UBC Facilities, Security or other core campus services for additional support.

The PI, staff and students will perform supplementary cleaning of high touch areas in research labs/spaces and laboratory equipment. Supplementary cleaning will follow guidance provided by HSE on the COVID Infection Control Website <https://hse.ok.ubc.ca/covid19infectioncontrol/>. Procedures for supplementary cleaning will be included in training provided by the PIs prior to starting any work.

Critical supplies and PPE will be procured using established processes and vendors (as used prior to COVID-19). If supply chain issues are experienced, orders can be placed through UBC's central procurement processes.

### Waste pick up

Proposed research in Phase 1 will produce Level 2 biomedical waste (pipette tips, liquid, PPE) that will be disposed of by HSE through usual protocols of tagging and completing online pickup forms. UBCO guidance thus far has been that these services have been ongoing during the pandemic and continue effectively with no anticipated issues. If there are lab-specific waste pick-up procedures, these will need to be outlined by PIs in their specific plans.

## 9. Safety Protocols

FHSD research faculty, staff, and students will adhere to **UBCO's COVID GUIDANCE related to Infection Control for Safe Work Expectations** (<https://hse.ok.ubc.ca/covid19infectioncontrol/>). As needed, members of the HSE are available to provide safe working consultations, either in person or online, and help to develop PI specific COVID-19 safety plans. FHSD researchers, staff and students will follow safety practices with respect to meetings/training, PPE, physical distancing, shared vehicles, and supplementary cleaning as outlined by UBCO: <https://hse.ok.ubc.ca/covid19infectioncontrol/>

### For common spaces

FHSD faculty, staff and students will respect physical distancing guidelines (maintaining 2 m separation) when circulating on campus, adhere to instructions in the *Common Area Safety Plan and the associated Building Circulation Plans* and follow all building signage in relation to circulation through and use of





common areas (including building access, hallways, washrooms, stairwells, elevators, kitchen/lounge areas, etc.). The University's Salto card will always be used to restrict unauthorized access to spaces.

### For wet/dry labs

PIs are responsible for the health and safety of personnel working in their labs/research spaces. This includes ensuring training is provided and appropriate ongoing supervision is in place. In addition to organizing research activities to maintain physical distancing and practicing appropriate hand hygiene, supplementary cleaning of high touch surfaces in shared wet/dry lab work areas will be completed by researchers. On the UBCO COVID Infection Control Website

(<https://hse.ok.ubc.ca/covid19infectioncontrol/>) HSE has provided related guidance on supplementary cleaning that will be followed by FHSD researchers: <https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/06/UBCO-COVID19-Guidance-Supplementary-Cleaning-Program-0605.pdf>

The maximum number of people allowed in the lab will be posted on the door to the lab/research space, along with occupancy schedule. Procedures for signing in - signing out, and cleaning of any lab equipment will be the responsibility of the PI, and need to be available for audit.

### Cleaning protocols

Procedures are guided by UBC's Safety and Risk Services guidelines entitled, "Safe Work Procedure – General Cleaning and Disinfecting Surfaces" and guidance included in UBCO's HSE Supplementary Housekeeping and Cleaning protocols. <https://hse.ok.ubc.ca/covid19infectioncontrol/>

In addition, the following is provided to serve as a guide for laboratory cleaning protocols.

#### *Laboratory Disinfection Protocol*

1. Wash hands with mild soap and warm water for 20 seconds. Dry hands.
2. Don additional PPE required for disinfection: nitrile gloves and safety goggles.
3. Assemble disinfectant and wiping materials.
4. Disinfect laboratory surfaces using approved disinfectants with paper towels. For consistency, reproducibility, and chemical compatibility, multiple disinfectant use should be avoided. Information on disinfectants from PHSA's approved list can be found at: <https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/05/UBCO-COVID19-Guidance-Supplementary-Cleaning-Program.pdf>
5. Disinfect all frequently touched surfaces and objects.
6. If there is visible chemical/other residue on a surface, first remove residue with a separate cloth wetted with water and allow surface to dry before attempting to disinfect.
7. Spray/apply disinfectant directly to new cloth- minimizing aerosol generation of disinfectant; wipe working and high contact surfaces with cloth- benchtop, biosafety cabinet bench and sash, fumehood, cabinet handles, refrigerator handles, door handles, sink handles, computer keyboard and mouse, etc. On certain electronic devices, several lighter applications with dampened disinfecting cloth may be necessary to reduce damage to the device.
8. Apply enough disinfectant to thoroughly wet surfaces and allow disinfectant to air dry, ensuring that the manufacturers recommended contact time is met.
9. Disinfecting cloth may be reused until grossly soiled. Dispose of grossly soiled cloths in bio box.





10. When you complete the cleaning/disinfecting process, remove nitrile gloves and dispose into biohazard waste box, wash hands.
11. Personnel will exit the room while the disinfectant vapors dissipate.
12. Ready to begin research.

#### *While Performing Laboratory Activities*

1. Maintain physical distancing of 6 feet (2 m) between other researchers if present.
2. Continue to wear an appropriate face covering if choose to do so
  - i. Non-medical masks and face shields are being worn based on public health recommendations for masking, not to protect against hazards in the lab. Tasks where potential respiratory exposure to hazardous chemicals or biological materials must be done in fume hoods and/or biosafety cabinets. Follow existing health and safety PPE policies. (<https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/05/UBCO-COVID-19-Guidance-PPE-1.pdf>)
  - ii. Researchers and subjects should wear appropriate face coverings to stop transmission of droplets, glasses should also be worn mainly to stop people touching their eyes. A lab coat or gown is not specifically needed but lab clothes that can be removed before leaving the lab and left there or can be placed in a bag to take home to wash is appropriate.
3. Wash hands anytime leaving/entering the lab, after touching shared items, before AND after using the restroom.
4. AVOID touching eyes, nose, or mouth.

#### *BEFORE Leaving the Laboratory*

1. Disinfect all equipment, keyboards, touch screens, and laboratory surfaces using effective disinfectants from PHSA's approved list. (<https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/05/UBCO-COVID19-Guidance-Supplementary-Cleaning-Program.pdf>)
2. Disinfect any personal item handled in the lab such as mobile phones and computers.
3. Take off lab coat and store. The lab coat should be considered soiled once it is worn. This does not preclude it from being worn for several days before it is laundered. Launder or exchange soiled lab coat regularly per established laboratory procedures.
4. Remove gloves and dispose in lab bio box.
5. Wash hands with mild soap and warm water for 20 seconds. Dry hands. Alternatively, use hand sanitizer.

