ICICS COVID-19 Intermediate (Common Areas) Safety Plan: Phase 2, Return to Campus

Introduction
The Institute for Computing, Information and Cognitive Systems (ICICS) is a multidisciplinary research institute that supports collaborative research in advanced technologies systems. This document provides site-specific instructions for implementing the Faculty of Applied Science’s Phase 2 Return to Campus Plan in harmony with the Faculty of Science’s Safety Plan for the Resumption of On-Campus Research, within the common spaces of the ICICS building. It has been developed by the ICICS Local Safety Team (LST) in consultation with the Department of Computer Science LST. The intent is to ensure effective measures are in place to promote safe working conditions within the common areas of the ICICS building during Phase 2. The Plan reflects current government guidance and notices found, along with information about UBC’s response to the pandemic, at https://covid19.ubc.ca/.

The ICICS/CS building (ICCS) is shared by two units, the Institute for Computing, Information, and Cognitive Systems (ICICS), and the Department of Computer Science (CS). It comprises two wings, the West Wing, and the X-Wing. Both ICICS and CS occupies administrative and faculty/student offices, as well as research labs, equipment rooms and meeting rooms, most of which also serve as teaching rooms and seminar rooms. Some research labs are used solely by faculty members of CS and others are shared between CS faculty members and ICICS members outside of CS. The lowest floor of the West Wing and some of the X-Wing house undergraduate labs. ICICS also houses the HATCH Accelerator, an incubator for startup companies. Safety plans for the ICICS/CS building will be submitted to APSC by the ICICS Director and to Science by CS.

Name of Building: The Institute for Computing, Information and Cognitive Systems (ICICS)
Address of Building: 2366 Main Mall, Vancouver BC V6T 1Z4

Reference Documents:
The following guidance documents and resources on the were used in the development of this plan:

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC COVID-19 Campus Rules
- Guidelines for Safe Washroom Occupancy
- Building Operations Faculty Notice – Cleaning

General Procedure
The underlying principle is to promote safe working conditions through reduced building occupancy, physical distancing, surface cleaning and personal hygiene. ICICS follows directives set forth by the Province and the University, and any policies or changes put forward by the University will supersede the contents of this document.
During Phase 2, the ICICS building will be accessible by FOB from 7 am to 7 pm, Monday to Friday, or 7 am to 12 noon + 3:30 pm to 8 pm for shifts, for researchers and research support staff listed as authorized personnel on a Child Plan detailing clear plans for implementing physical distancing and sanitation in laboratories and other workspaces, and that has been approved by the ICICS Director. While we are not using the QR-based system of building access employed elsewhere in the Faculty of Applied Science, we do request that those granted building access will have taken the Self-Assessment quiz on the BC Thrive website and been determined not to have symptoms of COVID-19. Reminders to do this will be posted at each external entrance.

It is understood that those granted onsite permission will carry out tasks that cannot be done elsewhere—time spent onsite must be kept to a minimum where possible. It is expected that those who can work off-campus will continue to do so during Phase 2. Priority will be given to:

- Those requiring access to specialized equipment and labs where it is necessary to conduct work on-site
- Coop students assigned to a lab that has an approved Child Plan
- Instructional and teaching staff involved in teaching for the Fall Term, including essential technical and admin staff
- Primary care givers or others disproportionately affected during shutdown.

Individuals may access the ICICS building for quick visits (<60 minutes) to gather materials or equipment, with permission (email access@icics.ubc.ca) stating your name, and reason, date and space(s) for desired access. You may be asked to display the emailed response to this request at any time as authorization for being in the building. Please note that building access occurrences are being closely monitored by the University and compared against access approvals on a daily basis.

Traffic flow in common spaces in the building has been designed to enable physical distancing (see attached floor plans). Tape and signage have been posted in hallways, stairs, common areas and washrooms to ensure traffic flow and distancing rules are clear. UBC Custodial Services cleans ICICS common areas and washrooms once a day on weekdays, provides soap and paper towels in the washrooms, and refills the hand sanitizer stations, located at each entrance. If a location / station requires more supplies, please send an email to servicecenter.buildingops@ubc.ca or admin@icics.ubc.ca outlining the issue and location. We will provide wipes, disinfectant spray, and paper towels in common areas so that users can clean these areas after use (e.g., tables in the ICICS atrium).

