COVID-19 Parent Plan

Parent Plan – Faculty of Science

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FACULTY / DEPARTMENT	**Faculty of Science**
SUBMITTED BY	John Klironomos
DATE OF SUBMISSION	June 18th 2020
PRIMARY CONTACT (questions & clarification):	John Klironomos
RESUMPTION PHASE # (submission #)	Phase 1 – Submission 1#

This document serves as a guideline for providing information to the Faculty of Science (FoS) staff, faculty, students, researchers and administrators on Phase 1 of the resumption of on-campus and field research. Phase 1 involves a return of up to 33% of building occupants to facilitate limited resumption of critical research activities.

This document makes use of available guidelines and regulations published by provincial and federal health agencies. With the rapidly developing guidelines at UBC and elsewhere, this document will be regularly updated.

The guidelines proposed in this document conform to UBC general policies, FoS guidelines, as well as WorkSafe BC and Centre for Disease Control recommendations.

This document and guidelines have been prepared by FoS leadership members overseeing research and FoS operations. The team will establish a FoS Research Resumption Committee (RRC) which will oversee resumption of research during Phase 1. The committee consists of: Dr. John Klironomos, Advisor to the Dean; Dr. Michael Deyholos, Head of Biology; Dr. Karen Perry, Head of Chemistry; Dr. John Braun, Head of Computer Science, Mathematics, Physics and Statistics; Dr. Ed Hornibrook, Head of Earth, Environmental and Geographic Sciences; Julie Martin, Assistant to the Advisor

The role of the RRC is to outline the minimum requirements for researchers to resume research in FoS during Phase 1. Researchers may resume research when all safety conditions are met, and all research activities must be reported to the RRC. The RRC will oversee all research activities within the FoS, and has the authority to modify or stop any research activity that does not comply with the guidelines.

The FoS RRC will have oversight of the research labs, teaching labs or common technical support areas in the FoS areas of the FIP, SCI, and ASC Buildings and other areas used by FoS researchers, including field sites.

The role of this document is to outline the minimum requirements researchers need to meet in order to be granted permission to resume research during Phase 1. When all minimum conditions are met, the researcher's request will be provided to RPCC and VPRI for final approval.

Priorities for current phase of resumption:

It is intended that FOS will support only limited access to on-campus facilities, 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 public health guidelines, and is feasible given space available and other activities in the buildings. FOS maintains that all students and faculty who are able to continue working remotely will continue to do so until further notice.

Access will be restricted to:
Priority 1 – graduate students that need to complete their thesis research
Priority 2 – Postdoc students completing current research

There is no intent to begin any further research during Phase 1.

Classrooms, teaching laboratories and other teaching areas are not expected to be utilized during Phase 1 of research resumption.

Pre-return Tasks
All research plans must be compiled by Departments and reported to the RRC (julie.martin@ubc.ca) as outlined in appendix C. Any change in research plan must be reported to the RRC immediately. The RRC will review the overall FoS research plan daily and will provide feedback as needed to ensure safety of all researchers in the Faculty.

The maximum number of occupants in a given space will be identified in the research plans and must not exceed the number outlined in section 5 'Supported Work Units'. Roughly there should be a maximum of one student per aisle of benches.

Each PI, prior to research resumption on-campus or in the field, must create a Safe Work Plan using the UBCO COVID-19 Safe Work Plan Template and adhere to the infection control guidance outlined in this document.

Note that, even for researchers who have been granted building access, work that can be done remotely should still be done remotely. For example, meetings, data analysis, etc. must continue to be done remotely.

Supervisors of areas where on-campus work has been approved will post signs to the main entrance of each research space. This will indicate the maximum number of research students allowed in the space. Supervisors will also implement protocols for signing in, signing out and cleaning of any surfaces and equipment when leaving will be indicated on the sheets.

All researchers are required to review the Common Area Safety Plan and their Areas COVID-19 Safe Work Plan as well as the guidance provided by HSE (https://hse.ok.ubc.ca/covid19infectioncontrol/).

Visit ubc.ca/covid19 and https://ok.ubc.ca/covid19/ for more information about UBC's response to COVID-19, including frequently asked questions. For campus-specific COVID-19 Infection Control guidance, please visit https://hse.ok.ubc.ca/covid19infectioncontrol/.

