

COVID-19 Building Safety Plan
H.R. MacMillan
Return to Research
2357 Main Mall V6T 1Z4



Introduction

UBC is implementing plans for the first phase of the resumption of on-campus research and scholarly activity from the beginning of June, adopting a gradual approach over the summer months. Phase 1 of research resumption follows the on-campus curtailment of research and scholarly activity that was enacted on March 24, 2020. For more information, please visit: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>.

This Building Safety Plan will provide assistance for supervisors who wish continue or resume wet-lab research 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 from COVID-19. Management and supervisory staff are responsible for updating this document when government mandated requirements are changed. <https://covid19.ubc.ca/>

Resuming research activity successfully will require a commitment from the community to the principles and plans that the University has established. The resulting principles embody an important level of community engagement and acceptance.

- 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 (faculty, staff, trainee) 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 Faculty of Land and Food Systems is spread across 2 research/academic buildings; H.R. MacMillan and the Food Nutrition and Health. This Safety Plan pertains specifically to the return to research in:

H.R. MacMillan:

Total SqM: **13,756.68**

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

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

An initial online survey of LFS faculty members established that 21 faculty members in two faculty buildings (Macmillan and the FNH building) will be seeking access for priority HQP. 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.

General Procedures

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19.

Your compliance with the guidelines set out in this document is of the utmost importance. The health and safety of the people who use the buildings should be treated as a shared responsibility. Failure to adhere to these policies increases the risk of an outbreak in our community, and lack of compliance will lead to access being revoked.

1. WHO RETURNS TO WORK

Conducting on-campus research will be limited to those who require on-campus resources and cannot conduct this work remotely. As a reminder, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue their remote working arrangements, wherever possible.

In Phase 1, a maximum of ⅓ of the total research personnel will be returning to the building. Maximum suggested occupancy for Phase 1 (Appendix 1) has been determined based on total square footage, room layout/distancing requirements, workflow considerations and common building facilities.

Faculty members who wish to return to their labs must complete a COVID-19 Workplace Safety Plan. Each plan will be reviewed and approved by the LFS Research Resumption and Planning Committee. Reviews will include an assessment of the priority classifications assigned to both the specific research activities and HQP following the matrix below.

HIGH (Phase 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)

- 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

No PI or research personnel will return to the facility, and no lab will operate until their safety plan and Return to Research request has been approved along with an 'Access Agreement' form from the VPRI posted indicating maximum occupancy is posted. *The LFS JOHSC will review all Safety Plans*

to be published on the UBC/Faculty website within 30 days of reopening the facility.

2. BEFORE YOU COME TO WORK

- Before coming to work, 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 which is the dedicated isolation room.
- 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 <mailto:ready.ubc@ubc.ca> for next steps.

3. GETTING TO WORK

Private methods of transportation are preferred. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

4. BUILDING ACCESS AND ENTRY

Programmed, Restricted Access

- Designated building access for all occupants is controlled by an Access Control Management System (ACMS). During Phase I of the Return to Research, building access will be restricted to individuals with approved programmed card access.
- Compliance is everyone's responsibility – do not let others enter behind you.

- Access will only be granted to:
 - Individuals who have read and signed the UBC Access Agreement.
 - Essential research activities which have been approved in Phase 1 of the research resumption plan.
 - Approved staff, researchers, students, and others which have been granted pre-approved access to support the research and students on site
 - Essential facility and research support activities including Building Operations, Energy and Water Services, and other service personnel
 - Access will be granted to only those who have completed UBC mandatory training and have registered chemical, biological safety certificates in place where applicable
 - Delivery of essential supplies and equipment by couriers and vendor delivery personnel

Building Entrances

- Main entrance building doors (Main Mall entrance) and the loading bay doors will be designated for Faculty of Land and Food Systems faculty, students, and staff. Other card access doors will be temporarily disabled.
- Building Access is limited to 7:00 am – 6:00 pm Monday-Friday to ensure custodial staff can clean labs and other spaces

Sign in/sign out

- A mandatory online sign in/sign procedure will be in place. Information will be posted at the designated entry.
- 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_bidyCvEwfJigUWV
- Check out (QR code to be posted at entrances):
https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXIFJet4Oq0iX
- 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/>)

5. TRAFFIC FLOW

- Floor markings will indicate the direction of travel or buffer zones where applicable
- For common areas, maintain 2m distancing and consider movement around the area.
- “Stand Here” floor decals will be placed in areas where people would be required to line-up or wait to enter spaces that have already reached maximum capacity (examples include; washrooms, copier rooms, and elevators).

6. SPACE OCCUPANCY RESTRICTIONS

Elevator

- Elevator have been restricted to SINGLE occupancy.

Offices

- As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As result, the use of offices should continue to be limited to the greatest extent possible and may only be used through prior notification/approval from LFS Resumption Committee. This will be handled on a case-by-case basis to ensure occupancy levels are maintained and in place for faculty, staff and research personnel who cannot work at home or are essential to the operation and support of the faculty.

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.

