THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Land and Food Systems

Research Resumption Planning Document

Faculty of Land and Food Systems

May 2020

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1. Planning Leadership Team

The LFS leadership team responsible for coordinating the phased return to research activities includes representation from the Faculty's core academic, research and operational leadership and includes the Dean, Associate Deans, Program Heads, Operations Personnel, and membership from faculty safety committees.

LFS Research Resumption and Planning Committee Membership:

- Rickey Yada**,** Dean
- David Kitts, Associate Dean of Research
- Sue Grayston, Program Director, Applied Biology
- Les Lavkulich, Program Director, GRS
- Christine Scaman, Program Director, FNH (July 1).
- Sean Smukler, Associate Dean, Graduate and Postdoctoral Studies
- Zhaoming Xu, Associate Dean, Academic
- Andy Jeffries, Faculty Operations Manager
- Patrick Leung, Food, Nutrition, and Health Building Manager
- Peter Hoffman**,** FNH Research Lab Technician
- Nicholas Grant, Research Facilitator
- Baohua Wang, Research Assistant

The overall objectives and information contained in the RRPD have been shared with LFS Faculty in two Faculty Town Halls.

The final draft of the Research Resumption Planning document (RRPD), containing revisions suggested by the VPRI Research Resumption Steering Committee, was reviewed by the LFS Research Resumption and Planning Committee for comment prior to final submission.

2. Faculty-level guiding principles and responsibility sharing

The overall guiding principles of the phased return of approved research activities at UBC have been provided by the VPRI and 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 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

The following additional LFS guiding principles have been adopted after consultation with other faculties, and in particular the Faculty of Forestry.

1. Any faculty, staff or students returning from outside of Canada should remain in quarantine for 14 days regardless of whether they are experiencing COVID-19 symptoms;

2. LFS faculty, staff and students must check on their health status before returning to work. Any symptoms of COVID-19 (dry cough, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) should be taken as a sign for individuals to remain at home and isolate for at least 10 days.

3. <u>Individual faculty members will be responsible for developing return-to-research plans for their own research spaces</u>. Plans for labs will need to be approved by the Department Head and by the ADR. Plans must include a COVID-19 Access Agreement signed by the researcher with copies filed at the departmental and Faculty level. Failure to uphold the commitments in the Access Agreement could result in the loss of access privileges and in discipline. Approved plans will be signed and posted on lab doors. Approval of plans for individual research groups will not commence until the Faculty-level plan is completed and approved. **The applicable JOHSC(s) for this area will review all Safety Plans to be published on the UBC/Faculty website within 30 days of reopening the facility**.

4. Graduate students and postdoctoral fellows that need access to on-campus research facilities should be provided with access to these spaces in a fair manner within research groups including equity consideration. The LFS Research Resumption and Planning Committee Covid-19 equity representative is Baohua Wang, who will attend a workshop on Equitable Decision-Making During COVID-19 so as to help provide guidance in this

area. Graduate student completion will receive priority according to the prioritization scale set out in Section 4 of this document.

5. Phase 1 of the phased resumption of research will start June 1st, and be limited to around 1/3 of normal research occupancy. Providing the provincial-level epidemiological data continues to be encouraging, Phase 2 will tentatively start July 1st, with possible increases for research occupancy planned thereafter. Normal levels of occupancy for LFS buildings are provided below in Section 3.

6. Safety must be paramount, and will primarily be achieved through physical distancing, combined with good hygiene and sanitation practices comprising the following elements:
   - Physical distancing between personnel (minimum 2 m) will need to be maintained at all times in wet and dry labs, including when people move around labs or work at benches.
   - Shared equipment will need to be sanitized regularly.
   - Lab coats and gloves will be required in wet labs.
   - The use of non-medical (e.g. cloth) masks is encouraged, particularly when there is more than one occupant per room, but their use will not reduce the need for physical distancing.

7. Temporal spacing will be needed between personnel in labs with heavy use. VPRI guidance is that full-day shifts are preferred over part-day shifts, and days-long shifts are to be preferred over single-day shifts. This facilitates efficient cleaning and sanitizing of the building spaces by custodial staff.

8. Accommodations must be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.

9. Use of office space also falls under the prioritization of access scale summarized in Section 4. The same distancing and sanitizing requirements that apply to research spaces will apply to office space. Office space will be available for Faculty with extenuating circumstances (see Planning Approach, Section 3).

10. The current exemption procedure for fieldwork is continuing, with some modifications, i.e. to request an exemption, provide a brief rationale about the need for fieldwork, and then address the FAQs listed on the research exemption website

    https://research.ubc.ca/covid-19-curtailing-research-activities-ubc-campuses

11. A signed copy of the VPRI Access Agreement will be sent to all PIs and their research trainees, a copy which will be also posted on the entry door of the designated wet laboratory space, and that all laboratory personnel adhere to the agreement.

12. Faculty will ensure that any PPE required to undertake specific research activities are available for all laboratory personnel.

13. An appeal process for PIs that have had their laboratory safety document refused will be in put in place and Chaired by the ADR.

14. Undergraduates can be considered as research resumes more broadly, i.e. as part of Phase 2, planned for July 1. Undergrads who hold NSERC USRAs or similar awards will have priority. Undergraduates should make up only a small proportion of a research lab group or field crew.

15. Complaints received on non-compliance with safety protocols, non-compliance with guiding principles above, or non-compliance with guidance from the Provincial Health Office will be investigated by the ADR.

16. LFS is comprised of diverse research groups and committee representation was intended to ensure area specific risks across the different groups within the faculty were addressed. Town Halls were also held in order to solicit feedback from a wide cross-section of members in the Faculty. The LFSJOHSC reviewed the plan on June 4th 2020 and provided comments and concerns which are consolidated and addressed herein.

17. LFS will publish the Resumption plan page on www.landfood.ubc.ca. This space will also be used to give guidance and references for individual researchers to use in building their individual safety plans. Printed copies of this plan will also be posted on the Safety boards in H.R. Macmillan and Food Nutrition and Health Buildings. The LFSJOHSC will review all Safety Plans to be published on the UBC/Faculty website and in hard copy within the facility within 30 days of reopening the facility. Any changes or updates requested from that review and feedback cycle will be made accordingly.

18. Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the following 3 criteria apply:
    a. *exhibition of symptoms*
    b. *self-isolation following international travel*
    c. *self-isolation if clinical or confirmed COVID-19 case in household/as medically advised*

    Before opening, we will permanently post “entry check” signage. The signage to be used is Worksafe’s Entry Check for Workers & Entry Check for Visitors

3. Contextual Information

The LFS Research Resumption Committee will guide the Faculty through 3 phases

- **Current Phase:** Research curtailment; only exempted critical research activities are allowed on-campus.

- **Phase 1 (June 1st):** *Limited Prioritized Activity Phase*. Limited access will be provided to those that require on-campus resources for their research programs and those

already provided with research curtailment exemptions. It will not be possible to honour all or most requests. Priority in this first phase will be given to existing exemptions and graduate students to complete thesis projects. Strict physical distancing measures will be undertaken within research spaces, with handwashing and PPE deployed as per provincial guidelines and recommendations. In-person group meetings, social events, and other gatherings will not be permitted. At any given time, we anticipate that per person occupancy of research spaces will be no greater than 1/3rd of normal research occupancy.

- **Phase 2 (July 1st Tentative)**: *Expanded Prioritized Activity Phase*. Expanding access to a greater number of researchers would be predicated on direction and guidance from the Provincial Health Officer and will be considered only if COVID-19 spread does not occur after a sustained period in Phase I. We anticipate that during an anticipated Expanded Prioritized Activity Phase, per person occupancy of research spaces will be managed to reach approximately 2/3rd of normal occupancy. Physical distancing protocols will be maintained and handwashing and PPE guidelines will be followed. In this second phase gatherings will be permitted to the degree that Provincial guidelines are relaxed to allow these activities.

- **Phase 3 (TBA)**: *Managed Activity Phase*. If COVID-19 spread is not observed on our campuses after a sustained period in the second phase, and with guidance from the Provincial Health Officer, UBC may then consider returning research activities to normal levels.

LFS Planning Approach for Critical Research Spaces

The Faculty of Land and Food Systems is currently housed in two buildings on the UBCV campus; H.R. McMillan and Food Nutrition and Health. Both buildings have a basement floor and three upper floors. The size of each building (total square footage; total square footage of wet laboratory space and shared lab space, respectively as well as the occupancy of each building prior to COVID-19 ,is provided in a summary below ("Buildings"). It is important to note that there is physical separation between teaching and research facilities in both buildings.