1. INTENT

The intent of this document is to:
  a) confirm the Work Units / Activities who are supported to continue or to restart work on campus
  b) provide rationale for the prioritization of Work Units / Activities who are supported to continue or to restart work on campus
  c) outline expectations of those working on campus of required infection control measures and the development of Unit level COVID-19 Safe Work Plans

The manager of each Work Unit identified in this plan is required to complete a Safe Work Plan that is consistent with the expectations outlined in this document.

2. GUIDING PRINCIPLES

1. The health and well-being of faculty, students and staff is paramount
2. The orders, notices and guidance of the Provincial Health Officer will be followed
3. Permission to conduct on-campus work will only be granted to those who require on-campus resources and cannot conduct this work remotely
4. There will be a phased and coordinated approach to on-campus work resumption
5. 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 campus
6. 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

In addition to these guiding principles, additional guiding principles are put in place in the Faculty of Science, and include:

• Access to campus for research purposes will be reserved for those who require on-campus resources/infrastructure.
• The need for graduate students to complete work in order to graduate will be prioritized.
• The Principal Investigator (PI) will be responsible for coordinating the resumption of research activities within their laboratory, and must take responsibility for the safe execution, monitoring and dealing with arising issues pertinent to the plan.

3.   COVID – 19 RULES

COVID19 Campus Rules

The measures put in place by the Government of British Columbia have been very successful in controlling the spread of COVID-19 and reducing the rate of infection in our province. It is essential that as restrictions are lifted and UBC operations return to a "new normal" we all protect our campus community by doing our part to reduce the risk of infection.

To ensure all workspaces and other parts of campus remain safe, it is required that all persons follow these **COVID-19 Campus Rules** as well as any other rules required of them by UBC. These rules may be supplemented by more detailed UBC rules or safety protocols governing specific locations or activities – for example Operational and Building Safety Plans. If there is any conflict between these COVID-19 Campus Rules and more detailed UBC Rules – the more detailed rules will govern. These COVID-19 Campus Rules may be amended from time to time.

These COVID-19 Campus Rules govern both UBC's campuses and all other locations under UBC's control ("UBC Premises") and govern all UBC activities that take place on UBC Premises with the following exception. These rules do not govern student residents while they are in student residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna. Separate rules will apply to these students while they are in residence. These rules do apply to student residents elsewhere on UBC Premises.

1. 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

2. 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.

3. All faculty and staff on campus must complete the mandatory online training module 'Preventing COVID-19 Infection in the Workplace' to be able to work on UBC Premises.

4. 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 .

5. 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.

6. Everyone is advised to maintain physical distance from others as much as possible unless other safety measures are in place.

7. Everyone must follow relevant signage and floor markings when moving around UBC Premises.

8. Supervisors will ensure that all faculty, staff and contractors are familiar with the COVID-19 site specific safety plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

For more information regarding COVID-19 rules please see https://srs.ubc.ca/covid-19/health-safety-covid-19/

Ensuring Compliance:

• Everyone on UBC Premises or engaging in in-person UBC activities must comply with these COVID-19 Campus Rules and any other UBC rules.

• The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.

• Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.

• All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.

• For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.

• Failure to follow these rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.

• Failure to follow these rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct Administrative Heads of Unit can contact Campus Security.

• Failure to follow these rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.

• Failure to follow these rules or other rules safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.

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4. RESPONSIBILITIES

Administrative Heads of Unit
- Complete Parent Plan
- Submit Parent Plan to Resumption Planning & Coordination Committee
- Provide Parent Plan to PIs / Managers of approved Work Units

Managers / Supervisors / Principal Investigators (PIs) - of supported work units
- Develop Safe Work Plan for their area of responsibility
- Submit Safe Work Plan for review by Resumption Planning & Coordination Committee
- Post Safe Work Plan in a public area (have on hand at work location)
- Ensure supervision of area Faculty, Staff and Students for adherence to Safe Work Plan
- Monitor COVID-19 communications and Public Health orders, notices and guidance and amend Safe Work Plan as required
- Address concerns raised by area Faculty, Staff and Students
- Participate in inspections by HSE and/or JOHSC and address Safe Work Plan feedback, as appropriate

Faculty, Staff, Students
- Participate in Training
- Understand and adhere to expectations of their COVID-19 Safe Work Plan

5. SUPPORTED WORK UNITS

	The *Supported Work Units* / **PIs** listed below have been or will only be prioritized if they are unable to perform their work via remote working arrangements.

The following has been compiled, based upon Department research submissions and completion of the process outlined in appendix C.