Administrative areas, copier rooms, meeting rooms, staff and faculty offices, lounges and kitchenettes will remain closed throughout Phase 2. Occupants of the building are highly recommended to wear cloth disposable, or non-medical grade masks while in common areas, taking care that the mask does not impair vision or exacerbate an existing respiratory condition. If you are healthy, wearing a non-medical mask or face covering is a matter of personal choice and it might help you to protect others. However any mask, no matter how good it is at catching respiratory droplets or how well it seals, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing. Non-medical masks are not classed as Personal Protective Equipment (PPE) and cannot be considered as part of workplace safety planning. While working in labs, research personnel are expected to adhere to UBC Safety & Risk Services guidelines for the use of Personal Protective Equipment (PPE—nitrile gloves, face shields and goggles), and as specified in the Workspace/Lab Safety Plans for their lab. Please note: Workspace Safety Plans are also known as
“Child Plans” in the SRS terminology, but the original term will be used for the purposes of ICICS safety planning.

It is the responsibility of each PI to submit a Request to Return to Campus by developing and submitting a Workspace Space Safety Plan for review by the Director or designate. Access to the lab will not allowed until the completed form is approved by the Director and Local Safety Team. PIs will be responsible for creating Workspace/Lab Safety Plans, ensuring adequate access to PPE in their labs, scheduling lab personnel and providing updated schedules on the master sheet. Gable Yeung access@icics.ubc.ca will provide support to PIs in setting up sign-in / sign-out procedures that are easy to manage and transparent. PIs must provide Gable Yeung access@icics.ubc.ca with access to their preferred scheduling platform (e.g., Slack, Google Calendar, Email, or Text thread). Gable will be monitoring schedules for security and safety to ensure that there are no individuals working alone in the building. Research personnel granted access will be sent an email from the ICICS administration indicating this permission has been granted, with the individual’s name and PI, lab, and date(s) of authorized access. Research personnel may be asked to display the emailed response to this request at any time as authorization for being in the building. Work that can be done at home must be done at home.

UBC Guiding Principles Apply at all Times:

1. Anyone who is ill or has symptoms of cold or flu will not come to work on UBC campus. Individuals may work at home, access sick leave or request an unpaid leave of absence with their supervisor or manager.
2. Anyone who had a positive COVID-19 diagnosis should self isolate at home for 14 days and until they are symptom free.
3. Anyone who has travelled or had contact with a possible COVID-19 infected person or area is expected to work from home for 14 days and only return to work on campus if fully asymptomatic.
4. Everyone should practice good hygiene including frequent handwashing, avoiding touching their face, coughing into their sleeve and maintaining physical distancing guidance provided.
5. All occupied rooms will have clearly identified Workspace/Lab Safety Plans, which will include cleaning procedures. Everyone returning to campus will be responsible for following the procedures outlines in their Workspace/Lab Safety Plan, including regularly cleaning frequently touched surfaces in their workspaces.
6. Everyone will maintain a physical distance of 2 metres from others.
7. Meetings will be conducted by phone or video conferencing unless the 2 metre distance between participants can be adhered to.
8. Common areas will be marked with directional symbols as well as maximum occupancy allowances. Individuals are requested to follow relevant signage and floor markings when moving around campus spaces and buildings to ensure adequate social distancing. Individuals must complete the University-wide mandatory online training module Preventing COVID-19 Infection in the Workplace prior to returning to campus, and familiarize themselves with the current document (ICICS Building Safety Plan: Phase 2) and the Workspace/Lab Safety Plans approved for their work areas – these outline plans for occupancy, traffic flow and hygiene at your worksite. Individuals should also familiarize themselves with the corresponding guidelines for ICICS common areas laid out in the current document. The completion certificate for Preventing COVID-19 Infection in the Workplace plus the Return to Campus Activity Commitment Form listing all documents to be read must be completed and sent to Gable Yeung at access@icics.ubc.ca.
Monitoring Personal Health Status
All work that can be done remotely should be done remotely, where possible. For example, data processing, writing manuscripts, creating presentations, studying, online library research, computations, should be done from home. Individuals accessing ICICS space must complete the self-assessment questionnaire at https://bc.thrive.health/ on the day they intend to access space. If you are feeling unwell in any way, please do not come in, and follow medical advice. Anyone experiencing any of the below symptoms should stay home and seek medical advice.