An initial online survey of LFS faculty members (see Appendix) established that 21 faculty members in two faculty buildings (Macmillan and the FNH building) will be seeking access for priority HQP. Our overarching goal is to develop a plan for phased-in access that ensures that personnel in MacMillan and FNH are able to do their work with as minimal amount of risk as possible. Based on the guidance from the VPRI, the number of people in each of these buildings will not exceed either 1/3 of the occupancy expected in a typical work day or what is deemed a safe number of people based on the layout of our facilities, whichever comes first. Our priority is to provide access to laboratory spaces needed by graduate students and postdoctoral fellows to conduct critical research.

To do this safely we plan to request detailed occupancy information for each of our critical research spaces. We define critical research spaces as wet labs or other rooms that house instruments required by graduate students and postdocs to fulfill high priority research objectives (e.g. those that will cause career delay). Our Research Resumption Committee will provide detailed guidance (see Section 7, Safety protocols) and a template (see below) for each of the PIs to assess and develop plans for their individual and shared critical research spaces. Guidance will focus on helping PIs develop plans that maintain 2 m distance between personnel throughout the space. This 2 m must be maintained to enable safe access to bench space and instruments within each lab, as well as travel to and from their critical research space within the building, including entrances, exits and to/from washrooms.

From these plans we will identify the total safe occupancy for each critical research space. Using this number, we will then establish a schedule to ensure that the number of researchers using critical research spaces does not exceed the individual buildings 1/3 occupancy threshold at any given time. PIs will be asked, based on a critical research space's access schedule, to determine which of their personnel will have access and when. We will provide guidance that this access should be based on our prioritization matrix (see Section 4). Should the critical research space occupancy fall below the total 1/3 occupancy of the building we will consider requests from faculty, staff, graduate students and postdocs to use office space. Our Research Resumption Committee will use the prioritization matrix to determine which exceptional cases should be granted access to office space and the frequency of access.

PI's will be responsible for developing their own research plans that include the social distancing considerations above; program heads and the ADR will then review and approve the plans or return them for revision. It will be left to the PIs to justify the priority of graduate students and PDFs that need to come into the building according to the matrix summarized below in Section 4.

Guidance for PI plans for use of critical research spaces

The PI's must include the following information in their plans for their critical research spaces and follow the best practices summarized below:

1. Factors related to returning to work on UBC campus.

    i. Any faculty, staff or students returning from outside of Canada should remain in quarantine for 14 days regardless of whether they are experiencing COVID-19 symptoms;

    ii. It is the responsibility of LFS faculty, staff and students to check on their own health status before returning to work. Any symptoms of COVID-19 (dry cough, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) should be taken as a sign for individuals to remain at

home and isolate for at least 10 days.

iii. Any employee who has concerns about returning to work will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.

iv. As part of the safety plan training, all PI plans will need to specify how workers will be reminded of Workplace Health measures and supports available to them. Faculty members can visit https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive for more information.

2. A table (see example below) must be completed with the names of all HQPs requiring access to the labs and/or offices with room numbers, specifying frequency of access and for what time period per day, with a justification for each individual request that states their priority as determined by the Priority Matrix (Section 4).

Program Name	**Supervisor**	**HQP**	**Student #**	**Position**	**Lab Room #**	**Shared Lab #**	**Office Room #**	**Access level**	**Priority**
APBI	Sue Grayston	J. Smith	XXXYYY	PhD	MCM208	MCM102	MCM233	2 days/week	HIGH

3. Plans for PI research space(s) that ensure 2-m physical distancing between lab personnel, regular sterilization of equipment and the workspace as a whole. Therefore, the number of students/post doctorates/RAs that can work in a lab simultaneously will depend on the individual lab configuration (area / geometry / bays). While practicing social distancing, it is important to ensure that students are not working alone in labs.

4. Schedules for research personnel will need to be posted on lab and office doors. An individual MUST be identified on the schedule to be allowed access.

Lab coats and gloves MUST be worn at all times. Instruction of all personnel that will be working in the lab must include awareness of importance for proper hygiene, to wash their hands regularly and avoid contact with one another. Common surfaces (e.g., fridge handles, solvent containers, computer mice on lab computers, etc.) should be sanitized. Workers in labs must wear gloves and a lab coat at all times. The wearing of cloth masks will be encouraged, and recommended where there are multiple people sharing a lab.

1. There will be a central UBC campus process for accessing PPE (LFS will utilize the office of Supply Management and Financial Operations (Ms. Shelly Morrison) to source PPE (e.g.Nitrile gloves). N95 masks are not to be used as there is still a shortage of these for medical use.

2. When working out lab or office schedules, PIs should aim for shifts of whole, rather than partial days, i.e. they should allow access to different individuals on different days, rather than shifts within days. This is to allow for more efficient cleaning and sanitizing by custodial staff as well as HQP, PIs. Further, alternating weeks for HQP access are preferred over single days e.g., 4 days in lab, 10 days out.

3. If possible, personnel should be assigned consistent (i.e. fixed in space) work spaces for on lab benches and on office tables (if shared).

4. Shared facilities are areas that contain laboratory equipment or services and that typically serve multiple users. Plans for shared use facilities should be drawn up in a discussion that includes all the Faculty members that use such facilities. Safe work practices such as the scheduling for services and access to equipment to restrict the number of personnel in the facility at any one time to ensure 2-m distancing must be established. Safety orientations to trainees on procedures of using equipment (e.g. sanitization after use) must be given by laboratory managers and considered mandatory for laboratory use.

5. PIs must describe a process detailing how personnel will schedule and coordinate deliveries (e.g. of reagents) such that social distancing is maintained between personnel, the deliverer and other potential recipients in the same building who may have orders in the same shipment delivery.

6. PIs will have to ensure that a plan is in place for HQP who may need access to equipment in other buildings in other Faculties. For example, Plant Care Facilities have set up a committee to review greenhouse use applications.

Buildings

LFS will be focusing on resumption of research conducted in wet lab facilities within the H.R. Macmillan and the Food, Nutrition, and Health Buildings. In both facilities' wet laboratory/research space, common/support space and flow of occupants will be taken into consideration.

H.R. Macmillan:

Total SqM: **13,756.68**

Total SqM Wet lab research space: **1,681.05**

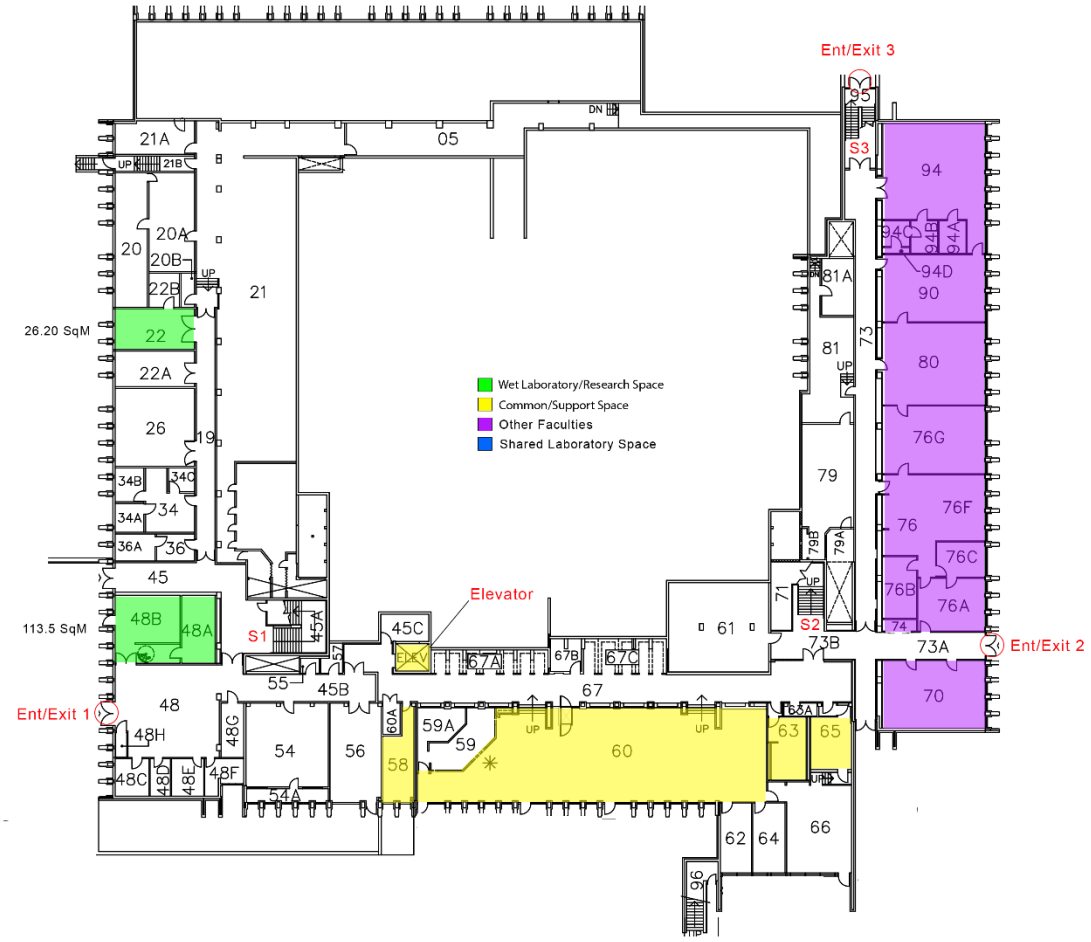
Total SqM Shared lab research space: **8.5**