Dept.	PI	Building	Room	Max Students/ Workers (#)	RATIONALE
Biology	Russello	FiP	376	3	Graduate Student Completion
Biology	Hodges/ Lalonde	SCI	358	3	Graduate Student Completion
Biology	Mahmoud	SCI	339/ 341	3	Graduate Student Completion
Biology	Jones/Durall/Murch/Deyholos	FIP	153	2	Graduate Student Completion
Biology	Klegeris	ASC	381/ 382	3	Graduate Student Completion
Biology	Gibson	ASC	384	3	Graduate Student Completion
Biology	Hart	ASC	378/ 380	3	Graduate Student Completion
Biology	Deyholoos	SCI	147	3	Graduate Student Completion
	Dang	FIP	377	3	Graduate Student Completion
	Godin	FIP	379	2	Graduate Student Completion
	Li	FIP	378	2	Graduate Student Completion
	Menard	FIP	371/ 373	3	Graduate Student Completion
	Murch/Shipley	FIP	374/ 375	3	Graduate Student Completion

	Smith	FIP	371/372	3	Graduate Student Completion
	Wolthers	FIP	377	2	Graduate Student Completion
	Zandberg	SCI	130	3	Graduate Student Completion
	Jirasek	FIP	370	2	Graduate Student Completion
	Hanna	FIP	246	6	Graduate Student Completion
	Larson	FIP	223	2	Graduate Student Completion

6.   COVID-19 SAFE WORK PLAN

The COVID-19 Safe Work Plan must be completed for Work Units performing on-campus work. This plan must meet the requirements of the Public Health Officer and WorkSafeBC, and should identify the unit-specific activities being performed, and identify infection control measures that are being implemented to adhere to the expectations in this COVID-19 Parent Plan and current public health guidance. The COVID-19 Safe Work Plans will specifically address area-specific circulation requirements, work schedules, and unit specific worker training as well as control measures being implemented where physical distancing cannot be maintained. The UBCO COVID-19 Safe Work Plan Template can be found on the UBC Work Resumption webpage.

7.   INFECTION CONTROL EXPECTATIONS - GENERAL

As indicated in the guiding principles, on-campus work should only be considered for those where remote work does not provide the ability to complete their work or offer their services in a meaningful way. Where work can be completed remotely, it is expected that remote working arrangements will remain in place.

For workers to attend campus, the following expectations must be adhered to:

7.1   Health Screening and other Self-Isolation Requirements

Faculty, staff and students are not permitted on campus if they have symptoms, have had recent international travel or contact with a confirmed case as outlined below. Individuals who live on campus are permitted provided that they are isolated as outlined by SHHS and Campus Health and Wellness.

Additional details can be found in the COVID-19 Rules (appendix A).

7.1.1   Symptoms

Faculty, Staff and Students experiencing symptoms of COVID-19 must not attend UBC workplaces and should remain home and take the COVID-19 Self-Assessment Tool (bc.thrive.health). Symptoms include:

- Fever/Chills
- Cough
- Sore Throat

- Shortness of Breath
- Chest Pain

Where workers cannot attend campus due to symptoms, they must advise their supervisor.

7.1.2   International Travel

Anyone arriving in British Columbia from outside of Canada must self-isolate and monitor for symptoms for 14 days upon their arrival. More details can be found at http://covid-19.bccdc.ca/.

7.1.3   Contact of a Confirmed Case

People who have been advised by one of BCs Health Authorities that they are a contact of a confirmed case are required to self-isolate and follow directions of the public health team.

> ☐   The Work Units identified in *Section 5 – Supported Work Units* will communicate Health Screening and Self-Isolation requirements to all workers.

7.2   Symptoms that Develop at Work

Faculty, Staff or Paid Students who develop symptoms at work must report the symptoms to Campus Security (First Aid) at 250.807.8111 and their supervisor. The 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) and follow associated instructions.

Medically urgent persons may call Campus Security or 911 if immediate transport to a hospital is needed.

> ☐   The Work Units identified in *Section 5 – Supported Work Units* will communicate Symptom Development requirements to all workers.

7.3   Common Area Requirements

Appendix B provides the UBCO Common Area Safety Plan. The UBCO Common Area Safety Plan outlines expectations of all campus community members when accessing common areas of campus. To supplement the UBCO Common Area Safety Plan UBC has created UBCO Circulation Floor Plans (appendix C), which identify circulation expectations for all pedestrian circulation within common areas of campus buildings.

