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# Research Resumption Planning Document

Southern Medical Program  
Centre for Chronic Disease Prevention and Management

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## 1. Research Resumption Planning Document

This document serves as a guideline for providing information to the Southern Medical Program (SMP) and Centre for Chronic Disease Prevention and Management (The Centre) staff, faculty, students, researchers and administrators on Phase 1 of lifting research curtailment. This Phase involves return of up to 30% 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 is a living document that will be constantly updated.

The guidelines proposed in this document conform to UBC general policies, as well as WorkSafe BC and BC Centre for Disease Control recommendations. It is expected that everyone working within the SMP and Centre, particularly PIs who employ or supervise students conducting research, will be familiar with the above referenced and most up-to-date materials from UBC, the [provincial government](#) and [WorkSafeBC](#)

This resumption plan has been developed to coordinate and establish a safe and flexible plan for resuming high priority and simple research tasks that require access to resources within the SMP and the Centre's facilities in the Reichwald Health Sciences building.



## 2. Planning Leadership Team

### ***Members and Roles***

This document and these guidelines have been prepared by SMP and Centre leadership, lab management and lab users. The team has established a Return to Research (R2R) Committee which will review all documents and requests from faculty to resume research during Phase 1. The committee consists of:

Dr. Sarah Brears, Southern Medical Program Regional Associate Dean  
Dr. Kathleen Martin Ginis, Centre Director  
Dr. Jonathan Little, Centre Affiliated Investigator  
Ms. Diane Oorebeek, Laboratory Manager

Consultation and guidance will be sought, as needed, from the UBCO Health & Safety office (Ms. Cherie Michels).

### ***Purpose***

The role of the R2R Committee is to outline the minimum requirements that researchers must meet in order to be considered for permission to resume research in the SMP/Centre during Phase 1. When all minimum requirements are met, the researcher's request will be provided to the VPRI for final approval.

During Phase 1, the R2R Committee will have jurisdiction over the RHS 304 lab space including all internal rooms, labs, and the common room that abuts RHS 304. This document does not pertain to the adjacent office space on the third floor of RHS. Also, this document does not pertain to the first-floor lab space in RHS that is appointed to the School of Health and Exercise Sciences.



### 3. SMP and Centre-level guiding principles and responsibility sharing

The VPRI's guiding principles for the resumption of research (Version: 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

In addition to these guiding principles, additional guiding principles are put in place in the SMP/Centre, and include:

- Each principal investigator (PI)—with detailed knowledge of workflow, layout, personnel, shared instrumentation, and program priorities—will work with their research group and the Centre Lab Manager to craft a plan to resume a program's research activities. Early investment by PIs in engaging their entire lab is critical to defining best solutions, ensuring equity, promoting compliance, and mitigating risk.
- The PI will be encouraged to review plans with all lab members prior to submission to the R2R Committee for approval, and will inform lab members should there be any changes in the plans prior to implementation.
- The PI will be responsible for completing the Application for Resumption of Research Activities (Appendix A) and must take responsibility for executing, monitoring and dealing with arising issues pertinent to the plan.
- The PI must complete the VPRI Access Agreement document (Appendix B), which must accompany the application for research resumption.



## 4. Contextual Information

Phase 1 SMP/Centre research activities take place on the third floor of the Reichwald Health Sciences (RHS) building, Room 304. RHS 304 consists of ~1200 square feet of bench lab space with 2 adjoining rooms intended for clinical research testing and 5 rooms with additional lab equipment (e.g., fumehood, biosafety cabinet, autoclave, water filter). There are 11 bays consisting of 44 benches as well as bench space running the length of the west wall. A shared corridor on the east wall houses fridges, freezers, chemical storage, and a biological safety cabinet. There is a small common room/coffee room that can be accessed through RHS 304 and also through the third floor main corridor.

Graduate student space and faculty offices on the 3<sup>rd</sup> floor are not intended to be incorporated into the policies outlined in this document for Phase 1 of the research resumption. One SMP/Centre Investigator has a lab for clinical research on the 1<sup>st</sup> floor of RHS. Research in that clinical research lab will not resume during Phase 1; this document does not cover policies for research resumption in that space. This document does not cover policies for resumption of research in animal facilities used by SMP/Centre researchers.