Occupancy of building before COVID-19: **170 faculty, staff, and graduate students**

Criteria for Assessment of Maximum MCML Lab Occupancy based on Distancing and Hygiene Considerations for each Lab Worker (see Table)

- Worker must be able to work independently in a space (work bench or room) while always having 2 m (6 ft.) separation from any other person.
- Worker must have access to their own sink and cleaning /sanitizing solutions for washing glassware/hardware and their hands to maintain hygiene.
- Worker must have the ability to move around to the other side of their lab bench to gather items or enter a buffer zone to allow the passage of another lab worker.
- Worker must have the ability to use common areas/equipment one lab worker at a time (accessibility to instruments, solvent cabinets, fume hoods, Bio-Safety cabinets, autoclaves, etc.)
- Worker must have space to enter and exit the lab and move through the adjacent corridors and hallways / staircases without creating "crowding" effect.

McML Ground Floor:



McML First Floor:

McML Second Floor:

McMLThird Floor:

Phase 1 Resumption of Research in the Macmillan Bldg.

Suggested Maximum Occupancy of MCM Bldg. Labs (Chemical/Biological/Food/Clinical) based on distancing and hygiene criteria considerations				
MCML Lab Room #'s	**Description**	**Max. Suggested Occupants**	**Normal Maximum Capacity**	**Notes**
22	Dr. Black / Biometeorology - (Workshop)	1	5	
48A+B	Dr. Smukler / Soil Science - (Soil prep and storage)	2	15	
112/102	Dr. Lavkulich / Soil Science - (Chemical/ Biological lab)	3	25	
118	Dr. Black Dr. Johnson / Biometeorology	2	11	
120	Dr. Lavkulich / Soil Science - (Chemical/ Biological lab)	3	11	
130	Dr. Black / Biometeorology - (Equipment testing lab)	3	8	
136	Dr. Black / Biometeorology - (Fabrication lab)	3	15	
144/148	Dr. Smukler Dr. Krzic / Soil Science - (Soil prep and storage)	3	19	Various users
202(A,B)	Dr. Smukler / Soil Science - (Chemical/ Biological lab)	3	18	Soil research lab
214(A-F)	Dr. Brar / Plant Science - (Chemical/ Biological lab)	2	16	Not yet in full operation
218	Plant Science - Shared lab space	2	10	Various users
218 (B-G)	Dr. Carrillo / Plant Science - Growth rooms/Equiptment	1	7	Limited circulation space
220D	Dr. Jovel / Plant Science - (Chemical/ Biological lab)	1	3	
302 (A-D)	Dr. Jovel / Plant Science - (Chemical/ Biological lab)	3	20	
308 (A-C)/318A	Dr. Riseman / Plant Science - (Chemical/ Biological lab)	2	19	
320	Dr. Upadhyaya / Plant Science - (Chemical/ Biological lab)	2	10	
328/332A/332	Dr. Carrillo / Plant Science - (Chemical/ Biological lab)	4	27	
Totals		**40**	**239**	

Using the general occupancy guidelines and resource material, site-specific plans will be completed by either the Principal Investigator or an Office Administrator. Resources including key plans will be made available in order to detail spatial and distancing considerations.

Food, Nutrition and Health Building:

Total SqM: **5,916.87**

Total SqM Wet lab research space: **1198.64**

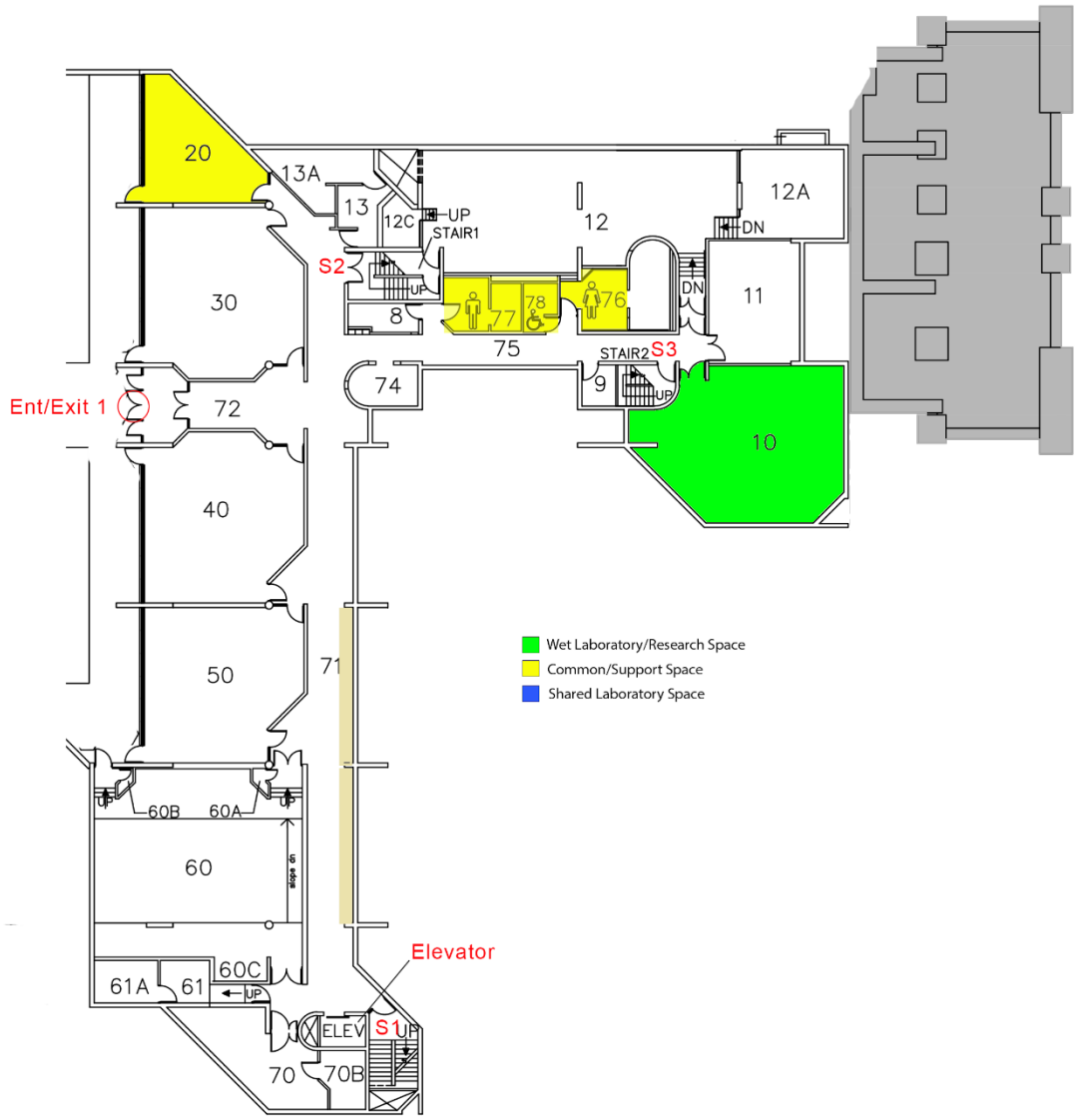
Total SqM Shared lab research space: **538.75**

Occupancy of building before COVID-19: **121 faculty, staff, and graduate students**