Symptoms of COVID-19

Severe Symptoms. These symptoms require immediate attention. You should call 9-1-1 immediately, or go directly to your nearest emergency department.

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

Moderate Symptoms. Please consult your family doctor. If you are unable to reach your regular health care provider, call 8-1-1 to speak with HealthLink BC.

- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

Mild Symptoms. The following are considered mild symptoms:

- Fever
- Chills
- Cough or worsening of chronic cough
- Sneezing
- Sore throat
- stuffy or runny nose
- loss of sense of smell or taste
- loss of appetite

If you are experiencing any of these mild to severe symptoms please get a COVID-19 test and self-isolate. For more information on testing, visit the BC Centre for Disease Control (BCCDC) Testing page.
**Self-Isolation Instructions:** Self-isolate while you wait for your test results so you do not potentially spread the illness to others. If you are diagnosed with COVID-19, public health will get in touch and give you instructions on how to self-isolate. You will be required to self-isolate for a minimum of 10 days from when your symptoms started.

**See the BCCDC self-isolation dos and don’ts information sheet**

Anyone who has travelled, or have close contact with a person who has travelled, to countries outside Canada (including the United States) within the last 14 days are requested to self isolate for 14 days. **Please note: it is mandatory for all travelers returning to Canada to self-isolate for 14-days.**

Workers who live with, provide care for, or have close contact with a person with confirmed or clinical COVID-19 who is self-isolating, or who have been exposed to a confirmed infected person, are advised by 811 (public health) to self-isolate **for 14 days and self-monitor for symptoms.**

To ensure everyone’s safety, all individuals who exhibit cold or flu-like symptoms will be required to stay home and is encouraged to get tested. If you are feeling unwell in any way, do not come in, if you develop symptoms while at work, you are to leave immediately for home where you are to self-isolate and monitor your symptoms and/or seek medical attention in accordance with Public Health directives. If a worker experiences any symptoms they must also follow the workplace reporting procedure outlined below:

**Reference:** [https://bc.thrive.health/](https://bc.thrive.health/)

**Workplace Reporting Procedures**

Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](https://srs.ubc.ca/).
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](https://bcselfassessmenttool.ca/).
- OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

**Note:**
Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manager. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.

Should your area periodically need to be serviced by custodial services or similar, we ask you to please move out of the immediate area to ensure that social distancing and the safety needs of these workers can be met.

**Common Area Plans**
The following common area safety plans must be followed (see attached floor plans):

**Building Access.** The ICICS building will be open from 7 am to 7 pm, Monday to Friday, or 7 am to 12 noon + 3:30 pm to 8 pm for shifts for researchers and research support staff listed as authorized personnel on an approved Workspace/Lab Safety Plan. While we are not using the QR-based system of building access employed elsewhere in the Faculty of Applied Science, we do request that those granted building access will have taken the Self-Assessment quiz on the BC Thrive website and been determined not to have symptoms of COVID-19. Reminders to this effect will be posted in the form of WorkSafe Posters for both workers and visitors above all FOB units on all building entrance doors. Access will be revoked for individuals who have not taken this step and yet are found accessing the building. Special exemptions for weekend work will permitted provided it does not conflict with custodial services. Weekend work exemptions will be approved by the on an individual basis. Individuals may access the ICICS building for quick visits (<60 minutes) to gather materials or equipment, with permission (email access@icics.ubc.ca stating your name, and reason, date/time and space(s) for desired access). You may be asked to display the emailed response to this request at any time as authorization for being in the building.

The following guidelines govern **afterhours exemptions (7 pm to 7 am):**

- The PI/Faculty member/supervisor must first notify their Department Head/School Director and Building Administrator that there will be work continuing beyond regular work hours.
- Building administrators/Facility managers should notify security ahead of the scheduled date regarding who will be working extended hours (including time, date, and location) so that these individuals can be given access if they forget or misplace their card.
- The PI/faculty member/supervisor must post notice on the door of their lab/office/workplace that late-night or weekend work is underway, indicating name(s) and working hours.
- The PI/faculty member/supervisor must ensure Work Alone protocols are in place including provisions to ensure the safety of their personnel leaving buildings during late-night hours.