Lunch Areas

- We encourage you to take breaks outdoors, weather permitting.
- The *Agora café (ground floor / south side)* will be used for lunch and breaks with seating arranged to meet distancing requirements
- Please refer to all signage and decals when utilizing this and adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.
- Lunch rooms MCML370 and MCML318 will be temporarily closed for use during phase 1
- No sharing of kitchen dishware/utensils - bring your own cups and containers from home.
- Microwaves, toasters, kettles, ovens, refrigerators, and water fountains will be closed for use.

Washrooms

- Occupants using washrooms must strictly adhere to physical distancing requirements.
- Washrooms will be limited to a maximum of 1 occupant at one time.

7. HANDWASHING/SANITIZING STATIONS

Hand sanitizer dispensing stations are located inside all main building entrances. Custodial Services will refill these dispensers regularly. If you notice a dispenser is empty, you can notify LFS Operations LFS-MCM-OPS@LISTS.UBC.CA

8. SANITATION OF SURFACES/CLEANING SCHEDULE

Custodial Services cleaning will take place on weekdays only. For buildings with 1-shift per day: Building can be accessible from 8:00 a.m.–6:00 p.m. Buildings must be vacated by 6:00 p.m. for proper cleaning.

- Common areas: High touch points areas in main corridors, elevators and stairwells are cleaned at least twice per day over a 24-hour period
- Hand sanitizers: Hand sanitizing stations located at the entries for each building are refilled by

Building Operations.

- Offices: Offices are cleaned at night once every two weeks. Desktops and personal items will not be cleaned by Custodial Services. We encourage individuals to clean and sanitize these items regularly.
- Washrooms are cleaned daily

9. SHIPPING AND RECEIVING

The operations team will continue to provide courier/delivery support. Items will not be delivered directly to labs, but will be placed on a designated table in MCML208 to collect.

Communications Plan

LFS will publish the Resumption plan and other related documents 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.

Monitoring

LFS operations will provide oversight and 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.

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 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.

Building Emergency Response Plan (BERP)

Hard copy posted on the second floor safety board (Outside 264) or online at https://lfs-my.sites.olt.ubc.ca/files/2019/07/BERP_2019_MCML_May-2-2019.pdf