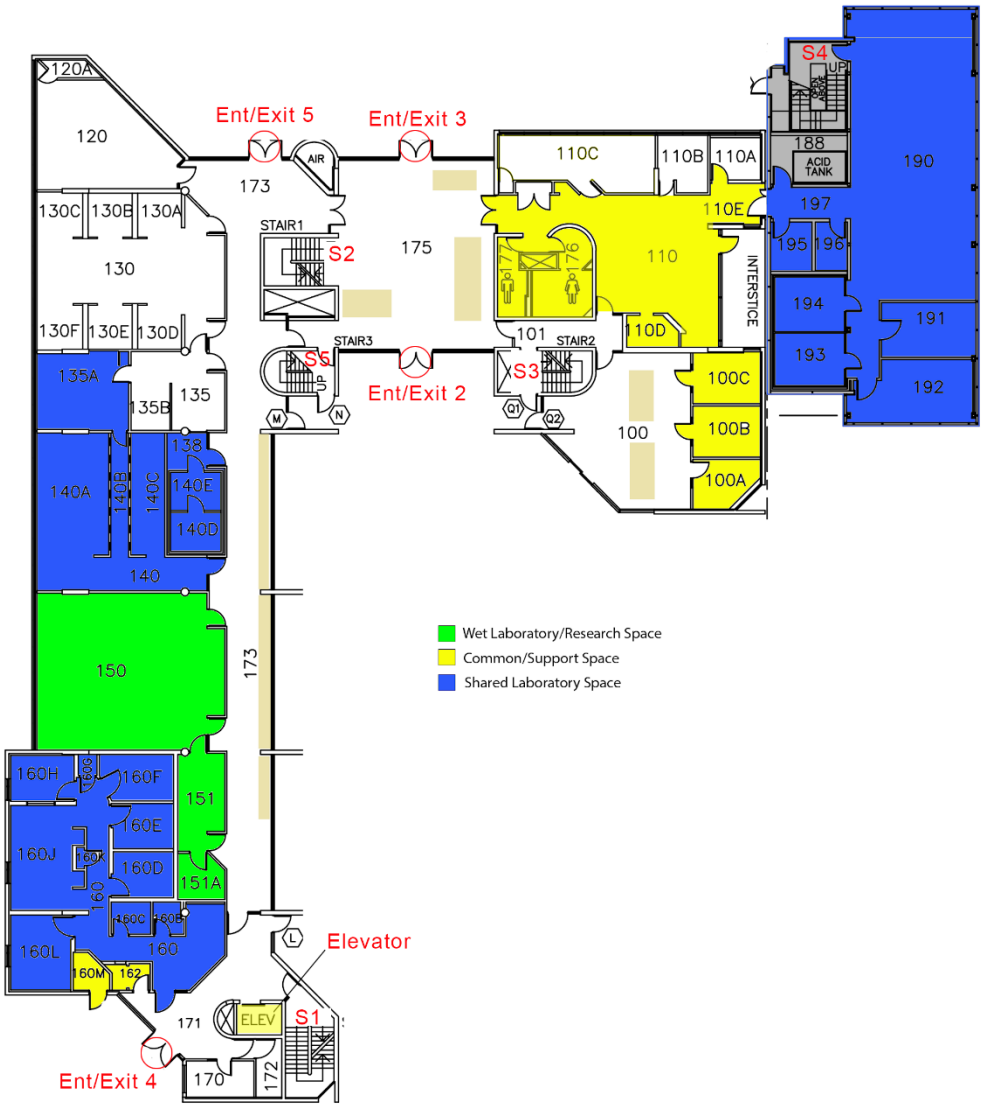
Criteria for Assessment of Maximum FNH Lab Occupancy based on Distancing and Hygiene Considerations for each Lab Worker (see Table below):

- Workers must be able to work independently in a space (work bench) while always having 2 m (6 ft.) separation from any other person.
- Workers must have access to their own sink and cleaning /sanitizing solutions for washing glassware/hardware and their hands to maintain hygiene.
- Workers must have the ability to move around to the other side of their lab bench to gather items or enter a buffer zone to allow the passage of another lab worker.
- Workers must have the ability to use common areas/equipment one lab worker at a time (accessibility to instruments, solvent cabinets, fume hoods, Bio Safety Cabinets, autoclaves, etc.)
- Workers must have the space to enter and exit the lab and move through the adjacent corridors and hallways / staircases without creating a "crowding" effect.
- It will be the responsibility of PI to plan and monitor the work flow in the lab on any given day, and the responsibility of the lab personnel to monitor and manage movement around the building, this includes common or shared spaces, to be consistent with the aforementioned 2 m (6 ft.) separation.
- Research staff are to be encouraged to take laboratory breaks and their lunch times outdoors when the weather is conducive to do so.
- If lunch room (e.g. FNH mezzanine/foyer area) are to be designated, they will be regarded as common areas and managed by building managers. Signage and space use guidelines will be posted in these areas. Microwave ovens, kettles will be removed. Seating space and table arrangements will be limited to ensure a physical distancing of 2 meters between users can be accommodated.

FNH Basement Floor:



FNH First Floor:



FNH Second Floor:


220
219A
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218
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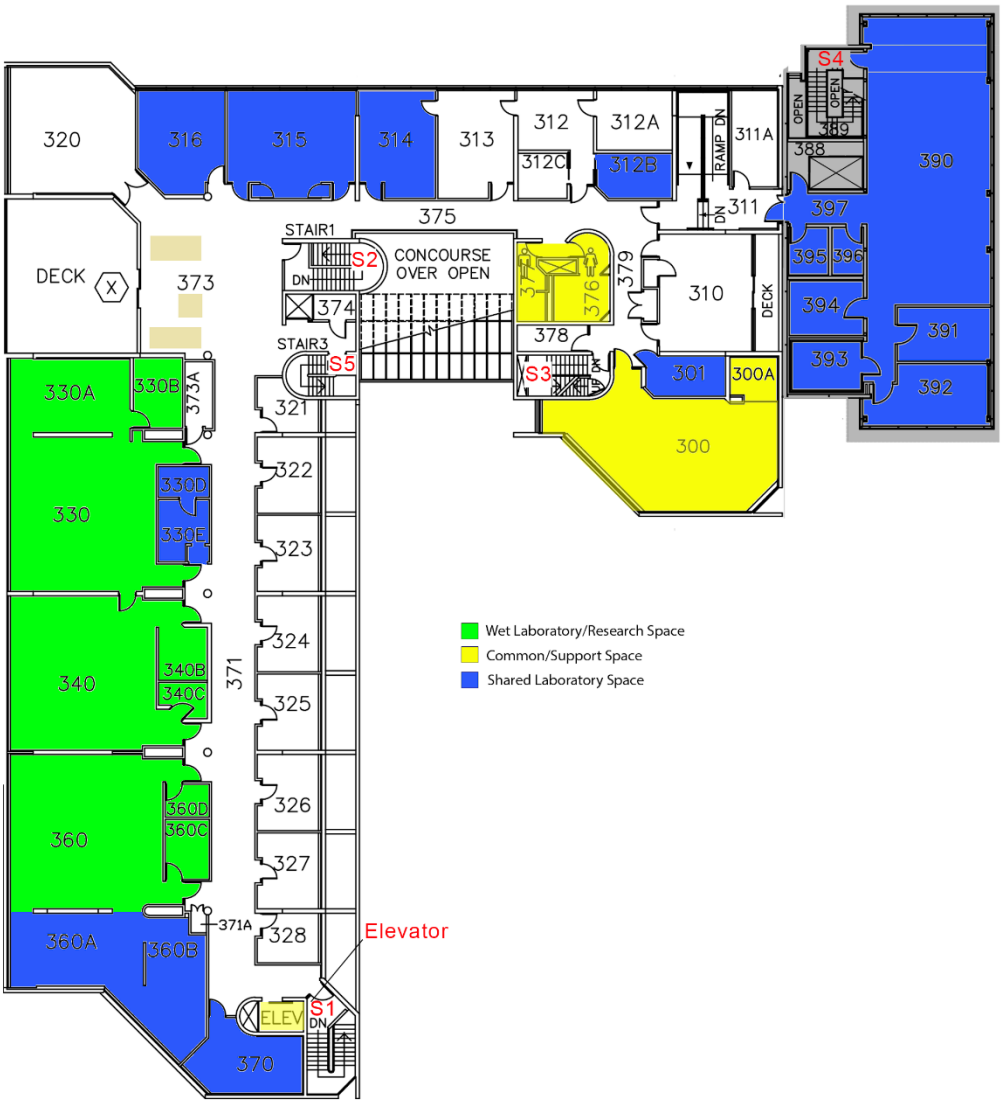
214
213
212
211
210
209
S4
OPEN
UP
289
288
OPEN
290
297
231
231A
275A
STAIR1
UP
DN
S2
OPEN
OVER
CONCOURSE
277
276
279
208
OPEN
295
296
294
291
293
292
230A
230
275
278
S5
S3
207
208A
200A
250A
232
STAIR3
STAIR2
200
DECK
W
240
241
242
243
244
245
246
247
248
249
250
273
250B
250C
260
260A
260B
260C
260D
266
Elevator
ELEV
S1
271
272
Wet Laboratory/Research Space
Common/Support Space
Shared Laboratory Space