#### *When getting home*

1. Remove mask (if worn). Either launder cloth mask or store other mask in paper bag.
2. Place clothes in dirty laundry. Launder before next use.
3. Wash hands with mild soap and warm water for 20 seconds.
4. Shower

#### *For administration and shared teaching/research spaces*

FHSD is currently following the work from home policies provided by UBC. Re-entry policies and safety protocols will be communicated to all staff by e-mail. Announcements will be made to any changes in operations. All FHSD faculty researchers, staff and students will follow *UBCO's COVID-19 Safety Guidance* – related to physical distancing, distancing in close quarters, supplementary cleaning, essential



in person meetings/trainings, shared vehicles, PPE and limitations, and use and care of face covering as source control. These guidelines are available here: <https://hse.ok.ubc.ca/covid19infectioncontrol/>

### Signage for safe use of above spaces

Guidelines will be followed using scheduling, signage on who is allowed and when, reminders of physical distancing and the maximum number of people allowed in a lab or research space at one time. Individual PIs will be responsible for ensuring safe use of laboratory spaces, with guidance on signage from UBCO HSE. Rules for lab use and occupancy schedule will also be posted on doors so on entering the users are agreeing to the policies agreed upon and the cleaning process they have been trained to perform.

UBC is already using signage in common areas through campus (e.g., washrooms, sinks, entrances). FHSD will work with individual PIs to make sure signage is in accordance to UBC policy within the lab's circulating areas. Selected UBC samples of signage include the following:

[https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster\\_11x17.pdf](https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster_11x17.pdf)

[https://ready.ubc.ca/wp-content/uploads/2020/03/Cover\\_cough\\_poster\\_11x17.pdf](https://ready.ubc.ca/wp-content/uploads/2020/03/Cover_cough_poster_11x17.pdf)

## 10. Scheduling/calendaring, or other tools/approaches to control access

### Phase 1

PIs will determine their lab's schedule and control access – within limitations of shared space/envelop provided and building occupancy capacity (as determined in consultations with FHSD Operations, Mike De Vies, and HSE). The University's Salto card will always be used to restrict unauthorized access to research spaces. If central/VPRI scheduling and access control is coordinated (e.g., Salto swipe confirmation or other restrictions) these controls will be adopted by FHSD.

PI/Student/research staff members are required to sign a form (**Appendix D**) acknowledging that access to the lab represents an attestation – that the individual is declaring themselves symptom-free, and that they agree to comply with all safety measures on campus, both inside and outside building.

### Phase 2-3

PIs will determine their lab's schedule and control access – within limitations of shared space/envelop provided and building occupancy capacity (as determined in consultations with FHSD Operations, Mike De Vies, and HSE). If additional precautions are required beyond those established in Phase 1 by public health officials these will be included in this phase.

## 11. Reporting non-compliance

### Approach to managing non-compliance

"Faculties have oversight regarding departmental and building safety plans with guidance from the VPRI, Provost and Vice-President, Academic, and UBC Safety & Risk Services on each campus. Safety & Risk Services will support Faculties in monitoring and ensuring compliance in accordance with University



policies, and will offer tools and training materials for use in research labs and facilities.” (Source: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>)

**UBC Procedures for reporting non-compliance (May 11, 2020).**

“Individual PIs are responsible for the health and safety of personnel working in their labs. Academic Heads of Unit are responsible for the health and safety of everyone who reports to them, and also responsible for ensuring that everyone in the Unit is adequately supervised. The supervisor – the PI or the Administrative Head of Unit – is responsible for investigating any complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer. For support in investigating incidents of non-compliance or similar concerns, Administrative Heads of Unit or the Principal Investigator can contact their Human Resources Advisor or Faculty Relations Senior Manager.

Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than six-feet apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.”

FHSD is committed to building a deep familiarity with all safety protocols to ensure every member of the FHSD community complies with the safety principles/protocols. Establishing a culture of safety requires a nonpunitive system for reporting and addressing concerns, in keeping with University policies protecting good faith reporting of suspected violations of law or UBC’s policy.

**With respect to research resumption, FHSD PIs are responsible for ensuring the safe conduct of work within their labs/research spaces. A member of the FHSD Exec Committee or designate will conduct spot checks to ensure all safety procedures are being followed.**

**The early days of re-occupancy may include hearing concerns from staff and students as they navigate a ‘new normal’ in the workspace.** The supervisor – the PI or the Administrative Head of Unit – is responsible for reviewing and addressing any concerns relating to non-adherence with a specific safety protocol, with the guiding principles above or with guidance from the Provincial Health Officer. These concerns may be addressed through a variety of means and may include further communication of expectations or re-evaluating the details in the COVID-19 Safety Plan.

THE DEAN FHSD, HAVING CONSULTED WITH THE DEANS EXEC. MAINTAINS THE AUTHORITY TO REQUIRE ALL ACCESS AND WORK TO IMMEDIATELY CEASE SHOULD SUCH ACTION BE DEEMED NECESSARY IN REGARD TO ACTUAL, OR IMPLIED NON-COMPLIANCE, OR ANY CREDIBLE CONCERN RAISED BY ANY PERSON.

Any incidents where an employee is concerned that they may have experienced an occupational exposure to COVID19 and/or where an employee wishes to make a complaint relating to work practices and/or work environment that do not adequately protect their safety should be subject of a report to the PI (or supervisor) and should be entered into the UBC Centralized Accident Incident Reporting System (CAIRS) system. The supervisor – the PI or the Administrative Head of Unit – is responsible for



investigating these reports and documenting their actions within CAIRS for review by the Joint Occupational Health and Safety Committee (JOHSC). HSE are available to support supervisors through the investigation and to ensure that corrective actions are consistent with university expectations and the guidance from the Provincial Health Officer.

Where the employee is not comfortable bringing their concerns forward to their supervisor directly, they may bring concerns to any member of the JOHSC. The committee will review the concerns and will consider recommendations to the employer as a result, in consultation with representatives of HSE.

Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than six-feet apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.

UBC procedures for reporting non-compliance related to resumption of research activities (dated May 11, 2020) include the following:

- “Non-compliance with a safety protocol within a lab/research space is first reported to the PI. Non-compliance on the part of a PI is first reported to the Administrative Head of Unit (School Director).
- The PI (or Director) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
- If a claim about non-compliance is substantiated, the supervisor (PI or Director) will consult with FHSD Exec, Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus
  - Shutdown of the research laboratory
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.
- Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.”

Supervisors are expected to review UBC’s document outlining non-compliance procedures with their teams, to ensure that everyone involved in resuming research activity is aware of the importance of respecting these safety protocols put in place, the mechanism for investigating complaints of non-compliance, and the potential consequences for non-compliance.



UBC  
Non-Compliance DR

## References



UBCOO COVID-19 Resumption Safety Planning Framework

<https://finance-operations.ok.ubc.ca/covid19-resumption/>

UBCO COVID-19

UBCO Health, Safety and Environment COVID- 19 Infection Control

<https://hse.ok.ubc.ca/covid19infectioncontrol/>

BC Center for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

WorkSafeBC: <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety>

UBC's Health and Safety: <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

WHO 2019 (COVID-19): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/health-workers>

#### **Other Resources**

EPA-List N: Disinfectants for Use Against SARS-CoV-2: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Returning to the lab for human testing (The Physiological Society)

<https://www.physoc.org/covid19/returning-to-the-lab/>

CDC Guidance for Schools, Workplaces & Community Locations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

CDC Risk Assessment <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html>



## Appendix A – FHSD Safe Work Plan (template)

# Faculty of Health and Social Development (FHSD)

## SAFE WORKING PLAN TEMPLATE

\*\*\*NOTE FOR THIS VERSION ONLY\*\*\*

THE FULLY LINKED VERSION OF THIS TEMPLATE AND ALL FHSD PROVIDED TRAINING MATERIALS IS AVAILABLE ON THE FHSD SHAREPOINT HUB  
LINK TO THE FHSD SHAREPOINT HUB, THIS DOCUMENT, AND ALL RESOURCES WILL BE INSERTED ONCE THE SITE IS AVAILABLE

### 1. Introduction

#### Why another template, different from the UBCO template?

This planning document is based on and contains every element of the [UBCO Safe Work Plan Template](#). This SWP is a detailed coherent Safe Work Plan template unique to the Faculty of Health and Social Development, and, the intention of circulating it is to assist Principal Investigators (PI's) in preparing a Safe Work Plan for the resumption of their activities

By completing each section of this template, the PI will in a single action have a document which meets the requirements of the [WorkSafe BC COVID-19 Safety Plan](#), the UBCO Resumption Planning and Coordination Committee (RPCC), and appropriately integrates with the Faculty of Health and Social Development (FHSD) Parent Plan\* all of which are required for the approval of a Safe Work Plan.

The use of this template is not compulsory. However, all the information required in this SWP is required to approve a Safe Working Plan – regardless of the format of presentation.

#### How does this template help?

To make the process of compiling a SWP less arduous than needed –

- This SWP template has been pre-populated with key requirements from the FHSD Parent Plan – these entries are presented with a green background.
- Information critical to the approval, implementation, and monitoring of the completed SWP is highlighted by means of a red background.
- FHSD Parent Plan and UBCO contextual links are provided with a blue background, providing the PI with supplementary information to properly complete this SWP template.
- Explicit considerations, questions, and guiding information is presented in grey italicized font.



When completing this SWP document, please feel free to contact [Mike.Devies@UBC.ca](mailto:Mike.Devies@UBC.ca) for any assistance.

### Human Based Research Applications

If this SWP is a research resumption request for Human Based research it can only be APPROVED SUBJECT TO a post-COVID CREB / BREB approved amendment.

### FHSD Parent Plan & UBC Context & Information

Faculty level guidance, background and links to key documents are available in the FHSD Parent Plan document – where appropriate, information from the Parent Plan document will be displayed with this colour background.

### WorkSafeBC COVID-19 Safety Plan

Where appropriate, and possible, information and directives from the WorkSafeBC COVID-19 Safety Plan have been integrated into this SWP. The WorkSafeBC COVID-19 Safety Plan is available in its entirety at [WorkSafeBC COVID-19 Safety Plan pdf](#). All PIs are responsible for checking that their individual SWPs conform with WorkSafe BC guidelines.

### Critical Information

Some information required in this SWP is critical to the approval of this plan. This **CRITICAL INFORMATION** will be displayed with this colour background.

When implemented, Documents, Maps, and Posters which must be displayed or be available on site, will also be coded with this background colour.

### Mandatory Content

Applicable protocol and procedures have been lifted from the FHSD Parent Plan and used to pre-populate this SWP, these **are mandatory requirements when implementing this plan**, and will be coded with this background colour.



*All italicized grey font is instructional and must be removed before final copy is submitted.*

When completed this plan should be forwarded to your School Director who will then steer the plan through the approval process.

All alterations, adjustments, modifications, and submissions must be submitted to your School Director.

This SWP will be reviewed by the FHSD Research Resumption Committee (RRC) as constituted by the Dean FHSD.

## 2. Scope

This Safe Work Plan **does not apply** to OFF-CAMPUS fieldwork

[Guidance for OFF-CAMPUS fieldwork](#)

### Scope & Monitoring of this Safe Work Plan

This SWP encompasses work activities that have continued to operate on campus since March 2020 (i.e. those that received COVID-19 exemption) as well as those that have not been working on campus but are returning to operate on campus (i.e. resumption activities). Those individuals currently working under an exemption are required to complete a SWP to supersede their exemption agreement.

Regular monitoring visits will be conducted by the FHSD Executive team, and their designates to ensure compliance with this SWP. Non-compliance will result in a complete revocation of the approval of this SWP, and any resumption will be paused subject to the submission of a new SWP and subsequent approval by the FHSD RRC

HSE will also be inspecting work areas to support campus work resumption, respond to any related enquiries, and to identify areas where infection control expectations are not being adhered to.