All SMP/Centre students and faculty who are able to continue working remotely will continue to do so until further notice.

SMP/Centre faculty members who conduct research activities in buildings not administered by the SMP/Centre will have to comply with the procedures, guidelines and protocols of corresponding faculties where those labs are located.

The lab in RHS 304 is currently used by three scientists from three faculties:

1. Dr. Chris West, Faculty of Medicine
2. Dr. Jonathan Little, Faculty of Health and Social Development
3. Dr. Mohammad Arjmand, Faculty of Engineering (note that Dr. Arjmand has not yet moved into RHS 304; he was poised to move in when the research curtailment was implemented).

As of May 26, 2020, the SMP/Centre has fully curtailed all research activities that cannot be carried out from home. Two exemptions were granted, to-date:

- 1) Dr Jonathan Little: bi-weekly flow cytometer maintenance
- 2) Dr Jonathan Little: mailing and receiving remote clinical trial study materials

Members of the Planning Leadership Team have spoken with the three scientists/users of the RHS 304 lab space with regard to their Phase 1 access needs. Two of the three scientists (Little, Arjmand) require 'normal', ongoing access to the space and the third scientist (West) requires occasional access for storage of tissue.



Operating under the assumption that physical distancing regulations will allow for one person per side of each bay, the maximum number of occupants that will be allowed in RHS 304 at a given time, during Phase 1 research resumption, is as follows:

PI	Number of Bays	Maximum # of Personnel Allowed During Phase 1
West	2	4
Little	2	4
Arjmand	3	6
Lab Manager		1
Total	7	15

Therefore, during a single day, the maximum number of personnel who could occupy RHS 304 would be 15. When operating at full capacity, the total number of people who could typically work in the entire RHS 304 space is 66. The number who would work in these dedicated bays is 43 (6 people X 7 bays + :Lab Manager). Therefore, occupancy of 15 is equivalent to 23% of overall lab capacity and 35% of capacity for these 7 bays.

If necessary to provide adequate physical distancing, personnel may be permitted to work in vacant bays 3-6 during this phase of research resumption. PIs must first obtain approval from the Lab Manager to use the vacant bays.

Shared lab support rooms must be booked using the Skedda booking platform. A maximum of one person may be in these rooms at any given time. Shared equipment must be sanitized on entrance and exit.

Room	Function/Equipment
304 A	Fumehood
304 B	Biosafety cabinet, tissue culture
304 C	Cryostat, microscopy
304 D	Utility room – autoclave, ice, water purification, dishwasher
304 E	Clinical testing space – will not be used for research in Phase 1*
304 F	Clinical testing pace – will not be used for research in Phase 1*

\*This is a new space. We are still in the process of setting up equipment in this space. Personnel will enter this space on occasion to set up the equipment. Details on these activities are included in the Little/West Labs Return To Research Planning Document.

It is anticipated that more SMP/Centre researchers will request and/or require access to SMP/Centre lab spaces in Phases 2 and 3. There are also several clinical/community-based projects that will need special consideration to re-open in Phases 2 and 3. Some of these projects will require coordination with community partners (e.g., Interior Health, KGH).



This research resumption plan is focused on prioritized and relatively straightforward research activities in Phase 1 but many of the elements (e.g., Application for Resumption of Research Activities, VPRI Access Agreement, Cleaning Procedures, COVID-19 Acknowledgement, commitment to health) will provide the framework for future phased re-entry and increased research activities.

## 5. Prioritization of Access

The following priorities will guide research resumption in the SMP/Centre, particularly for Phase 1. These priorities are:

1. Protecting the health of people, including SMP/Centre students, staff, faculty and the broader community
2. Commitment to supporting the training of graduate students and postdoctoral fellows, particularly those nearing completion

These priorities will be observed within the context of specific research projects, the nature of tasks involved, and the number of personnel involved. Other activities that will influence prioritization of access, and that will be addressed in a context-specific manner throughout Phases 1-3 include:

- Availability of PPE and cleaning supplies
- Nature of the laboratory / facility
- Impact on shared building spaces
- Funding implications
- Funded COVID-19 related research projects
- Equity considerations
- Urgency for graduate student work completion
- Urgency for funding reinstatement

Given the small number of users in RHS304, and our ability to meet all three of their requests for Phase 1 research resumption, at this time, we do not need to prioritize access.