FNH Third Floor:



Phase 1 Resumption of Research in Food, Nutrition, and Health Building

Suggested Maximum Occupancy of FNH Bldg. Labs (Chemical/Biological/Food/Clinical) based on distancing and hygiene criteria considerations				
FNH Lab Room #	**Description**	**Max. Suggested Occupants**	**Normal Maximum Capacity**	**Notes**
130	Culinary teaching	4	24	
140	Sensory evaluation	2	20	
150	Dr. Barbara Stefanska (Chemical/ Biological), Dr. Rickey Yada	2	10	
160	Shared Bookable Space (Clinical)	2	13	
190*	Shared Space (Food) - Dr. Anubhav Singh, Dr. John Frostad, and others	3	16	*Under Construction Jun.-Sept.
207	Dr. Vivien Measday	1	1	
250	Dr. Yvonne Lamers, Dr. Crystal Karakochuk	3	14	
260	Dr. Xiaonan Lu, Dr. Siyun Wang (Food Pathogen BSL2 Lab)	3	16	
290	Dr. Anubhav Singh, Dr. Xiaonan Lu (Chemical/ Biological), and others	3	18	
314	Shared Space (Chemical)-FNH Dept. (Peter Hoffman)	1	3	
315	Wine Research Center Analytical (Chemical) - Lina Madilao	2	5	
316	Shared Space (Chemical)-FNH Dept. (Peter Hoffman)	1	5	
330	Dr. Simone Castellarin - (Chemical/ Biological) WRC	3	14	
340	Dr. Derek Dee - (Chemical/ Biological)	2	12	
360	Dr. Vivien Measday, and others - (Chemical/ Biological) WRC	3	16	
370	Shared Space - FNH water, and WRC autoclave, washer	1	2	
390	Dr. David Kitts, Dr. Christine Scaman, (Chemical/Biological)	3	18	
Totals		**39**	**207**	

Using the general occupancy guidelines and resource material, site-specific plans will be completed by either the Principal Investigator or an Office Administrator. Resources including key plans will be made available in order to detail spatial and distancing considerations.

4. Prioritization of Access

LFS criteria for determining priority access (including equity and graduate student completion considerations) are patterned after those proposed by the Faculty of Forestry. PI's will complete COVID-19 Workplace Safety templates (see Appendix) and these will be reviewed by the LFS Research Resumption and Planning Committee (Section 1). Reviews will include an assessment of the priority classifications assigned to both the specific research activities and HQP following the matrix below. An appeal process will be put into place for PIs to appeal prioritization decisions should they wish to do so.

HIGH (Phase 1, beginning June 1)

- Graduate students within 6 months of the completion of their programs who require access to a research lab on campus
- Researchers with existing research curtailment exemptions granted for their programs in Phase 0 - including faculty, graduate students, lab managers, and technicians.
- Researchers who have work which is flexible/short-term, and time sensitive and may be put back on hold if COVID-19 has a resurgence and research must be curtailed again
- Researchers whose trainee funding is due to terminate imminently, with no confirmed extension
- Staff, faculty, and graduate students who are unable to work from home due to extenuating circumstances (e.g. child needs, lack of resources and/or space)

MODERATE (Phase 2, planned, July 1)

- Graduate students who are 6 months or more from the completion of their programs who require access to a research lab on campus to conduct research laboratory activities
- Staff, faculty, and graduate students whose work-at-home environment is less-than-ideal
- NSERC USRA recipients

LOW

- Faculty members and HQP who continue to be able to work from home with adequate resources and in a safe work environment

5. Building/Facility Considerations

For both Macmillan and the Food, Nutrition and Health Buildings, the HVAC scheduling will be brought back to normal operating conditions prior to occupancy.

Common Spaces in LFS

Limiting the use of common spaces and unnecessary movement through the facilities is critical to minimizing health risks. During Phase 1 specific common areas will need extra controls in place to manage risk and allow for contact tracing.

Washrooms:

- Due to the size of the washroom space, single occupancy measures will be in place
- Must follow 30 second hand washing guide posted in all washrooms
- Only washrooms close to your workspace are to be used

Meeting rooms:

- All meetings will be held online using tools such as Zoom, Skype, etc.
- Meeting rooms will be closed and/or repurposed until further notice.
-

Administration rooms:

- Rooms which were normally open access to employees such as reception areas should be closed to only allow access from one point such as the front counter. The front counter would have clear plastic shields such as those seen in retail stores.

Lunch rooms:

- Lunch rooms will be closed and designated eating areas will be assigned in both MCML and FNH.. Signage and space use guidelines will be posted in these areas. Microwave ovens, kettles, etc. will be removed. Seating will be limited to ensure a physical distancing of 2 meters can be accommodated.
- Designated eating areas:
    - MCML: *Agora café (ground floor / south side)*
    - FNH: *373 and adjoining deck space (3rd floor / NE corner)*
-

- Workers are encouraged to pack cold lunches or lunches in a thermos. Normal SOPs for Laboratory Chemical Safety, namely no beverages or food in laboratories would continue to apply.
- It is encouraged to eat outside, or in a space that allows for proper social distancing and sanitation of the surfaces after eating.

Vehicles:

- Vehicle Usage
    - Employees are encouraged to walk whenever possible.
    - If possible, assign the same vehicle to the same person on consecutive days.
    - If feasible, remove the vehicle from the rotation for 72 hours between users.

- Vehicle Occupancy
    - Following review of UBC SRS' COVID-19 guidance on UBC vehicle use, the Faculty will adhere to a policy of only one individual per vehicle in accordance with this guidance.

- Personal Hygiene
    - Wash hands with soap and warm water for 30 seconds before and after vehicle use.
    - Avoid touching the face before, during, and after vehicle use.
    - Cough or sneeze into your arm.

- Equipment and Supplies
    - Sanitizer will be provided for users of shared LFS vehicles.
    - A waste container or bag will be provided for the disposal of used gloves and wipes for each user.

- Vehicle Cleaning
    - Users of shared UBC vehicles are responsible for wiping down high touch surfaces, both upon entry and exit, to ensure everyone's safety.
    - High touch spots include the exterior and interior door handles, steering wheel, gear shifter, turn signals, and any other surfaces touched while driving.

Shared equipment:

- Those responsible for shared equipment or supplies that are in high demand must establish a schedule for their use.
- Users must reserve equipment prior to use and ensure they have allotted enough time to cover their use of the equipment.
- Users must sign an instrument log when finished using equipment.
- It is recommended to use disposable gloves whenever using shared equipment.
- After equipment use, the user must wipe it down using ethanol or another sanitary cleaning product, and dispose of the used wipe in the appropriate waste receptacle.

Elevators:

- Use the stairs when possible. The elevator should be used for those with large items that cannot be carried up the stairs or people unable to use the stairs for other reasons.

- Only one person is permitted in the elevator at a time. If elevator is occupied wait for the next opportunity allowing for single occupancy

Photocopying rooms:

- Only one person is allowed in the copy rooms at a time
- In the event of multiple users, the second user must wait in the hallway until the space is vacant.

Autoclave rooms:

- Before entering or exiting an autoclave room hands must be thoroughly washed with soap or disinfected with sanitizing solution.

- Only one person is allowed to enter an autoclave room at a time. In the event of multiple users requiring the use of the autoclave or access to the room for retrieving items at the same time, the user outside the room must wait until the person inside the room exits.

- Any materials that are autoclaved must be sealed off in a containment vessel (bottle, bag etc.) when it is safe to do so. The outer surfaces of the autoclaved containment vessel must be cleaned (wiped down with sanitizing solution) or repackaged in a clean vessel and removed from the autoclave room sometime within the work day of the user. When the containment vessel is cool it should be checked for leaks and repackaged if leaks are found.

Containment vessels with autoclaved materials must be stored appropriately in a designated lab area or an autoclave waste collection area with clear tagging and/or markings to identify the person, research group and type of autoclave material contained.