> ☐   The Work Units identified in *Section 5 – Supported Work Units* are expected to follow the UBCO Common Area Safety Plan and UBCO Circulation Floor Plans and communicate them to their personnel on campus.

7.4   Physical Distancing

Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

Physical distancing means limiting close contact with other people to slow the spread of an infectious disease by keeping at least 2 metres away from one another.

More information on Physical Distancing at UBCO can be found here on the HSE Infection Control Website.

☐	The Work Units identified in **Section 5 – Supported Work Units** will ensure workers are reminded regularly of the requirement to physically distance. In most circumstances, supervisors will create an environment that supports physical distancing (see section 6).

7.5 Hygiene

One of the most effective things workers can do to prevent infection and to protect others is to practice appropriate hand hygiene. Where hand washing facilities are not adequate, supplies of hand sanitizer will be provided through Facilities Management, as appropriate.

☐	The Work Units identified in **Section 5 – Supported Work Units** will ensure workers have adequate hand washing / sanitizing facilities and that they are reminded regularly of this requirement.

7.6 Cleaning / Supplementary Cleaning

Facilities Management continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

Best Service Pros provide our custodial services and maintain the campus to a very high standard. Moving forward, custodial have enhanced cleaning scope and resources during both the out-of-hours and daytime cleaning to accommodate the needs of a phased return of faculty, staff and students to campus.

Supplementary cleaning of high touch surfaces in shared work areas is encouraged. Where such cleaning is required, the Unit Manager should include details in the COVID-19 Safe Work Plan including expectations of employees, the supplies being used and related training requirements.

For those who wish to perform supplementary cleaning of their space, supplies will be provided through Facilities Management and HSE has provided related guidance on our COVID Infection Control Website and

In non-routine situations where additional custodial services may be required, the Unit Manager / PI should include details in the COVID-19 Safe Work Plan and work with UBC Facilities Management and HSE to assess the request and, if required, to make arrangements.

	The Work Units identified in **Section 5 – Supported Work Units** will assess their areas for high touch areas and will implement supplementary cleaning within their work area.

8. INFECTION CONTROL EXPECTATIONS – UNIT SPECIFIC

As a rule, all work planning should endeavor to reduce contact intensity (proximity of individuals) and contact frequency (regularity of physical interactions between individuals) as low as reasonably practicable.

For work to occur on campus, the following expectations must be adhered to:

8.1 Physical Distancing

Unless specifically addressed in the COVID-19 Safe Work Plan, Faculty, Staff and Students are required to adhere to physical distancing expectations at all times.

Physical Distancing can be further supported through review of Occupancy Capacity, altering the Layout of the Physical Work Environment, applying Work Area Circulation Routes, adjusting Work Schedules and limiting Gatherings.

8.1.1 Occupancy Capacity

UBC is supporting physical distancing by reducing the number of people accessing campus facilities. In addition, each work unit is expected to review work spaces to determine the maximum number of occupants to provide an environment that is conducive to physical distancing. Capacity should be based on the ability of people to complete their required work and easily maintain their 2 meters distance.

8.1.2 Layout of the Physical Work Environment

Units should consider the relocation of workstations, furniture and equipment in order to create a physical work environment that supports physical distancing of workers.

8.1.3 Work Area Circulation Routes

As part of their COVID-19 Safe Work Plans, Work Units must create circulation routes and expectations within their work areas. These plans should create the most efficient use of the space, with Physical Distancing as the primary goal. Consider making 1-way traffic patterns where physical distancing cannot be maintained.

8.1.4 Work Schedules

Adjustments to work schedules should be considered and implemented as part of the COVID-19 Safe Work Plans, where multiple workers need to perform work out of a single work area.

8.1.5   Gatherings

Gatherings can only occur when necessary and when physical distancing can be maintained. Gatherings of 50 or more people are strictly forbidden.

☐	The Work Units identified in *Section 5 – Supported Work Units* are expected implement Physical Distancing measures as part of their COVID-19 Safe Work Plans and to communicate Physical Distancing expectations to all workers.

8.2   Source Control: Work Where Physical Distancing Cannot be Maintained

In work situations where physical distancing cannot be maintained and the work is required, COVID-19 Safe Work Plans must identify acceptable alternative controls that are being implemented as outlined below.

In situations where work tasks require individuals to be separated by less than 2m the following questions should be asked:

- Can the task be delayed (post pandemic)?
- Can the task be safely done in another way?
- Can the number of workers involved be reduced?