However, should there be an unexpected surge in requests/demands for space, following the lead of Engineering, we will use Engineering's scoring rubric to evaluate and prioritize PI proposals for resumption of research activities in RHS 304. We may need to use this rubric for aspects of Phase 2 research resumption, but with different weights given to the various categories.

As of May 26, limited information about Phase 2 has been provided, and thus planning for this stage will be initiated as soon as additional clarity on the intent and limitations of Phase 2 research resumption are known.





### Return to Research Scoring Rubric for Phase 1

	Criteria	Score
<b>Specific type of research activity involved</b>	Simple experiments (e.g., biochemical assays on stored tissue/samples, remote experiments) SCORE = 1  Complex experiments (e.g., setting up new experiments, multi-day culturing of cells or tissues) SCORE = 3	
<b>Numbers of researchers involved</b>	Single user (work alone procedure will be required) SCORE = 1  Multi-user SCORE = 5	
<b>Availability of cleaning supplies and PPE</b>	Available SCORE = 1  Currently not available SCORE = 3  Very high demand on PPE SCORE = 5	
<b>Equity</b>	Will access lead to potential inequities across users? NO SCORE = 1  YES SCORE = 3	
<b>Urgency for graduate student work completion</b>	Students involved need to complete critical research in order to graduate within the next two terms SCORE = 1  Students involved need to complete critical research in order to graduate within the next three terms SCORE = 3	



	Students involved need to complete critical research in order to graduate within the next year SCORE = 5	
<b>Urgency for funding reinstatement</b>	<p>Research must be reinstated in order to renew cash-flow from industry / funding agencies SCORE = 1</p> <p>Research is not directly related to cash-flow from industry / funding agencies SCORE = 5</p>	
<b>Urgency for COVID_19 related research</b>	<p>Research directly addresses COVID-19 priorities and / or is funded by government programs focusing on COVID-19 SCORE = 1</p> <p>Research does not directly address COVID-19 priorities and / or is not funded by government programs focusing on COVID-19 SCORE = 3</p>	
<b><i>TOTAL SCORE (LOWER IS BETTER)</i></b>		



## 6. Building / Facility Considerations

### Pre-return Tasks

- a. The Lab Manager will establish a traffic flow and produce signage that will direct traffic through the 3<sup>rd</sup> floor and RHS 304. This will be shared with all lab members and other groups who might access the lab during operating hours (HSE, Central Receiving).
- b. The third floor will be secured with access through key cards.
- c. Signage will be posted on the main doors to the RHS 304 lab and inner rooms indicating the maximum number of personnel allowed in each lab space.
- d. All rooms will be equipped with an approved disinfectant and supplies to ensure high-touch areas can be disinfected on entrance and exit.
- e. Handwashing sinks will be clearly identified and signage will include handwashing instructions.
- f. All personnel will be provided with the link to the Skedda booking platform to book rooms 304 A-F.
- g. Clipboards will be attached to the bulkhead in front of each PI's bench space. The clipboards will:
  - show the number of personnel allowed in each bench space
  - hold sheets/logs for personnel to sign in and sign out
  - hold logs to record cleaning of lab equipment
  - include a copy of the PI's approved plan for research resumption
- h. All technicians, students, PIs and research staff will be required to review COVID-19 health and safety resources from [WorkSafeBC](#) and the COVID-19 Safety Plan for their particular lab (see below)
- i. Signage will be placed to indicate that the 3<sup>rd</sup> floor kitchen and lounge area are closed, and are to be used only for entering and exiting RHS 304 (per lab traffic flow design).