Signage

Signage will play an important part of making sure users understand the importance of the new procedures and act as a reminder. Some key areas where signage will be installed:

- **Entrances**
    - 'Welcome to H.R. MacMillan – Please ensure you:
        - Have permission to access the building for approved work or research
        - Have signed in using the Qualtrics survey
        - Follow proper social distancing protocols
        - Ensure you wash your hands frequently and sanitize work surfaces
        - QR codes for Qualtrics Check In/Check out procedure
        - Labels for entryway # and staircase #

- **Elevators**
    - COVID-19 Elevator Policy

        - Only use the elevator for moving large equipment or if you are unable to use the stairs.
        - Only one person is allowed in the elevator at a time.
        - It is recommended to wash or sanitize your hands after using the elevator.

- **Washroom**
    - COVID-19 Bathroom Policy
        - Only one person is allowed in the bathroom at a time, note the occupancy status posted on the door (touch-free solution to be determined) and please wait in line outside the bathroom if necessary.
        - Restrict bathroom usage to the floor you spend the most time on and closest to your lab/office.
        - Follow handwashing guides posted in the bathrooms.

- **Copier rooms**
    - COVID-19 Copier Room Policy
        - Only one person is allowed in the copier room at a time, please wait in line outside the copier room.
        - Use sanitation spray and paper towel on the copier after use.·

- **Lunch rooms**
    - Notice of closure

- **Directional guides**
    - If possible, tape markings can be made on the floor to show a direction of traffic within the building.

- **Shared Offices**
    - COVID-19 Share Office Space Policy (mainly graduate student and sessional spaces)
        - Users are asked to occupy only their assigned desk space
        - Do not occupy the space for longer than needed
        - Maintain proper social distancing protocols

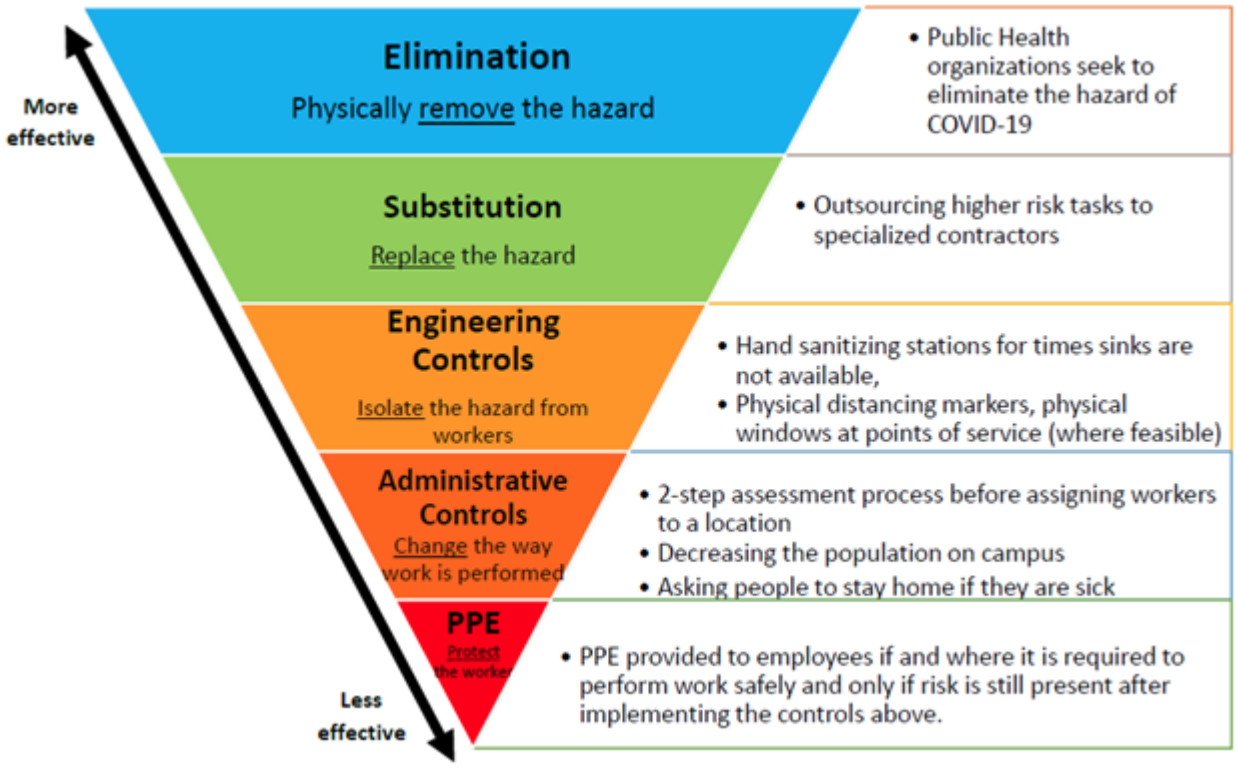
- **Labs**
    - Each lab approved for working under Phase 1 will post their schedule, list of approved users, and Phase 1 Research Resumption Plan

6. Campus Services

The LFS Operations group will be working closely with UBC Building operations and the Facility Managers to ensure custodial service levels and scheduling adequately supports the research resumption activities. Custodial services will focus their efforts on active research space, common spaces and high touch surfaces (elevators, fire doors, door handles, etc.) in the buildings. A building operations custodial plan is expected soon.

7. Safety Protocols

The Land and Food Systems Faculty is committed to the health and safety of our staff, students, and the community that we serve. In order to continue our research in a safe and conscientious manner, we are implementing protocols to ensure we can safely work on-site together while doing our part to limit the spread of COVID-19.



General Safety Protocols

Health Guidelines:

- Until UBC or the province provides greater guidance, our screening process will include front and back entry door WorkSafe signage for both workers or visitors/guests that prohibits entry if any of the following 3 criteria apply.
    - *exhibition of symptoms*
    - *self-isolation following international travel*
    - *self-isolation if clinical or confirmed COVID-19 case in household/as medically advised*

- Before coming to work each time, go to https://bc.thrive.health/ and perform the self-assessment. If your answer is YES to any of the questions, stay home according to the recommendations and call 811 if prompted.

- Think twice whether it is absolutely necessary to go to work, or if your work can be done remotely. If you cannot avoid coming in to work, make sure to plan all necessary work on site into as little days as possible.
- Before commencing work, wash hands thoroughly and frequently for at least 30 seconds
- Use hand sanitizer when you can't wash your hands.
- Wipe down frequently touched surfaces and objects.
- Avoid touching your head/face whenever possible.
- Cough or sneeze into your arm.
- Avoid crowded spaces and non-essential gatherings
- Greet people with a wave and minimize contact with others by keeping a distance of 2 meters
- IF you are sick or come into contact with someone who is sick, stay home and follow self isolating guidelines
- IF you become sick or suspect you may be sick, call 8-1-1 to talk to a nurse at HealthLinkBC and get advice about what to do next. If needed, you can self-isolate in MCML139 or FNH 275B which are dedicated isolation rooms.
- If you encounter a situation that appears to have an elevated risk of contact with COVID-19, leave the area immediately and contact your supervisor for assistance.
- If your staff member reports an elevated risk to you, please contact ready.ubc@ubc.ca for next steps.

Physical Distancing:

- Physical distancing, limiting close contact with other people to slow the spread of an infectious disease by keeping at least two meters (six feet) away from one another.
- Work from home and conduct virtual meetings, if possible.
- Stay home as much as possible.
- When outside of your home, practice physical distancing.
- If you are ill, have flu like symptoms or have a fever or cough, you should stay home.
- Avoid crowded places and non-essential gatherings
- Greet people with a wave instead of a handshake.

All persons on site must maintain approximately 2 metres distance at all times from anyone who is not a member of their household. In the event that other safety considerations require two people to work in close proximity to complete a given task (e.g. lifting something heavy safely), they must wear respirators or face masks while engaged in this task.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces in the buildings must be limited. Based on the requirements of the researchers involved in Phase 1, the LFS Research Resumption and Planning Committee will develop and communicate occupancy guidelines for spaces. The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

Anyone accessing buildings on site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.

The combination of reduced site access and physical distancing has the potential to create situations in which users are working alone. In these situations the user should follow working alone procedures by communicating scheduling and check in/out with a supervisor or the LFS operations group (LFS-MCM-OPS@LISTS.UBC.CA).

PPE:

- Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure.
- Users carrying out tasks that do not normally require PPE will not be supplied with masks.
- LFS will not provide users with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of work tasks.
- However, if possible it is encouraged to wear a mask when occupying space with more than one person for prolonged periods of time.
- Users can wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. It is important to remember:
    - Cloth and paper masks are meant to prevent the spread of asymptomatic carriers of COVID-19
    - Non-medical masks should be washed frequently (using a washing machine is fine)
    - Non-medical masks are not a replacement for social distancing protocols
    - LFS asks all users to be respectful of students, faculty and staff wearing masks.
    - Hand sanitizer stations are placed at the entrances to both FNH and MCML.
    - Signage will be provided to remind users to use these upon entering and leaving the buildings.