## 3. Contacts and Personnel

This background information might be helpful

Faculty	Faculty of Health & Social Development
School	<i>Insert School</i>
SWP Plan Manager	<i>Insert name of PI or Work Unit supervisor</i>
UBC email address	<i>Insert UBC email address</i>
Contact phone number	<i>Insert a phone number you can be reached right not – unless forwarded, your work phone number is not appropriate</i>
Facility Location	<i>Building name and address</i>
Workspace Locations	<i>Complete Section 6.1 below – paste controlled spaces here</i>





Who is included in this application	Complete Section 5 below – paste names here
Anticipated Start Date (if applicable)	Insert any significant dates

#### 4. Rationale

It is incumbent on the applicant to explain why this work cannot be performed offsite or remotely, and convince the FHSR RRC that the requirement to be on campus is necessary and **that every effort** has been exerted and exhausted to avoid this request from being submitted.

Risk Rationale	
Can this task be delayed?	Why not? What are the key considerations driving this task at this time?
Can this task be done another way?	What other ways were considered & why would they not work?
Can the number of participants be reduced to allow for physical distancing?	Why not? Have you considered an alternate venue?

#### 5. Scope

This background information might be helpful

Scope and Name List
<p>Outline of the scope of the task/s to be performed. who, what, when, where, how...</p> <ul style="list-style-type: none"> <li>- Name of each person included in the scope (where the scope includes instruction groups identify each group with a course code, and a group size)</li> <li>- how many people in total will occupy the space at a given time</li> <li>- what will the nature of contact between people be (are they moving about, seated, exerting themselves, passive etc.)</li> <li>- how often will they be on campus; which days; for how long; is this fixed or flexible</li> <li>- what will they be doing on campus – exactly</li> <li>- where will these activities take place?</li> <li>- what other spaces, resources, access will be required (Washrooms, changing &amp; lockers, print/post rooms)</li> <li>- when will these activities take place; after-hours; weekends; is this fixed or flexible</li> </ul>

Consultation
<p>Prior to submission the PI will review this SWP with their team members, and the appropriate School Director.</p> <p>This plan will be reviewed by a UBC <a href="#">Joint Occupational Health &amp; Safety Committee</a></p>
<ul style="list-style-type: none"> <li>- How did you canvass views and input?</li> </ul>



## 6. Hazard Identification

### 6.1 Space Considerations

This background information might be helpful

Identify all spaces which will be affected by this application	<p><i>All spaces &amp; room numbers to include:</i></p> <ul style="list-style-type: none"> <li>- Lab spaces</li> <li>- Storage rooms</li> <li>- Printing locations</li> <li>- Office paces</li> <li>- Post Rooms</li> <li>- Goods forwarding / receiving spaces</li> <li>- Common spaces</li> <li>- Washrooms</li> <li>- Elevators</li> <li>- Stairwells</li> </ul>
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Part of the approval process is to assess whether the number of people in each physical space is appropriate. This density then has an overall effect on the total building density, which is prioritised with other Faculties with whom we share the buildings.

Please feel free to contact [mike.devies@ubc.ca](mailto:mike.devies@ubc.ca) for assistance when completing this section.

Suggested method – using UBCO Building floor plans – available from [mike.devies@ubc.ca](mailto:mike.devies@ubc.ca)

- Identify and list the rooms included in this application
- State the pre-COVID maximum occupancy (how many people would occupy the space pre-COVID)
- Illustrate a 2m workspace for each anticipated person in the area or room
- State the reduction required to provide sufficient space for 2m physical distancing
- **Note: the 30% occupancy density number bandied about is just that – a number; it has no bearing on what will be approved for this application. Please show your working.**

For all spaces identified above, please complete the matrix below where:

- Space = Space or Room#
- Controlled = a space or a room where the PI, Manager, or FHSD can properly restrict entry
- Max Staff = the maximum of staff who at any one time will use this space under COVID restrictions
- Max Other = the maximum of people other than staff who will use this space at any one time – example students in a room with a lecturer
- Pre Max Staff = the pre-COVID maximum staff usage at one time
- Pre Max Other = the pre-COVID maximum people other than staff who used the space at any one time

Space	Controlled	Max Staff	Max Other	Pre Max Staff	Pre Max Other
Washroom	No	1	0	3 stalls	3 stalls
Stairs	No	1	1	No Max	No Max
Kitchen Space	No	1	0	No Max	No Max
Lab Art 999	Yes	2	2	8	8




#### Detail how you will schedule the use of these spaces to meet occupancy maximums

*Provide a schedule as to how each controlled space will be used*

- *Planning and adjusting team work schedules to ensure minimum people from your team on campus*
- *Avoiding overlap between team members*
- *Planning for enough cleaning and sanitization time between shifts*
- *Keeping small teams together and not unnecessarily shuffling member between larger teams (i.e. the same three people always work together where practicable)*

## 6.2 Contact Intensity & Frequency

*The first consideration is always to maintain maximum distance and avoid contact. Where contact does occur, the aim then becomes the reduction of contact intensity, contact duration, and contact frequency.*

<i>Contact Distance</i>	<i>Less than 2 meters</i>	<i>2 to 4 meters</i>	<i>4 meters +</i>
<i>Contact Intensity</i>	<i>Two persons passing</i>	<i>Two persons 2 m apart speaking</i>	<i>Two persons 4 + M apart speaking</i>
<i>Contact Duration</i>	<i>Seconds</i>	<i>Minutes</i>	<i>Hours</i>
<i>Contact Frequency</i>	<i>Zero (1 person)</i>	<i>One (two people)</i>	<i>Two (more than two)</i>

#### Describe the anticipated tasks and their duration

- *What tasks will each person be undertaking?*
- *What tasks will others (students; subjects etc.) be undertaking*
- *What proximity is required to undertake the task*

#### Describe the anticipated contact frequency & contact distance

- *Number of people*
- *Amount of space*
- *Nature of activity (all seated, mobile students, physical activity)*
- *Layout (pinch points, one storage area, narrow spaces)*

#### Describe the anticipated contact duration and contact intensity

- *How long will people be in contact in the same area at a time*
- *How often will this contact occur in a day; in a week*
- *What distances can be maintained*
- *What activities will people be undertaking*



## 7. Risk Reduction Plan

This background information might be helpful

[HSE COVID-19 Infection Control Information](#)