### Initial Safety Audit and Establishment of New Procedures

- a. All areas within the lab will have an initial walk-through by the R2R Committee and PIs to ensure that equipment is safe to use following the lab closure, and to ensure new protocols are in place.
- b. All areas will have new signage put in place (see Pre-return task d, above)

### Process to Initiate Access to SMP/Centre Lab (RHS 304)

- a. PI will complete the UBC VPRI Application for Resumption of Research Activities (Appendix A) and submit it to the R2R Committee
- b. The Lab Manager and PI will complete a [COVID-19 Safety Plan](#) for each laboratory workspace where research is to resume



- c. The R2R Committee will review applications for approval (working with PIs as necessary) and ensure all building activities and users are appropriately coordinated [note that steps b, c and d can happen concurrently]
- d. The R2R Committee will submit the SMP/Centre plan, with the individual PI re-entry request forms appended, to the UBCO VPRI

### **Common Areas**

As of May 26, 2020, we are expecting Health and Safety to provide guidance on building flow in common areas, including stairwells, hallways and bathrooms.

There is a common coffee area on the 3<sup>rd</sup> floor, adjacent to the lab. This will be closed for kitchen use purposes, and will be used as an entrance/exit corridor only.

Shared lab rooms (304 A-F) must be booked in advance using the Skedda booking platform. A maximum one person will be permitted in each room at any given time. Shared equipment must be sanitized before and after use.

Delivery area – Gas delivery will continue as is. Compressed gas cylinders will be mandated to sit for at least 3-days before being picked-up, unless gasses are needed urgently (and cylinders will be wiped with alcohol).

Mail and lab supply delivery will continue as is, unless we are directed otherwise. Mail is currently delivered to the RHS reception desk, and lab supply orders are delivered to the relevant bay area. Central Receiving staff will follow the designated traffic pattern when making deliveries to RHS 304.

### **Points of Access to Building and Access Control**

As of May 26, 2020, we are expecting Health and Safety to provide guidance on access to campus buildings. This will include designation of stairwell directions.

Access to the 3<sup>rd</sup> floor and the SMP/Centre lab will be controlled by Salto access. Lab traffic flow (Appendix C) has been designed to minimize encounters and consider operational needs. It was determined that a unidirectional, circular flow through the lab would result in higher traffic and encounters with other personnel than the 'yield' approach chosen.

Signage will be posted, and all personnel will be instructed to stop and look before proceeding through common areas. Entrance and exit doors will be designated to specific lab groups, and directional flow will be marked in the room.

### **Undergraduate / Graduate Learning and Teaching Spaces**

No such spaces will be used during Phase 1.

**Anticipated Start-up and Building / Facility Maintenance Issues**

There are no major building or maintenance issues expected with start-up operations.

Some shared equipment (e.g. ice machine, water purification units) has been shut down during research curtailment. Water purification units will need to be sanitized prior to re-use. Replacement cartridges may be required.

**Signage and Directional Guides**

Traffic flow in the lab will be outlined by signage on all access doors.

**Hand Sanitizer Stations**

We have requested that Facilities Management install hand sanitizer stations at both entrances to RHS 304. Sanitizer is also available at the 3<sup>rd</sup> floor elevator.

**Training on General Safety**

All SMP/Centre personnel (including faculty, staff, students, technicians, etc) will be required to review the above-mentioned public health, WorkSafeBC, and UBC guidance documents before obtaining access to the lab.

All will monitor the HSE site for updates to documents, guidelines, and procedures. The Lab Manager will liaise with HSE and communicate any updates or changes.

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

All personnel will be required to sign a COVID-19-specific Acknowledgement Form covering screening and precautions (Appendix D). PIs will be responsible for communicating any site- or lab-specific training needed for their personnel in the Application for Return to Research Form and are responsible for ensuring that personnel have completed this training.

Upon research resumption the students, PI and Lab Manager will go over COVID-19 related issues and cleaning procedures. Once training is completed, the PI, student and Lab Manager will sign-off on the COVID-19 Acknowledgement Form and access will be granted.



## 7. Campus Services

### Janitorial

Janitorial services will proceed in accordance with “Safety & Risk Services” Doc #: SRS-OHS-SWP-001 Title: Safe Work Procedure – General Cleaning & Disinfecting Surfaces” and should be supervised by the Institution.

### Waste pick up

Proposed research in Phase 1 will produce some Level 2 biomedical waste (pipette tips, liquid) and chemical waste that will be disposed of by Health, Safety and Environment 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.