Emergency Procedures:

- LFS will maintain an operations staff member daily in the facilities. Through the preapproved list of occupants and mandatory check in/out procedures, an up-to-date list of current occupants will be available to assist and direct first responders in the event of an emergency. Part of individual safety plans will be the requirement for researchers to ensure users have full understanding of specific Building Emergency Response Plans (BERP) and the emergency evacuation protocols within. Due to the varying of number users from day to day each user will be expected to act as a “safety warden” of their space in the event on an emergency.

- Maintain and adhere to the Building Emergency Response Plan (BERP) for specific building
- Call emergency response in case of urgent medical or safety situations:
    - Occupational First Aid (Vancouver Campus) 604-822-4444
    - Hazardous Material Response (Vancouver Fire & Rescue Services) 911
    - UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.) 604-822-7662
    - Poison Control Centre 604-682-5050
    - Campus Security (For an Emergency call 911) 604-822-2222
    - Fire, Police, or Ambulance: 911

Training:

- All employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors will be responsible for tracking staff completion **as well as site-specific training** through the LFS TRMS (Training Record management System: https://training-report.landfood.ubc.ca) Staff training is to be outlined in the PI or Office Admin site-specific plans.
- New Faculty, Staff and Students who wish to conduct work in LFS facilities will be required to complete all mandatory training in accordance with the UBC Guidelines as well as the site/equipment specific training prior to approval by the LFS ADR. Training activities of these individuals will be monitored through the LFS Training Record Management System to ensure all safety requirements are met.

- With the decreased amount of people onsite, safety training and information will be an important part of Phase 1/2
- Users must complete all of the UBC and LFS mandatory safety training prior to working in wet labs during Phase 1/2
- Users listed in lab plans and who will have access will be required to have their up to date training certificates loaded in the LFS Training Record Management System
- All users will be expected to fully understand their responsibilities and read the General Safety and lab Plans prior to starting work.

Research Wet Lab spaces

Specific protocols for each lab will need to be in place in order to be included in phase 1.

- Lab plans will include:
    -
    - A specific lab bench workspace assigned to each lab worker by their supervising PI that satisfies the distancing requirements with respect to other lab workers in the room.
    - Sanitation procedures of commonly used equipment
    - Room occupancy will be dependent on the size of the space and type of lab activities

    - Overlap of shared lab space must be coordinated. Any shared lab spaces or areas outside of the assigned workspace must be used one lab worker at a time with a sanitization wipe down of any touch surfaces in the common area before and after use.
    - Minimizing of time spent in buildings by doing only work that requires being onsite
    - Study/office work should be done at home and not in shared (graduate) office spaces
    - Usage of only one entrance and stairway per group

Administrative spaces

- Support staff will continue to work from home unless they are critical to the activities within Phase 1 research resumption.
- Faculty Staff and Students will receive administrative assistance through the same methods (Email/phone)
- Operations staff will be available to assist during Phase 1

Shared teaching/research spaces

- If physical distancing can be maintained in the space, workflows must be coordinated in lab plan
- Rigid scheduling of shared spaces will be required to avoid overlaps with space/equipment
- If these requirements cannot be met, alternating days between groups will be needed to allow for custodial to clean the space.

8. Tools/approaches to control access

Access to the H.R. MacMillan and Food, Nutrition, and Health buildings will be restricted to the following activities until further notice:

- Essential research activities which have been listed on an approved research curtailment exemption or those approved and participating in Phase 1 of the research resumption plan.
- Essential facility and research support activities including Building Operations, Energy and Water Services, and other service personnel.
- Approved staff, researchers, students, and others which have been granted pre-approved access to support the research and students on site.
- Access will be granted to only those PIs and trainees that have registered chemical, biological safety certificates in place.
- Delivery of essential supplies and equipment by couriers and vendor delivery personnel.

Throughout each phase, access to the buildings will be restricted in order to maintain the health and safety of the community as well as control building occupancy at an acceptable level. During Phase 1 and 2, LFS will utilize an online check in/out system to track usage and allow for contact tracing if required. During this procedure the user will be asked:

- Name
- Main Office/Lab/Work Location
- Other Access Areas
- Duration of stay
- Ensure Covid-19 Self-Assessment Performed (https://bc.thrive.health/)

- Check in (QR code to be posted at entrances):
  *To be completed prior to arriving on site:
  https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV

- Check out (QR code to be posted at entrances):
  https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX

Those with permission to access the sites are strongly encouraged to follow BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone who is displaying potential COVID-19 symptoms (frequent coughing, frequent sneezing, or fever) will be asked to stay home and follow self-isolating protocols.

Working in conjunction with LFS HR, the PAT (Personnel Absence Tracker), along with the LFS Check in/out procedure, will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe)

Oversight of compliance will be assisted through the LFS Operations group and will follow the steps laid out in Section 10 of this document

9. Campus Resources/Access Required

- Library
- Daycare: A total of 8 LFS faculty, staff or students out of 52 respondents to an online poll have identified a need for access to day care in order to return to research at UBC-V.
- Mass Spectrometry Facility in FNH 315 (MSL-FNH)
- UBC Farm
    - The LFS review process will direct PI research resumption requests involving research spaces at UBC Farm to Laura Morillas, UBC Farm Research Manager. An initial review of each proposal will be conducted by the Farm Field Manager, the CSFS Research Manager, and the CSFS Operations Director and will be followed by additional evaluation by the UBC Farm Land Committee (previously established to review proposals for research at UBC Farm) if there is any concern or disagreement among the three initial reviewers.
- Dairy Education and Research Centre (DERC)
    - The LFS review process will direct PI research resumption requests involving research spaces at DERC to Dr. Cathy Schuppli (UBC Veterinarian), acting in collaboration with Ronaldo Cerri, DERC Director and Associate Professor, and the Faculty of Land and Food Systems Joint Occupational Health and Safety Committee (JOHSC).
- Shared facilities in other Faculties/units:
    - Biomedical Research Centre
    - Advanced Materials Process Engineering Laboratory (2355 East Mall)

VPRI to provide guidelines for opening shared facilities (pending).

Library to provide access information.

10. Reporting of non-compliance

The resumption of research activity at UBC will be managed in phases, which have been developed and articulated in close collaboration with faculty members, Deans, the UBC Executive, and others. To resume research activity successfully will require a commitment from the community to the principles and plans that the University has established:

- 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 will be limited to those who require on-site resources and cannot 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

- LFS operations will monitor the resumption plan weekly to note any issues arising and forwarding these to the appropriate Local Safety Teams (LST). As we progress through the resumption phases, monthly review of the policies and procedures will be added to the LST agendas with all feedback, changes and suggestions forwarded to the LFSJOHSC for discussion and for the purpose of monitoring the effectiveness of the plan.

Faculty- and PI-level plans for resuming research activity will reflect these principles, and will account for relevant safety protocols. There will be common protocols around handwashing and physical distancing, building-specific protocols for cleaning, and unique protocols for individual labs and other spaces. It is of paramount importance that all community members involved in on-campus research activities comply with these safety protocols at all times. It is equally important to understand that failure to comply with these protocols may result in access permissions being withdrawn, may present a risk to the health and wellbeing of our people, and could ultimately lead to discipline.

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.

Where non-compliance with safety protocols is clearly occurring, however, it is important to understand the expected reporting procedure.

1. Non-compliance with a safety protocol within a lab/research space is first reported to the Principal Investigator. Non-compliance on the part of a PI is first reported to the Administrative Head of Unit.

2. The Principal Investigator (or Head of Unit) 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.

3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.

4. If a claim about non-compliance is substantiated, the supervisor (PI or Head of Unit) will consult with 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;
    - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

5. 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 share this document with their teams, to ensure everyone involved in resuming research activity is aware of the importance of respecting the safety protocols put in place, of the mechanism for investigating complaints of non-compliance, and of the potential consequences for non-compliance.