If, after answering these questions, work activities must occur and physical distancing cannot be maintained, additional source control must be implemented.

NOTE: It is expected that work situations where physical distancing cannot be maintained will be rare and will be brief.

Source Control Options: Engineered barriers are superior to face coverings and should be chosen more often

8.2.1   Engineered Barriers

In situations where work must occur, but physical distancing cannot be maintained, engineered barriers must be considered. Engineered barriers, such as Plexiglas screens, are particularly applicable in areas such as service counters where the environment is static.

8.2.2   Face Coverings

In situations where barriers are not practicable and physical distancing cannot be maintained, face coverings will be used as a form of source control. In these situations where face coverings are required, the worker must be provided the equipment and educated on the limitations, use and care of the equipment. Options for using face coverings as a source control include non-medical masks and face shields.

HSE will work with units to ensure that such situations are warranted and support associated procurement and related employee training requirements. More information on the use of Face Coverings at UBCO on the HSE COVID-19 Infection Control Website.

	The Work Units identified in *Section 5 – Supported Work Units* will reduce situations where physical distancing cannot be maintained as low as practicable. Where these situations arise, they will implement additional source control as part of their COVID-19 Safe Work Plans and provide the works with equipment, education and training. Training and education should ensure that workers understand the associated limitations and use and care instructions.

8.3   Training

All workers are required to complete the Online 'UBCO Preventing COVID-19 Infection in the Workplace' training available at wpl.ubc.ca.

In addition, COVID-19 Safe Work Plans will identify additional area-specific training that is required for all employees. This unit-specific training must 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, and any engineering and / or source controls for situations where physical distancing cannot be maintained during work activities.

	The Work Units identified in *Section 5 – Supported Work Units* will ensure that all employees complete the online 'UBCO Preventing COVID-19 Infection in the Workplace' training and will supplement this training with education and training within their work areas on unit-specific measures that are being implemented towards infection control.

8.4   PPE

As a rule, PPE for the purposes of COVID-19 Infection Control is only required in medical situations and should be used as indicated by the Interior Health Authority and reserved for health care workers.

Where additional PPE requirements are being considered Work Units should review HSE guidance here or contact HSE directly.

	The Work Units identified in *Section 5 – Supported Work Units* will not assign additional PPE requirements, beyond that which was required for work pre-COVID-19 unless assessed as appropriate by HSE.

9.   Acknowledgement:

I acknowledge that this Plan has been shared with the Work Unit Managers identified in *Section 5 – Supported Work Units*. Work Unit Managers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date

Name

Title

Unit Managers

Name	Email	Confirmation of Understanding
		☐
		☐
		☐
		☐
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		☐
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APPENDIX A –GUIDANCE FOR COMMON AREAS

COVID – 19 Guidance for Common Areas

All workers attending UBCO buildings are required to have an approved COVID-19 Safe Work Plan for their particular work activity and/or work area and to have completed the mandatory 'Preventing COVID-19 Infection in the Workplace' online training.

This Common Area Safety Plan and the associated Building Circulation Plan is a required attachment to COVID-19 Safe Work Plans and must be part of the training and education that supervisors perform with their employees.

OUTDOOR AREA: GENERAL EXPECTATIONS

All campus occupants are required to maintain physical distance (separation of 2m) while occupying or circulating through outdoor areas of the campus.

In general, those circulating around campus should stay to the right of the surface that they are travelling on and yield to oncoming pedestrians.

INDOOR AREAS: GENERAL EXPECTATIONS

Campus occupants are expected to respect physical distancing guidelines (maintaining 2m separation) while circulating around campus.

> **IN CASE OF EMERGENCY:** Follow the building fire evacuation directions out of the building. In evacuation situations it is permissible to disregard COVID-19 building circulation directions as all building occupants will be leaving the building. It is recommended to follow physical distancing guidelines, in evacuation situations.

INTERIOR SIGNAGE

All buildings will have the following signs at entrances:

- Building Circulation Floor Plan
- COVID-19 Rules

Interior building signage will be installed as identified by the Circulation Floor Plans.

Note: Individual Work units will apply signage in their work areas per their COVID-19 Safe Work Plans.

BUILDING CIRCULATION & OCCUPANCY FLOOR PLANS

The Building Circulation Floor Plans provide instructions to occupants in relation to circulation through, and use of, general building areas. These Floor Plans identify the following areas:

- Building Access / Egress
- Common Hallways
- Washrooms
- Kitchens/Lounges
- Stairwells
- Elevators

Building Access & Egress

Many doors on campus have been identified specifically as 'entrance' or 'exit' in order to minimize the number of contacts in these areas. In general, main building entrances are now being used exclusively as entrances, where other doorways are exits. See the Building Circulation Floor Plans for details for each campus building.