HSE will be advised of the traffic flow pattern through RHS 304, and we will follow their guidance if any changes of waste pickup locations are requested.



## 8. Safety Protocols

### For Common Spaces

The following UBCO HSE document providing comprehensive guidance on supplemental housekeeping and cleaning will be provided to all PIs.

<https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/05/UBCO-COVID19-Guidance-Supplementary-Cleaning-Program.pdf>

The University's Salto card will always be used to restrict unauthorized access to spaces.

Maximum occupancy and traffic flow will be determined for any common spaces, and will be reflected by signage and booking procedures where applicable.

### For wet/dry labs

Researchers in the SMP/Centre lab spaces will be expected to follow guidelines as described in item "Cleaning Protocols" below and "Safety & Risk Services" Doc #: SRS-OHS-SWP-001 Title: Safe Work Procedure – General Cleaning & Disinfecting Surfaces.

### 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 70% ethanol (ethyl alcohol) solution with paper towels. For consistency, reproducibility, and chemical compatibility, multiple disinfectant use should be avoided. Information on appropriate disinfectants can be found at <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>. Disinfect all frequently touched surfaces and objects.
  - b. 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.
  - c. 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.



- d. Apply enough disinfectant to thoroughly wet surfaces and allow disinfectant to air dry, ensuring that the manufacturers recommended contact time is met.
- e. Disinfecting cloth may be reused until grossly soiled. Dispose of grossly soiled cloths in biohazard waste box.
- f. When you complete the cleaning/disinfecting process, remove nitrile gloves and dispose into biohazard waste box, wash hands.
- g. Personnel will exit the room while the disinfectant vapors dissipate.
- h. Ready to begin research.

### **While Performing Laboratory Activities**

- a. **Maintain social distancing** of 6 feet (2 m) between other researchers if present. Follow the designated traffic flow pattern throughout the lab.
- b. **Continue to wear** mask if choose to do so (Note: Non-medical masks 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.)
- c. **Wash hands** anytime leaving/entering the lab, after touching shared items, before AND after using the restroom.
- d. **AVOID touching eyes, nose, or mouth.**
- e. **Monitor symptoms throughout the day.** Immediately leave laboratory and alert PI if symptoms are developed at work. Complete an incidence reporting form if symptoms develop and follow procedures by notifying the lab PI and consult with UBC Centralized Accident / Incident Reporting System (CAIRS)/HSE.

### **BEFORE Leaving the Laboratory**

- a. Disinfect laboratory surfaces using grade disinfectant (70% Ethanol or other [Health Canada approved disinfectant](#)).
- b. Disinfect any personal item handled in the lab such as mobile phones and computers.
- c. **Doff 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.
- d. **Remove gloves** and dispose in lab biohazard waste box.
- e. **Wash hands** with mild soap and warm water for 20 seconds. **Dry hands.** Alternatively, use hand sanitizer.

### **When getting home**

- a. **Remove mask** (if worn). Either launder cloth mask or store other mask in paper bag.





- b. Place clothes in dirty laundry. Launder before next use.**
- c. Wash hands** with mild soap and warm water for 20 seconds.
- d. Shower**

#### Signage for safe use of above spaces

Signage will be used to demarcate who is allowed in the lab 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 UBC/VPRI.

UBC has already used signage in specific locations throughout campus (e.g., washrooms, sinks, entrances). The lab manager will work with UBC/VPRI and individual PIs to make sure signage is posted in accordance with UBC policy within the lab's circulating areas.

( [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) )

( [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) )



## 9. Scheduling and Calendaring

### Phase 1

Each PI will determine their lab's schedule and will control access and share the calendar (and update as necessary) with the Lab Manager. The Lab Manager will oversee coordination of lab scheduling across the PIs, to ensure accordance with the UBC guidelines of ~30% capacity. The University's Salto card will always be used to restrict unauthorized access to spaces.

If central/VPRI scheduling and access control are coordinated (e.g., Salto swipe confirmation or other restrictions) these controls will be adopted by the SMP/ Centre.

Shared lab rooms (RHS 304 A-F) must be booked in advance using the Skedda booking platform.