### Risk Reduction Protocols

All persons concerned with this SWP will be held accountable for participating in the implementation of the entire SWP

Any failure to properly implement this SWP in any part will result in the immediate revocation of approval to work, and all work will cease until appropriate approval is granted by the Dean, FHSD

PI's are directly responsible for the Health, Safety, and Wellbeing of all people entering the controlled spaces concerned with this SWP and specifically includes:

- Properly completing, implementing, and monitoring this SWP
- Properly recording all training
- Properly controlling access to the controlled space
- Providing appropriate and ongoing supervision at all times to all people concerned with this SWP

SWP's will apply only to those named within the plan; there will be no exclusions, or exemptions for visitors, or any other people to enter controlled areas. Where scheduled maintenance or third-party entrance is required, the SWP should clearly cover these eventualities. Where unscheduled access is required it should be requested via School Directors or [Mike.DeVies@ubc.ca](mailto:Mike.DeVies@ubc.ca)

Any incidents where any person is concerned that they may have experienced an occupational exposure to COVID19; and/or where an employee wishes to make a complaint relating to work practices; and/or their work environment that do not adequately protect their safety; should make a report into the [UBC Centralised Accident & Incident Reporting System \(CAIRS\)](#)

Where the employee is not comfortable bringing their concerns forward to their supervisor directly, they may bring concerns to any member of the [Joint Occupational Health & Safety Committee](#)

### 7.1 Physical Distancing

It is expected that absolute limited use will be made of any common area – including lunchrooms, kitchens, lounges, study spaces, administration offices, teaching spaces, washrooms, elevators, stairways, post rooms, print locations

Where such access is anticipated each location must be articulated within this SWP with detailed information and rationale for access



All PI's will follow centrally held common area Circulation Floor Plans, with particular adherence to points of entry, points of exit, and direction of travel within the building

#### Integrate your controlled workspace(s) with common area Circulation Floor Plans

*Suggested method – using UBCO COVID-19 Circulation Floor Plans – available from [mike.devies@ubc.ca](mailto:mike.devies@ubc.ca)*

- *Identify by highlighting the managed spaces pertaining to this application*
- *Identify access points, washrooms, common resource areas which might result in high frequency and intensity of contact*
- *Determine and highlight one-way directional traffic flows*
- *Keep a copy of Floor Plans to use for training and for posting at entrances to work area; attach a copy for submission with this application*
- ***Note: Do not make changes to Circulation Floor Plans (regardless of how short the other route is) as these Floor Plans have been centrally prepared and agreed – these are what will be used in compliance audits***

## 7.2 Process Changes

This background information might be helpful

#### Detail what process will be implemented to properly manage occupancy and physical distancing principles

- *Consider closing off congregation areas – meeting rooms, lunch spaces, closing cubicles and other unused spaces*
- *Posting occupancy, circulation signage, and floor markings for each controlled space*
- *Maintaining accurate records of all people to enter a space (for audit and tracing purposes)*
- *Maintaining up to date contact information for all people to enter a space*
- *Checklists for clean space hand-over, appropriate cleaning and sanitization of equipment, common touch points etc.*
- *Daily Self screening protocol*

## 7.3 Source Control

#### Source Control Protocol

Where physical distancing cannot be maintained, partitions or barriers will be implemented or if these are not practicable, workers will be assigned appropriate grade face masks or other face coverings as a form of source control

Each individual included within the SWP will submit to the PI their travel to work plans – to include a get home safely plan

FHSD will ensure that hand sanitising stations are installed at entrances to buildings.

PI's will ensure that hand sanitising stations as required are installed and maintained at all entrances and within controlled spaces covered in this SWP

#### Work Requirement



*Describe tasks/activities/situations where work is required and physical distancing cannot be maintained*

#### Partitions & Physical Barriers

*Describe any what partitions & physical barriers are going to be used – if none why not?*

#### Face Coverings

*Describe any what face coverings will be used – specify grade of mask, full face visor etc.  
Why did you decide to use this PPE?*

### 7.4 Health Screening & Symptom Management

#### Context and Important Links

[BC CDC Symptoms](#)

[UBCO Preventing COVID-19 Infection in the Workplace](#) training

[UBC Centralised Accident & Incident Reporting System \(CAIRS\)](#)

Link to Distancing in Close Quarters  
Link to In-Person Meetings & Training  
Link to Physical Distancing  
Link to Self-Isolation  
Link to Self-Diagnostic tool (BC CDC)

#### Health Screening and Symptom Management Protocol

Note: Records will be required for monitoring of this protocol

Each person identified within this SWP will complete

- [UBCO Preventing COVID-19 Infection in the Workplace](#) training

Each person will be trained to undertake daily self-assessment of [COVID-19 Symptoms](#)

Each person will be required to attest that they are fit for work at the beginning of each day

Any person who becomes ill; believes they have COVID-19; or believes that they have been exposed to COVID-19 must complete the [BC COVID-19 Self-Assessment Tool](#) and follow the advice and instructions provided

Any person who is tested for COVID-19 must not enter UBCO premises until they have received their test results and completed any self-isolation instructions made by a health professional



Any suspected or actual COVID infection MUST BE REPORTED IMMEDIATELY using [UBC Centralised Accident & Incident Reporting System \(CAIRS\)](#) It must also be reported to the School Director, and Dean of FHSD as soon as practicable

Anyone arriving from outside of Canada must attest that they have self-isolated and monitored for symptoms for 14 days after their arrival in BC

Where practicable equipment should be assigned to a single user – sharing of any resource should be kept to an absolute minimum

Stationery (in particular, writing equipment) should be removed each day by the user – DO NOT share writing equipment, or leave unused stationery within the controlled area.