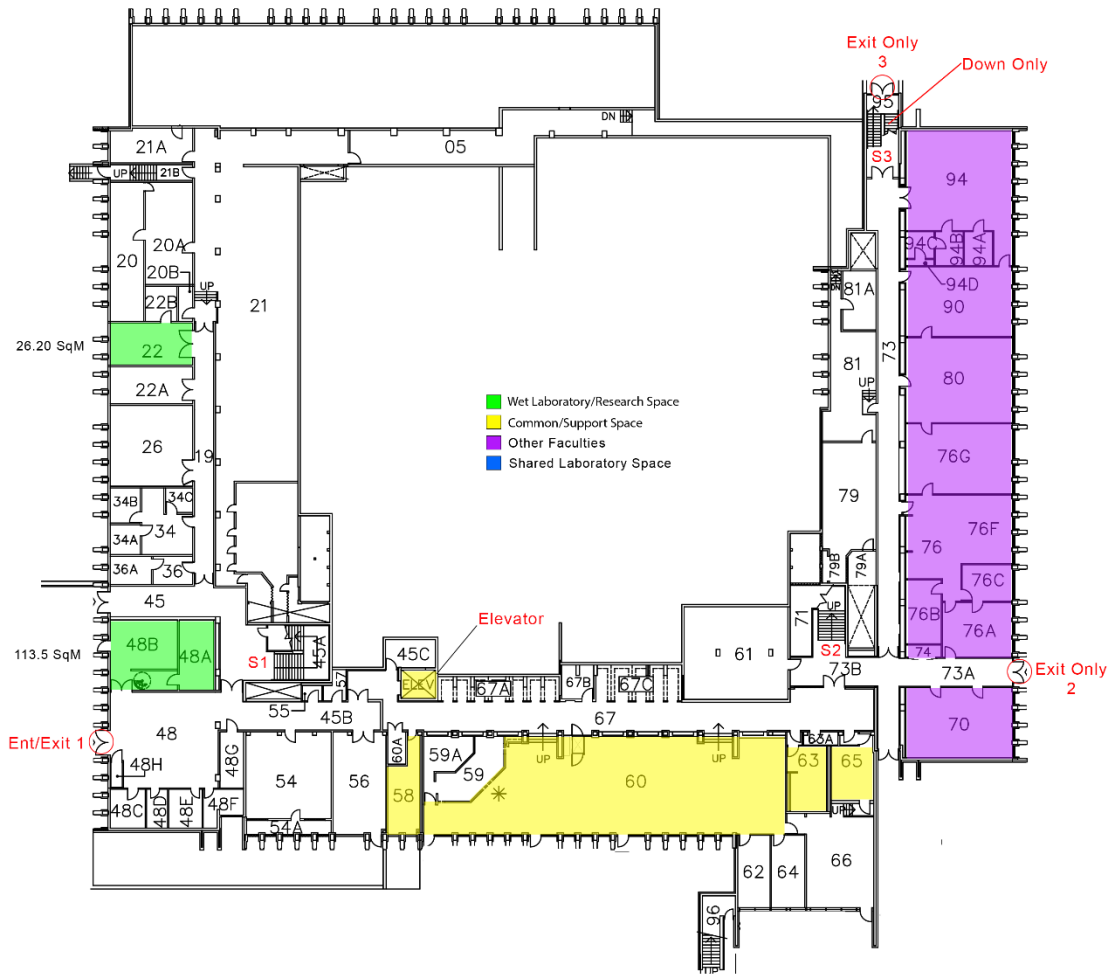
List of Units Occupying Building

Name Unit Administrator	Email & Phone #
Andy Jeffries / Operations	Andy.jeffries@ubc.ca / 604.822.3488 / 604.603.1619
Lewis Fausak / Operations	Lewis.fausak@ubc.ca / 604.822.4877
Imelda Cheung / Operations	Imelda.cheung@ubc.ca / 604.827.0344

Appendix

- 1) Floor Plans
- 2) Max suggested occupancy

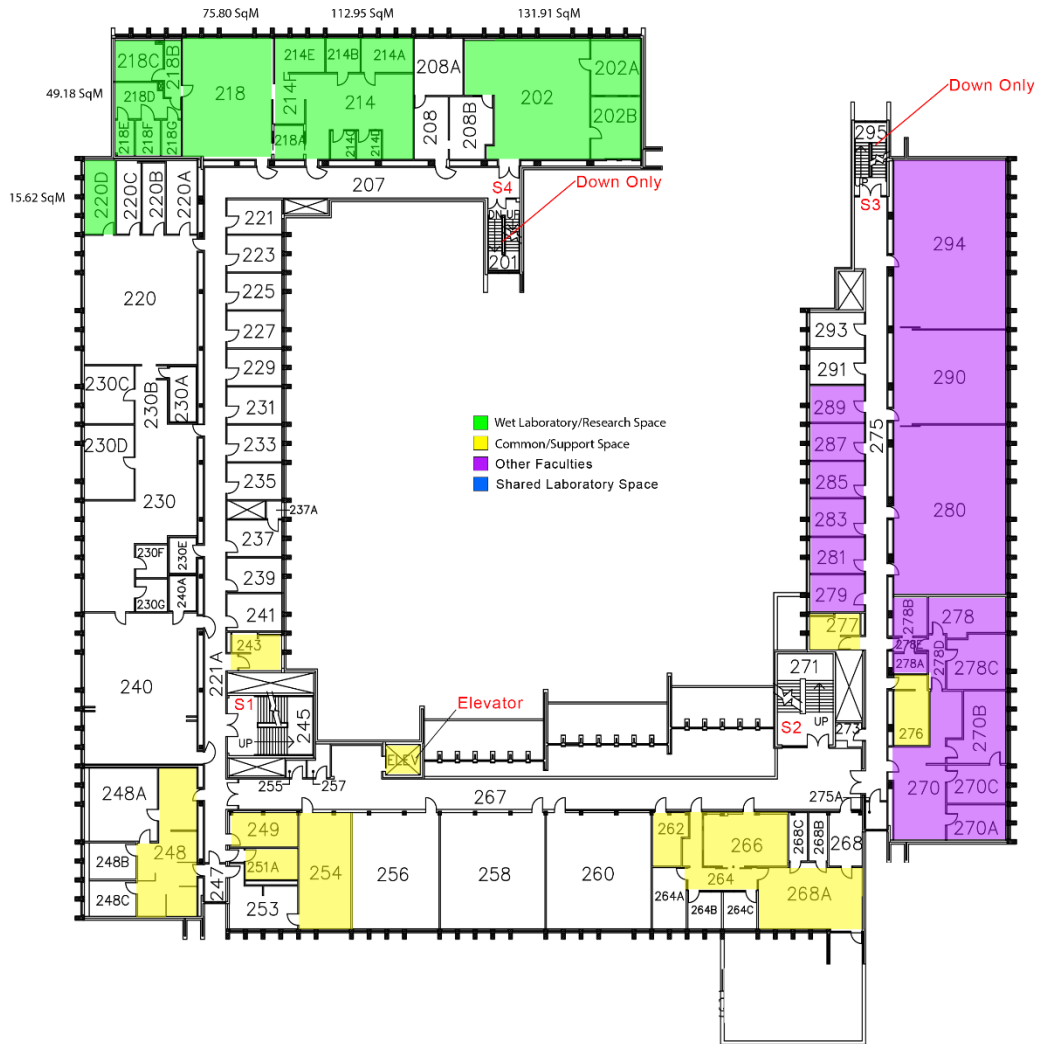
MCML Basement Floor:



MCML First Floor:



MCML Second Floor:



FNH Third Floor:



Phase 1 Resumption of Research in the Macmillan Bldg.

Suggested Maximum Occupancy of FNH 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/Equipment	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	