### Phase 2-3

To be determined.

## 10. Campus Resources / Access Required

To be provided by VPRI.

## 11. Reporting non-compliance

To be provided by VPRI.



## Appendix A – Application for resumption of research activities (for use by individual PIs)

Plan Element	Plan Specifics
Responsible Party (Parties)	<ul style="list-style-type: none"><li>• State responsible parties for lab (e.g., PI and individual lab manager) including contact details. If not the same as current lab signage, document change with photo (if possible)</li></ul>
Laboratory Information	<ul style="list-style-type: none"><li>• Specific type of research activity involved<ul style="list-style-type: none"><li>○ Simple experiments (e.g., shipping/receiving materials for a remote study, simple lab-based assays on stored samples)</li><li>○ Complex experiments (e.g., setting up new experiments, multi-day cell/tissue culturing, equipment requiring multiple users)</li></ul></li><li>• Numbers of people involved<ul style="list-style-type: none"><li>○ Single researcher (work alone procedure will be required)</li><li>○ Multiple researchers (physical distancing considerations)</li><li>○ Volunteer human research participants (Phase 3 – PPE and physical distancing considerations)</li></ul></li><li>• Nature of the laboratory / facility (e.g., single-user or multi-user room)</li><li>• Urgency for graduate student or postdoctoral fellow work completion</li><li>• Urgency for funding reinstatement</li><li>• Urgency for COVID-19 related research</li></ul>
Physical Distance Plan	<ul style="list-style-type: none"><li>• Provide details for providing ample physical distance that is consistent with the current university recommendation.</li><li>• Establish max occupancy for PI specific and entire lab space based on university and school guidelines.</li><li>• Establish workspace markings (distances) where appropriate.</li></ul>



	<ul style="list-style-type: none"><li>• Provide separate sections/discussion for specialized/shared equipment that need their own personnel distance guidelines and markings.</li><li>• Provide guidance on spacing for work areas (benches), consider supply cabinets, refrigerators, and secondary equipment etc. and any other features of the lab that require distance plans and appropriate marking for the personnel.</li></ul>
Lab Logistics	<ul style="list-style-type: none"><li>• The PI is responsible for creating a system whereby it is known in near real- time who is in the lab and when they are in the lab.</li><li>• A list of all personnel who are allowed in the lab should be provided. If cohorts are utilized the cohort groups may be provided.</li><li>• Work (open) hours for the lab and who is allowed in at what times should be stated.</li><li>• Logistics for special shared equipment/rooms, if varied from established practice (e.g. reserving using Skedda) should be explained.</li></ul>
Personnel Responsibilities	<ul style="list-style-type: none"><li>• Specifically state personnel responsibilities and share with all lab personnel.</li><li>• Indicate why the research and these specific personnel are a priority</li><li>• Document standard safety rules and point to existing safety guidance.</li><li>• Provide additional COVID related personnel responsibilities, refer to latest guidance from UBC Health &amp; Safety, Public Health, BC CDC, WorkSafe BC etc..</li><li>• Include any additional lab specific user responsibilities, include reference to pre-existing safety manuals.</li></ul>
Cleaning plan	<ul style="list-style-type: none"><li>• A plan should be provided for how the lab will remain clean. PIs and personnel are advised that given desires to minimize mixing and maximize social distance more cleaning than before is likely expected of personnel. Areas to be considered: trash, bench/work areas, touch spots, equipment, and general housekeeping (see guidance in Section 8).</li></ul>
PPE, materials and supplies	<ul style="list-style-type: none"><li>• Re-opening requires appropriate PPE and cleaning materials.</li><li>• Document (list) materials required before re-opening.</li></ul>



	<ul style="list-style-type: none"><li>• It is understood that the university is procuring necessary PPE and specific cleaning materials for the initial re-opening phase.</li><li>• UBC will put in place mechanisms to deliver PPE and cleaning supplies based on laboratory needs.</li></ul>
Shut-down Procedure	<ul style="list-style-type: none"><li>• The PI should provide a plan for how to shut down the lab safely in minimal time. Consider redundancy in personnel who would perform the shutdown.</li></ul> <ol style="list-style-type: none"><li>1. Protocols for shutting down, cleaning, and restarting a lab if personnel tests positive for COVID-19 or for personnel with a positive test in their household are not yet fully established and guidance from UBC should be followed</li></ol>



## 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 # RHS 304, at Lab's specific bay, at any one time will be no more than: 2 People
4. Cleaning and disinfection of lab equipment, bays and working space.

