

Research/Scholarship Resumption Planning Document

Faculty of Arts and Social Sciences

June 1, 2020

1. Research/Scholarship Resumption Planning Document

Purpose

This document serves as a guideline for providing information to the Faculty of Arts and Social Sciences (FASS) staff, faculty, students, researchers and administrators on Phase 1 of the resumption of on-campus research and scholarship. 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, FASS guidelines, as well as WorkSafe BC and Centre for Disease Control recommendations.

2. Planning Leadership Team

Members and Roles

This document and guidelines have been prepared by FASS leadership members overseeing research and FASS operations. The team will establish a FASS 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. Susan Frohlick, Head of Community, Culture and Global Studies

Dr. Paul Davies, Head of Psychology

Dr. Catherine Higgs, Head of History and Sociology

Dr. Helen Yanacopoulos, Head of Economics, Philosophy, and Political Science

Julie Martin, Assistant to the Advisor to the Dean, Research (support)

Purpose

The role of the RRC is to outline the minimum requirements for researchers to resume activities in FASS during Phase 1. Research may be resumed 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 FASS, and has the authority to modify or stop any research activity that does not comply with the guidelines.

The FASS RRC will have oversight of the physical infrastructure in the FASS areas of the ART, FIP, and ASC buildings and other areas used by FASS researchers and scholars.

3. Faculty-level guiding principles and responsibility sharing

The VPRI guiding principles for the resumption of research (Version: May 6, 2020) include:

- The health and well-being of faculty, students, staff and members of the community 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 FASS, 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 faculty supervisor or principal investigator (PI) will be responsible for coordinating the resumption of research activities within their space, and must take responsibility for the safe execution, monitoring and dealing with arising issues pertinent to the plan.

4. Contextual Information

The FASS policy directs all students, staff, and faculty who are able to continue working remotely to continue to do so until further notice. Permission to work on campus will be mainly given to graduate students that require to be on campus to complete their thesis research. All other types of research will not be allowed on campus at this time. Also, faculty, staff and students should not work from their offices on campus so as to maximize the number of researchers that can occupy buildings.

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.

All research plans must be compiled by Departments and reported to the RRC (julie.martin@ubc.ca). Any change in research plan must be reported to the RRC immediately. The RRC will review the overall FASS 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. For any research, safety measures also need to be followed (washing hands, wearing masks, social distancing). All research activity needs to be reported.

In the case of larger research groups, supervisors/PIs are encouraged to develop shifts for their graduate students, in order to maximize the amount of research that can be completed. Appropriate measures to sanitize high-touch and other common areas before and after shift should be employed. Research involving human subjects must follow social distancing guidelines, the use of hand sanitization and masks.

Information that needs to be provided to the RRC.

ROOMS							
Room Number	PI	Room Size (approx)	Number of Research Students	Name of Student	Expected Dates	Start time	End time

5. Prioritization of Access

Access is restricted to graduate students (priority 1) that need to complete their thesis research, and to postdocs (priority 2). We are not considering any other research during Phase 1.

6. Building / Facility Considerations

Pre-return Tasks

- a. Facilities will place signage on the elevators, and movement flow signage will be made clear with research spaces.
- b. Supervisors will post signs to the main entrance of each research space. This will indicate the maximum number of research students allowed in the space.
- c. Tables for signing in, signing out and cleaning of any surfaces and equipment when leaving will be indicated on the sheets.
- d. All researchers will be required to review the WorkSafeBC COVID-19 Safety plan (<https://hse.ok.ubc.ca/covid19infectioncontrol/>).

Initial Safety Audit and Establishment of New Procedures

- a. All areas within the research space will have an initial audit to ensure safety prior to any research.
- b. Any research that is authorized by the supervisor to continue will be described on a work form (see below) and will be posted on the door.

Work form

A work form will be required for each project conducted by a student. This work form must be prepared and approved by the supervisor and posted on the door.

Forms will cover the following:

- Type of work
- Name of student
- Hours of work
- PPE required
- Safety audit based on research project

Based on information provided on the form by the user, traffic flow within the research space will be identified.

Common Areas

Common areas will be identified by Departments and protocols for appropriate social distancing will be developed. This includes offices, mail rooms, etc...

Points of Access to Building and Access Control

The entry and exit to each building will be identified. One staircase will be used for going up and a different staircase will be used for going down.

Undergraduate / Graduate Learning and Teaching Spaces

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

Anticipated Start-up and Building /Facility Maintenance Issues

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

Hand Sanitizer Stations

Facilities will install hand sanitizing stations at the entrances of each floor.

FASS may have access to commercial disinfectant (aside from UBC vendors, e.g., Fisher Scientific). This disinfectant will be provided to researchers in order to clean common areas / benches / instruments.

Training on General Safety

All FASS faculty, staff and students must complete safety and orientation pertinent to specific safety to each workspace.

7. Campus Services/Safety Protocols

UBC VPRI has provided the following two documents

(https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)

and

(https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf)

outlining janitorial and cleaning protocols. These documents will be reviewed with supervisors and researchers prior to starting any work.

As an update to these documents, the FASS strongly recommends that masks (non N95) be worn at all times while in any building on campus.