11. References

Proposal for Phased-In Resumption of Approved Research Activities at UBC-Vancouver and UBC-Okanagan, UBC VPRI, May 6, 2020

Research Resumption Planning Document Template for Faculties, UBC VPRI, May 2020

The following guidance documents and resources were used in the development of this workspace plan:

- UBC -7a-COVID-19 PPE Guidance
- UBC -7b-Ordering Critical PPE
- UBC -7c-SRS-General Surface Cleaning
- UBC -8a-Physical Distancing Guidance
- UBC Guidelines for Safe Washroom Occupancy document
- WorkSafeBC Phase 2 Guidance
- WorkSafeBC -Help prevent the spread of COVID-19: Entry check for visitors
- Provincial Order -Workplace COVID-19 Safety Plans" (14 Mar 2020)
- Road map for Return – Perkins and Will
- Recovery Readiness – Cushman & Wakefield
- BC CDC - How to isolate http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf
- BC CDC - Self-isolation for Travellers returning to Canada or those exposed to a COVID-19 http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation-handout-travellers-exposures.pdf
- BC CDC - Prevention & Risks website http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks

12. Appendixes

On-line survey to assess demand for research space

Quick LFS Faculty Survey: Phase 1 Resumption of Approved Research Activities

Quick LFS Faculty Survey: Phase 1 Resumption of Approved Research Activities

VPRI guidance on the recently announced Phased Resumption of Approved Research Activities at UBC of the research resumption is that beginning June 1, Phase 1 will involve limited access for those that require on-campus resources for their research programs and those already provided with research curtailment exemptions. It will not be possible to honour all or most requests. Priority in this first phase will be given to existing exemptions and graduate students to complete thesis projects. In order to make a quick assessment of the demand for LFS research space during Phase 1 the LFS Return to Research Committee would like to ask for your assistance by submitting your responses to the following questions by **9AM, Tuesday May 19**:

Your Name

1. Do you require, and do you wish to access to on campus resources to continue with your research program?

- Yes
- No

2. If so, specify below which buildings, rooms, shared facilities and Faculty vehicles to which you and/or your team (HQP, technicians, etc.) will need access.

3. (a) Bearing in mind that Phase 1 will involve limited access to on-campus resources and that priority will be given to graduate students to complete their thesis projects, please list below the numbers of all types of personnel (HQP, technicians, etc.) for whom you will be requesting access.

3. (b) VPRI envisions that workdays during Phase 1 will run between 8am-5pm, five days a week (Mon-Fri). Please indicate for how many hours/week each team member will need access.

Thank-you for giving this matter your prompt attention.
Sincerely,
LFS Return-to-Research Committee

Submit

Summary of Survey Responses

Buiding/Room	PI	Duration	Existing Phase 0 Exemption (Yes/No)
FNH 150	Barbara Stefanska	1x person, 4 hours	
FNH 160 FNH 250 LFS vehicle	Crystal Karakochuk	1x PhD, FNH 160 1 hr/week and FNH 250 5 hrs/week 1x Msc, FNH 250 2-3 full dats/week 1x summer student 1x Tech possible weekend	Yes
FNH 190 FNH 290 FNH 390 WESB 319	Anubhav Pratap Singh	1x PhD FNH 190, 20 hrs of access (4 hrs / day) 1x MSc FNH 290 , 20 hrs of access (4 hrs / day) 1x PhD FNH 390, 20 hrs of access (4 hrs / day) 1x MSc WESB 319, 20 hrs of access (4 hrs / day)	
FNH 190, 192	John Frostad	1x Masters, 20 hours 1x Co-op Student, 20 hours	
FNH 250, 250C, 250A	Yvonne Lamers	1x Res Tech/Postdoc, 3 days/week 1x MSc or WorkLean, 1-3 days/week	
FNH 260, 290	Siyun Wang	3x Graduate students, 30 hours/week 1x Postdoctoral associate, 30 hours/week 1x technician, 30 hours/week	
FNH 260, 290, 292, 294	Xiaonan Lu	2x PhD, 1x Msc, full time 2x PhD, 3x student, full time	
FNH 316, 340, 370	Derek Dee	1x MSc student, 40 hours	
FNH 330 FNH/WRC Mass Spectrometry Facility LFS car	Simone Diego Castellarin	1x PhD student + 1x Postdoc, full time 1x MSc, half day	
FNH 360, 370 Mass Spec facility	Vivien Measday	1x postdoc 2x co-op students 3x graduate students 3 people to be allowed access to the lab at a time	
FNH 390	David Kitts	1x PhD, 6 hours/day, 4 days/week 1x student 1x student	
MCM 112, 120	Les Lavkulich	1x PhD student, 2-4 hours	
MCM 130, 136, 22a	Andy Black	1x PhD, 4 hours onece or twice a week 1x Research Engineer, 4 hours onece or twice a week 1x tech, 4 hours onece or twice a week	Yes

Buiding/Room	PI	Duration	Existing Phase 0 Exemption (Yes/No)
MCM 144, 202	Sean Smukler	1x Postdoc 1x PhD student 3x MSc 3x Technicians Time varies week by week.	
MCM 170, 179 UBC Farm and Hort Greenhouse	Hannah Wittman	1x person, MCM office, 2.5 days/week	Yes for farm
MCM 218, 328 LFS vehicle Plant Care Facility Greenhouses UBC Farm Various field sites	Juli Carrillo	2x postdoc , each MCM 328, 4 hours/week 3x Grad students, 1 hour/week building access 1x Research technician	Yes
MCM 308, 318	Andrew Riseman	1x Lab Manager, 20 hr/ week 1x Post-doc, 20 hr/ week	Yes
MCM 325	Mahesh K. Upadhyaya	PI and ex-PhD student, 1-2 days/week until June 30, 2020	
MCM 331	Frederik Noack	PI, Thursday and Friday	
South campus, UBC Farm, outdoors only.	David Fraser	1x perosn, 10 hours/week	Yes
UBC Farm buildings	Laura Morillas Gonzalez	various team members, 1 to 3 days/week, Saturdays sporadically	Yes for some teams.
UBC Farm Farm Centre building	Matthew Mitchell	1x Graduate student 1x graduate work learn student 2x undergraduate work learn students	Yes

COVID-19 Land and Food System Workspace Safety Plan - Template

Use of this template: All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact Safety & Risk Services for approval.

This workspace safety plan will provide assistance for supervisors who wish continue or resume operational activities in their workspace. This plan will include a review of operational activities to ensure effective controls are in place to prevent the infection and spread of COVID-19. Management and supervisory staff are responsible for updating this document when government mandated requirements are changed. Plans must be developed in accordance with the Land and Food System Research Resumption Planning Document and UBC Guidance (https://covid19.ubc.ca/).

Name of Building (if applicable) _____

Address of Building (if applicable) _____

Workspace location (Room and/or description of space)	Names of PIs that have shared safety plans for this space	Area of workspace	Maximum safe capacity of personnel for the workspace
1. *List each workspace that will be used*			*This is based on the procedures described below*
2.			
3.			

Workspace 1

This should be repeated for each workspace included in the safety plan.

Introduction:

In 1-2 sentences, describe the activities and purpose of the workspace.

Activities:

List the activities that will take place in the workspace and the personnel that will be involved

Proposed activity schedule:

If multiple activities are required of the same workspace provide the days when these activities will be done.

Floor plan and work flow:

Provide a diagram of the workspace indicating the following considering maintaining a 2 m distance between personnel at all times:

- *Areas designated for specific activities a*

- *Workspace traffic considering entering and exiting the area*
- *Handwashing or sanitizer locations*

Workspace procedures:

Briefly describe the maximum number of personnel that will use the workspace at any given time in the activity schedule and any methods that will be used that are in accordance with guidelines set by BC CDC to prevent the spread of COVID-19 during workspace activities listed above. Consider the following:

- *Workplace traffic flow (e.g. maps, signage, use of pylons, tape on ground, office arrangement)*
- *Internal handwashing stations, specify locations and maintenance plan (Soap, paper towels, signage, etc.)*
- *Sanitizing (product used, frequency of use, area where it will be used, reliance on custodial group)*
- *Personal Protective Equipment (PPE) used*

Workspace and facility access:

Describe how the workspace will be accessed (i.e. building entrance; refer to floor plans in the LFS Research Resumption Planning Document), and how other facilities will be accessed from the workspace (e.g. washrooms or eating area). Consider minimizing the traffic flow in the building.

Communications Plan

Provide a written plan to inform, implement and communicate to all faculty and/or staff involved in the listed workspace(s).

Monitoring

Identify the person(s) responsible for implementing and maintaining adherence with the plan.

I confirm that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date _____

Name (Manager or Supervisor) _____

Title _____

Personnel Occupying Workspace(s)

Name	Position	Email	Workspaces to be accessed	Confirmation of understanding
				☐
				☐

Reference Documents:

The following guidance documents and resources on the Safety & Risk Services (SRS) COVID-19 Website were used in the development of this workspace plan:

Append relevant guidance documents or resources used for your workspace plan.