Desk drawers, and lockers should not be shared; shared office equipment should be listed within the cleaning plan

Coffee/drink preparation appliances, kettles, cutlery, and crockery should be removed from the space, or stored beyond use

Refrigeration appliances used for the communal storage of people's food and drink should be decommissioned and not used

Unless explicitly approved by [mike.devies@ubc.ca](mailto:mike.devies@ubc.ca) all personal electrical heating and cooling fans should be removed from the space, or stored beyond use

## 7.5 Personal Protective Equipment (PPE)

If PPE is normally required for research, working, and teaching activities covered in this SWP the PI will be responsible for providing the equipment via your normal procurement process

Where PPE is not normally used to complete the research, working, and teaching activities covered in this SWP, FHSD will supply the PPE – for procurement guidance contact [Mike.Devies@ubc.ca](mailto:Mike.Devies@ubc.ca)

### [HSE COVID-19 Infection Control Information](#)

[Link to PPE](#)

[Link to Face Coverings](#)

[Link to PPE matrix](#)

### Describe what PPE you will utilize

- *As a rule, PPE for the purposes of COVID-19 Infection Control is only required in medical situations*
- *Where additional PPE requirements are being considered PI should provide a rationale as to requirement*



## 7.6 Cleaning, Sanitisation, Waste Removal

Link to Supplementary Cleaning

### Cleaning Protocol

PI will provide a plan for, implement, and monitor a plan for supplementary cleaning of controlled areas listed in this SWP

SWP will ensure that there is an appropriate supplementary protocol in place to dispose of waste arising within the controlled areas listed in this SWP

Identification of Supplementary Cleaning – Please provide as much detail as possible			
What	How	Who	When
<i>Consider:</i> Computer Workstations Tablets and notepads Equipment (bio-hoods, air cabinets) Tools Handwash station – surface/exterior clean Hand sanitisation station – exterior clean Worktops / desk surfaces Desk riser handles or levers Window levers Door knobs Door push-plates Chair arms & adjustment levers Laminated documents Refrigeration appliance doors & handles Storage room touch-points HVAC control / thermostat controls Power switches Key pads, remote controls Shared office equipment Cleaning of cleaning equipment	State how the cleaning & sanitisation is to take place.  Wiped? Sprayed? Soaked? Sterilised?  What chemical or detergents should be used?  Mix ratio? Soak times?	It must be clear exactly who is going to undertake each action in this section.  Avoid phrases like “everyone” “the last one out”	It must be clear exactly when is going to undertake each action in this section  Avoid phrases like “as required” and “regularly”
Computer Workstation	- Wipe down keyboard & mouse - Wipe down screen - Wipe down worksurface - Wipe down chair arms	Each user	Prior to each use and on completion of tasks at this workstation & at the end of each day
XYZ Machine	- Wipe down screen and buttons	Each user	Prior to each use and on completion of tasks at this workstation & at the end of each day






#### What is your Cleaning Plan

*Detail your Cleaning & Sanitisation Plan – consider:*

- Identification of hand-wash stations
- Identification of hand sanitisation stations
- What supplies are required?
- How will these supplies be sourced?
- How will cleaning be monitored on a day to day basis (by who)
- Consider a cleaning checklist

#### What is your Waste Removal Plan

*Detail your Waste Removal Plan – consider:*

- What waste will be generated? (confidential, medical, bio-hazard, contaminated, chemical, etc.)
- How is it usually disposed of?
- Is this method of disposal still practicable?
- What changes are required, will this require access by a third party, will the waste have to be collected and stored?
- Contact [mike.devies@ubc.ca](mailto:mike.devies@ubc.ca) should you have any particular queries

## 8 Training Requirements

All people (technicians, PI's, staff, students, research staff) affected by this application will be required to complete a mandatory online training module. [UBCO Preventing COVID-19 Infection in the Workplace](#) In order to meet compliance with WorkSafe BC and UBC policies this generic training must be supplemented by worksite specific training as specified by the PI.

Where common training needs across the Schools are identified by the RRC, and if appropriate, central training materials provided

[HSE COVID-19 Infection Control Information](#)

#### Central Training Provision

- [UBCO Preventing COVID-19 Infection in the Workplace](#)
- Lone worker training <https://hse.ok.ubc.ca/safety/general/isolation/> assess themselves daily for [COVID-19 Symptoms](#) and [Self Assessment](#) training
- Hand washing training



- Compliance and COVID reporting
- Supplementary Cleaning
- Donning & Doffing PPE
- Reporting concerns, omissions, or breaches ([JOHSCs](#) & FHSD supervisors)

#### Detail what supplementary training will be undertaken regarding this application

*Consider:*

- *How this SWP will be communicated, and attested – the SWP will have to show that this entire SWP has been communicated to everyone listed in the plan*
- *Workspace specific updates, occupancy guidelines, circulation directions*
- *Supplementary cleaning and sanitizing protocols*
- *Lone worker controls*
- *Updated record keeping, traffic tracking logs*
- *Reporting concerns, omissions, or breaches of this SWP*
- *Donning and doffing of unique PPE*

## 9 Signage & Directional Guides

### [HSE COVID-19 Infection Control Information](#)

[https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster\\_11x17.pdf](https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster_11x17.pdf)

[https://ready.ubc.ca/wp-content/uploads/2020/03/Cover\\_cough\\_poster\\_11x17.pdf](https://ready.ubc.ca/wp-content/uploads/2020/03/Cover_cough_poster_11x17.pdf)

<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>

### Signage Protocol

[Mike.Devies@ubc.ca](mailto:Mike.Devies@ubc.ca) will coordinate with other UBCO Faculties to produce signage to direct people through common areas in shared buildings.

The PI is responsible for producing and maintaining all signage within controlled spaces.

### 9.1 Key Documentation

#### Key Documentation

##### On display

- Floor Plan of controlled area with room layout clearly marked
- Common Area and Building Circulation direction of travel maps
- Floor markings indicating direction of travel, exclusion areas around equipment etc.
- Poster – Handwashing
- Poster – Controlling Coughing
- Poster – Symptoms
- Poster – Please do not enter this workplace if you:
- Poster – Self Isolation



- Poster – Names of people (or identification of groups) covered by the SWP application
- Sign – Do Not Enter Unless ...
- Detailed Controlled Space Schedule – Clearly indicating when space will be used, and when it will be vacant
- Required PPE for entry to controlled space

Available to hand in the controlled space

- Detailed Entry / Exit log (to include daily COVID-19 self assessment attestation)
- Detailed contact information of each person to enter the space
- Cleaning Checklist for each item of equipment
- Cleaning Checklist for high contact touch points (desks, workstations, IT equipment, handles, door plates etc.
- A printed copy of the approved SWP for that space
- A daily travel plan (to include get home safely plan) – for each person named in this SWP
- A training log evidencing that training has been given to all persons listed in this SWP

Handouts (printed or electronic) – must be attested

- [COVID 19 Campus Rules](#)
- Self-screening instructions and COVID-19 Symptoms

## 10 Maintenance & Repairs

### Maintenance & Repairs

It is not anticipated that there will be any immediate maintenance or repairs arising during this restart phase.