Public Walking Areas / Hallways

Adhere to Building Circulation Floorplans, Directional Signs, and Floor Decals. In all areas, occupants are asked to Walk on the Right Side of the corridor/hallway/sidewalk. If 2m separation cannot be maintained, yield to oncoming pedestrians and move to the side to allow adequate physical distancing.

Furniture in these areas have either been removed or taken out of use in order to support physical distancing measures. Building occupants are asked to not relocate common building furniture.

Washrooms

Washrooms are identified on the Building Circulation Floorplans and have signage at the entrance indicating the maximum number of occupants. Sinks and Urinals have been removed from service to ensure 2m separation between users. Doors have been removed, where appropriate, to reduce the number of common contact surfaces. Washroom users should appropriately wash their hands when entering and exiting the washroom facility.

When entering a washroom that is in use by the listed maximum occupancy, you are asked to leave the washroom and wait in the hallway, ensuring a 2-meter distance is maintained.

Stairwells

Adhere to Building Circulation Floorplans and Directional Signs. Many stairwells on campus have been identified specifically as 'up' or 'down' in order to minimize the number of contacts in these areas. There are many campus stairwells however, that continue to be open in both directions and occupants are asked to climb the stairs on the Right Side and yield to oncoming pedestrians.

Elevators

Physical distancing must be maintained when using campus elevators. In most situations this means only one person can use the elevator. Each elevator on campus has a sign indicating expectations for use.

In order to reduce the number of common touch points and wait time for those that need to use elevators, elevators should only be used by those who are unable to use building stairwells.

Kitchen / Lounge Areas

UBC has established and posted behavioural expectations and occupancy limits for these areas. Look for a sign adjacent to the entrance that indicates the maximum occupancy for the space and expectations for use of any equipment or supplies within the space.

It is recommended that campus users bring their own utensils and plates/cups to reduced shared use of common supplies. Cleaning supplies will be provided for users to perform supplementary cleaning of these area upon occupancy and prior to departure.

Additional infection control guidance can be located at:
https://hse.ok.ubc.ca/covid19infectioncontrol/

APPENDIX B - CIRCULATION FLOOR PLANS
Append the Circulation Floor Plans related to the campus buildings that are identified in Section 5 – Supported Work Units

APPENDIX C – PRIORITIZATION OF SUPPORTED WORK GROUPS

Each department will compile and submit a Research Plan that includes the table below. These will be submitted to the RRC (julie.martin@ubc.ca).

BUILDING	ROOM NUMBER	PI	Number of Research Students	Expected Dates

The RRC will use the information submitted and apply the criteria and the rubric below to determine the areas that are supported during this phase of resumption.

Prioritization Process

THE UNIVERSITY OF BRITISH COLUMBIA

In order to be eligible for consideration for prioritization PI applications for research resumption will be need to satisfy the following requirements:

Safety protocols	Detailed protocols/procedures/training in compliance with UBCO and public health guidelines to ensure safety; Adequate procedures for monitoring compliance	
Ethics related to research activities	Additional risk that COVID-19 adds to research activities is considered, and is ethics amendments/applications	

If the above requirements are met, then this **rubric** will be used to prioritize access:

	Criteria	Score
Specific type of research activity involved	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	
Numbers of researchers involved in lab area (in relation to size of lab)	Single user (work alone procedure will be required) SCORE = 1 Multi-users SCORE = 5	
Availability of cleaning supplies and PPE	Available and sufficient supplies SCORE = 1 Available but limited supplies	

	SCORE = 3	
	Not available (e.g., due to very high demand on PPE) SCORE = 5	
Nature of the laboratory / facility	Single-user room SCORE = 1	
	Multi-user room SCORE = 5	
PI career stage (ECRs will be given priority in multi-user facilities)	ECR SCORE = 1	
	Established PI SCORE = 3	
Urgency for graduate student work completion	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	

Urgency for funding reinstatement	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	
Urgency for COVID_19 related research	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	
Equity, Diversity and Inclusion considerations	PI or topic addresses relevant EDI SCORE = 1 PI or topic do not addresses relevant EDI SCORE = 3	
TOTAL SCORE (LOWER IS BETTER)		