### ACKNOWLEDGEMENT

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

I also acknowledge that:

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

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Name	Signature	Date
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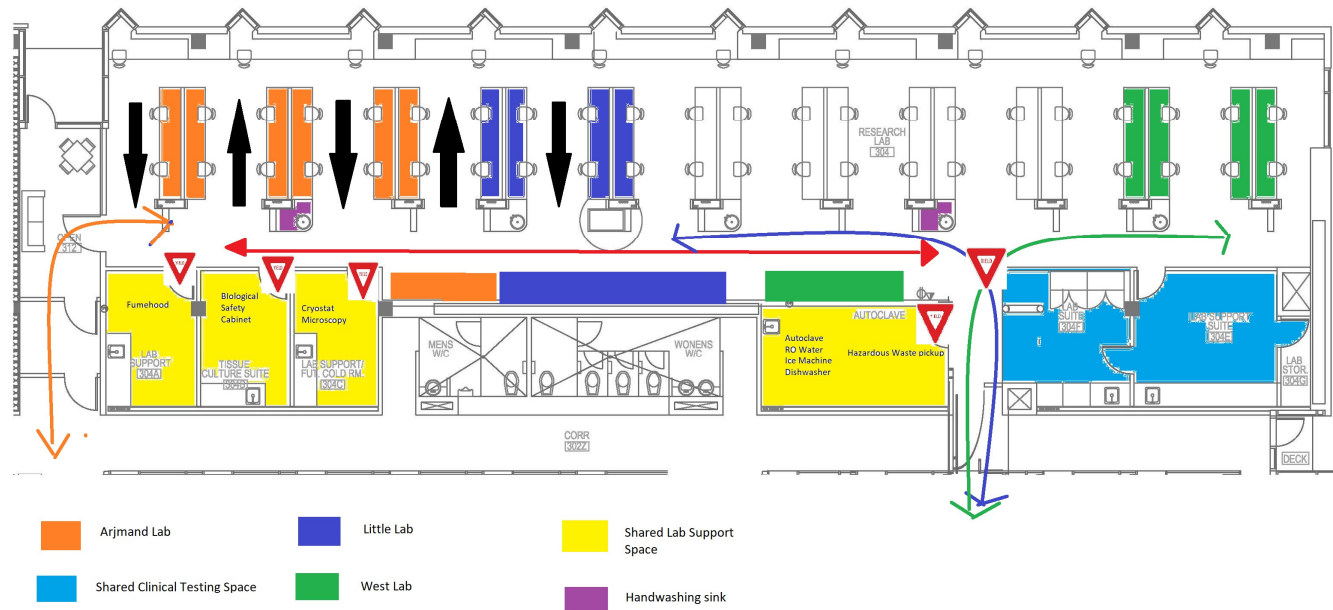
Department / Faculty Approval

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Name	Signature	Date
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## Appendix C – RHS 304 Traffic Flow





## Appendix D - COVID-19 Acknowledgement Form

Staff member: \_\_\_\_\_

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 presenting any health symptoms:

- Fever > 38°C
- Cough
- Sore Throat
- Shortness of Breath • Difficulty Breathing • Flu-like symptoms • Runny Nose

I confirm that I am not currently positive for the novel coronavirus. \_\_\_\_\_ (Initial)

I confirm that I am not waiting for results of a laboratory test for the novel coronavirus. \_\_\_\_\_ (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 British Columbia Health Services 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 read all 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 verify the information I have provided on this form is truthful and accurate. I knowingly and willingly consent to work in the Southern Medical Program/Centre for Chronic Disease Prevention and Management Laboratory (room RHS 304)  
\_\_\_\_\_, 2020 (insert date).

Signature \_\_\_\_\_

Date \_\_\_\_\_

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