However, should any such requirements arise the PI should contact [Mike.Devies@ubc.ca](mailto:Mike.Devies@ubc.ca) to arrange appropriate an appropriate solution.

Please keep in mind that obtaining technicians from outside of Canada will not be possible for the foreseeable future.

Please be clear with your people that extreme care should be taken and that proper in-house maintenance of equipment is of the utmost importance

## 11 Acknowledgement

### Acknowledgement

I acknowledge as the Safe Working Plan Manager that:

- I have read, and understand the contents of his Safe Work Plan
- I have consulted as necessary to ensure that my those affected by this Safe Work Plan have had opportunity for input
- I will implement and monitor this Safe Work Plan in its entirety
- I will update this Safe Work Plan when directed to do so, or when there is a change in circumstances

SIGN:

NAME:



DATE:

## 12 Approval

### Approval

This Safe Work Plan has been APPROVED / PENDING / DECLINED

SIGN:

NAME:

DATE:

Subject to / Remedy

List deficiencies or actions required prior to implementation

### Approval

This Safe Work Plan has been APPROVED / PENDING / DECLINED

SIGN:

NAME:

DATE:

Subject to / Remedy

List deficiencies or actions required prior to implementation

### Approval

This Safe Work Plan has been APPROVED / PENDING / DECLINED

SIGN:

NAME:

DATE:

Subject to / Remedy

List deficiencies or actions required prior to implementation

## 13 Implementation

### Implementation Statement

I acknowledge as the Safe Working Plan Manager that:

- I have read, and understand the contents of this Safe Work Plan
- I will implement and monitor this Safe Work Plan in its entirety
- I will update this Safe Work Plan when directed to do so, or when there is a change in circumstances, and in all cases review this Safe Work Plan within the next 6 months



SIGN:

NAME:

DATE:

I acknowledge as Director that:

- I have read, and understand the contents of this Safe Work Plan
- This Safe Work Plan is complete and meets the standards required for the work detailed in the plan to be carried out.
- I will monitor the implementation of this Safe Work Plan in its entirety
- I reserve the right to immediately withdraw this Safe Work Plan and the implied approval should I have any reservation about the health, safety, and wellbeing of anyone concerned with this plan.

SIGN:

NAME:

DATE:



## Appendix B - VPRI Access Agreement

I, \_\_\_\_\_, 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 Lab's specific bay, at any one time will be no more than:

**X People**

4. Procedures and products needed for cleaning and disinfection of lab equipment, bays and working space are available, and personnel have been instructed on their use.

### 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



Department / Faculty Approval

---

Name

Signature

Date

VERSION: May 7, 2020

\*Please ensure a signed copy of this form is sent to FHSD RSS, and that a copy is posted in plain view on any room, lab or other space accounted for by this agreement.



## Appendix C – Non-compliance Report form

Name of individual being reported: \_\_\_\_\_

Faculty/School: \_\_\_\_\_ PI or Supervisor's name: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide as much detail as possible on the alleged violation, including the date and location.

### Your Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Send: Directly to the FHSD Dean





## Appendix D – PI/Research Staff/Student COVID-19 Acknowledgement Form

PI/Research Staff/Student name: \_\_\_\_\_

I understand the novel coronavirus causes the disease known as COVID-19. I understand the novel coronavirus virus has a long incubation period during which carriers of the virus may not show symptoms and still be contagious.

I confirm that I am not experiencing any of the most common symptoms of COVID 19:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

I agree that each and every time I access the campus and the lab it represents an attestation – that I am declaring myself symptom-free, and agree to comply with all safety measures on campus, both inside and outside buildings. \_\_\_\_\_ (Initial)

I confirm that I am not recently tested positive for coronavirus. \_\_\_\_\_ (Initial)

I confirm that I am not waiting for results of a laboratory test for the coronavirus. \_\_\_\_ (Initial)

I confirm that I did not provide care or have close contact with a person with confirmed COVID-19. \_\_\_\_\_ (Initial)

I verify that I have not returned to British Columbia from any country outside of Canada whether by car, air, bus or train in the past 14 days. \_\_\_\_\_ (Initial)



I understand that BC Public Health Officer has asked individuals to maintain physical distancing of at least 2 meters (6 feet) and this will be maintained in my laboratory workplace. \_\_\_\_\_ (Initial)

I confirm that I have completed the online training “*UBCO Preventing COVID-19 Infection in the Workplace*” available at **wpl.ubc.ca**. \_\_\_\_\_ (Initial)

I confirm I have read additional training material provided and will follow work shifts as determined by my supervisor. \_\_\_\_\_ (Initial)

I confirm that I will follow all safety and hygiene guidelines to assure maximal protection for myself and others at all times. \_\_\_\_\_ (Initial)

I understand that if I am experiencing symptoms of COVID-19 I must not attend UBC workplaces and should remain home and take the COVID-19 Self-Assessment Tool (bc.thrive.health). \_\_\_\_\_ (Initial)

I understand that if I have been advised by one of BCs Health Authorities that I am a contact of a confirmed case I am required to self-isolate and follow directions of the public health team. \_\_\_\_\_ (Initial)

I understand that if I develop symptoms at work, I must report the symptoms to Campus Security (First Aid) at 250.807.8111 and my supervisor. My supervisor will ensure that I am able to get home safely and will arrange for cleaning of surfaces within the immediate work area through Facilities Management. Once home, I understand I should remain home and take the COVID-19 Self-Assessment Tool (bc.thrive.health) and follow associated instructions. \_\_\_\_\_ (Initial)

I verify the information I have provided on this form is truthful and accurate. I knowingly and willingly consent to work in [LAB NAME \_\_\_\_\_] following the schedule that has been assigned to me, starting on \_\_\_\_\_, 2020 (insert date).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Appendix E: Sample Lab Researcher Schedule

For almost all labs, shift work will be an important component of low-density phased re-entry planning.

**Fixed shift teams** limit the size of any given person's potential interactions over time and serves as a buffering function that distance alone does not accomplish. Fixing shift teams – at least in the earliest phase of reopening – functionally limits the number of people in the lab who would potentially be at risk for infection as well as the number who may need to be quarantined should a lab cluster emerge.

PI are advised to consult with Mike De Vies and representatives of HSE to assist with determining maximum lab occupancy and shift scheduling in relation to lab space/activities. Lab occupancy/shift schedules may be revised as building occupancy changes to coordinate with teaching/learning, other high priority research, and other activities occurring in the building as reoccupancy of the campus unfolds. The FHSD Exec will inform PIs if changes are needed.

Note: Work that can successfully be done remotely should continue to be done remotely. For example, typical lab group and 1-1 meetings will continue to be held remotely.

LAB SCHEDULE						
Name of Lab/Location						
PI: Name (contact information)						
Lab member/Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name 1 Name 2	8:00-12:00	8:00-12:00				
Name 3 Name 4	1:00-5:00	1:00-5:00				
Name 5			8:00-3:00	8:00-3:00		
Name 6			8:00-3:00	8:00-3:00		
Name 7	4:00-5:00		4:00-5:00		4:00-5:00	



## Appendix F: Sample Lab Sign in – Sign Out Form

<b>SIGN IN – SIGN OUT FORM</b>						
Name of Lab/Location						
PI: Name (contact information)						
	Name			Name		
	IN	Out	Signature	IN	Out	Signature
Day/Month/yr	8 AM	4:15 PM				
Day/Month/yr						
Day/Month/yr						
Day/Month/yr						
Day/Month/yr						

## Appendix F: Sample Lab Cleaning Record

Name of Lab/Location /Workstation						
PI: Name (contact information)						
Location of Cleaning Protocols:						
Location of Cleaning Supplies:						
	Item #1 cleaned	Item #2 cleaned	Item #3 cleaned	Item #4 cleaned	Item #5 cleaned	Signature
Time In Lab Day/Mo/yr						
Time Out Lab Day/Mo/yr						
Time In Lab Day/Mo/yr Time Out Day/Mo/yr						
Time In Lab Day/Mo/yr Time Out Day/Mo/yr						

## Appendix G – Shut Down: Laboratory Checklist

The following are recommended steps to take prior to an event that may result in an interruption of laboratory operations.

<p><b>Lab Checklist:</b></p> <p><b>Secure chemicals and hazardous agents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove all chemicals and glassware from benchtops and store in cabinets as appropriate.</li> <li><input type="checkbox"/> Ensure that water reactive chemicals are in sealed containers and stored as appropriate.</li> <li><input type="checkbox"/> Remove biological materials from biosafety cabinets and/or benches, disinfect or autoclave, or safely store them as appropriate.</li> <li><input type="checkbox"/> Ensure that all chemicals, radioactive, and hazardous waste containers are properly stored according to practices.</li> <li><input type="checkbox"/> Ensure all gas valves are closed. If available, shut off gas to area.</li> <li><input type="checkbox"/> Check that all compressed gas cylinders are secured. Remove regulators and use caps.</li> <li><input type="checkbox"/> Consolidate storage of valuable perishable items within storage units that have backup systems if possible.</li> </ul> <p><b>Secure equipment and room</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Secure/shut down all experiments that could be affected by loss of electricity, water, or other services.</li> <li><input type="checkbox"/> Shut off and unplug sensitive electric equipment.</li> <li><input type="checkbox"/> Close fume hoods/biosafety cabinets.</li> <li><input type="checkbox"/> Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.</li> <li><input type="checkbox"/> Fill dewars and cryogen containers for sample storage and critical equipment.</li> <li><input type="checkbox"/> If possible, elevate equipment, materials and supplies, including electrical wires and chemicals, off the floor.</li> <li><input type="checkbox"/> Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).</li> <li><input type="checkbox"/> Close all windows and lock all doors.</li> </ul> <p><b>Secure information and communications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Secure lab notebooks and other data storage media.</li> <li><input type="checkbox"/> Ensure emergency contact and phone numbers are up to date.</li> <li><input type="checkbox"/> Take phone tree with you or copy of your department's business continuity plan, if available.</li> <li><input type="checkbox"/> Prepare for telecommuting as applicable and as procedures and policies of your department and division.</li> <li><input type="checkbox"/> Ensure you know how to contact your principal investigator, department representatives/research operations manager, and facility management group.</li> </ul>	<p><b>Contacts:</b></p> <p><b>Principal Investigator:</b></p> <table border="1"> <tr><td>Telephone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>email</td><td></td></tr> </table> <p><b>Department Representative / Research Operations Manager:</b></p> <table border="1"> <tr><td>Telephone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>email</td><td></td></tr> </table> <p><b>Facility Manager:</b></p> <table border="1"> <tr><td>Telephone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>email</td><td></td></tr> </table> <p><b>Other:</b></p> <table border="1"> <tr><td>Telephone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>email</td><td></td></tr> </table> <p><b>Reporting an Emergency</b></p> <ul style="list-style-type: none"> <li>o Call emergency services at 9-1-1             <ul style="list-style-type: none"> <li>• Notify Campus Security                 <ul style="list-style-type: none"> <li>o 250-807-8111 (Okanagan)</li> </ul> </li> <li>• UBC-O Facilities Management (Okanagan): 250-807-9272</li> </ul> </li> </ul> <p><b>Reporting an incident or accident</b></p> <ul style="list-style-type: none"> <li>o <a href="https://www.cairs.ubc.ca/public_page.php">https://www.cairs.ubc.ca/public_page.php</a> (Common for both campuses)</li> </ul> <p><b>Latest UBC COVID-19 information</b></p> <ul style="list-style-type: none"> <li>o <a href="#">UBC Notifications</a></li> <li>o <a href="#">General Research FAQs</a></li> <li>o <a href="#">FAQs for Research with Human Subjects</a></li> </ul> <p><b>Feeling Distressed? There's Help For:</b></p> <p><a href="#">Faculty &amp; Staff</a></p> <p><a href="#">Students</a></p>	Telephone		Mobile		email		Telephone		Mobile		email		Telephone		Mobile		email		Telephone		Mobile		email	
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