**Entrances/Exits**

- All persons entering the building must use designated entrances. Entry through other doors is not permitted at this time, card access has been deactivated for all other doors. Do not attempt to circumvent a deactivated door by wedging it open. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn. Do not let others enter behind you.
- At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and immediately wash hands.
- Inside buildings, leave doors open where permitted to minimize touchable surfaces.

Please note all common/shared areas will remain closed during Phase 2, including administrative areas, common or shared areas such as kitchens, photocopy rooms, communal seating areas and patios. Individuals may pass through areas as needed without stopping.

**Open Common Areas (including lobbies and reception).** There are several common areas (e.g. ICICS atrium) that normally accommodate people and where individuals often congregate. These areas will remain closed for the duration of Phase 2. Signage will be put on the couches to prevent any use. Pass-
through areas that have study space will have signage stating that no one can use the study space and that personnel should pass through the areas without stopping.

**Hallways.** Hallways have been marked to indicate if they are unidirectional. Please follow signage to ensure adequate social distancing. Given the reduced occupancy of the building, we do not anticipate a lot of traffic. The hallways provide sufficient visibility to practice physical distancing, but you may need to be patient and let other people clear the hallway before you enter. To reduce surface touching, doors that can be propped open (that are not considered fire doors) will be.

- In cases where two people are headed in opposite directions, in order to pass safely, one person must step aside briefly into the nearest hallway recess. In hallways designated as unidirectional the direction of travel will be marked with tape on the floor. Hallways must be kept clear of clutter at all times. No extraneous items (e.g. crating, materials, boxes, furniture) shall be placed in the hallways for any length of time.
- In hallways, walk on the right. If a hallway is not at least 2m wide, yield to oncoming traffic.

**Stairwells.** The majority of stairwells in the ICICS building do not allow full 2m distancing. The main centre stairs in the West Wing are at least 2m wide and signs are posted to stay right. The other stairwells have been designated as either “Up only” or “Down only.” Signs indicating the directionality and locations of alternative stairwells have been posted.

- For stairwells NOT designated as unidirectional, please adhere to the following passing etiquette – persons going down have priority. In other words, persons going up are to yield to the persons heading down by stepping aside on landings. Please follow the directional signs and instructions.
- In hallways and stairwells, practice walking on the right. If stairwells or hallways are not at least 2m wide, yield to oncoming traffic.

**Elevators.** Use of the elevator is intended for those needing to transport materials and for those who need assistance travelling between floors. Those who can manage the stairs should use them. A maximum of one person is permitted to use the elevators at the same time. Immediately wash hands or use hand sanitizer after exiting the elevator. Signs outlining safe elevator use have been posted by UBC Safety and Risk Services.

**Washrooms.** Washrooms are a high-traffic space. Extra care in hand-washing, not touching your face with unwashed hands and respecting physical distancing measures is crucial. Single occupancy washrooms will remain single occupancy washrooms with locking doors. Users should use a single paper towel to touch the door handle when leaving and dispose of the towel in bin provided. All multi-stall washroom entrance doors will be permanently propped open so that users avoid touching door handles, and can verbally confirm whether others are using the washroom before entering. Washrooms that have three toilet stalls or urinals and three sinks or less will be restricted to a single occupant. A second person wishing to enter the washroom to wash their hands may do so only after verbally confirming with the occupant that handwashing will not compromise the occupant’s safe space.

**Showers.** Showers will be available in the basement of the West Wing and on the first floor of the X-wing. Users must sanitize surfaces touched while using the shower (e.g., door handles, faucets, etc.). Appropriate cleaning supplies will be provided.
Lunchrooms and Kitchens. All lounge and kitchen areas will remain closed for Phase 2, including fridges and microwaves. Absolutely no food or drink preparation will take place in the building.

Meeting Rooms and Classrooms. Meeting rooms (including seminar rooms) will remain closed during Phase 2. No in-person meetings permitted at this time.

Research Space
- Occupancy is to be coordinated between all PIs accessing the space in labs with shared space (e.g., common lab space shared with other research groups).
- It is recommended that a calendar such as Google calendar be used to coordinated access across shared labs where relevant.
- All lab users must adhere to the detailed COVID-19 Workspace/Lab Safety Plan submitted by their PIs. Lab occupancy limits as well as a copy of the the Workspace/Lab Safety Plan and the Access Agreement will be posted on the door in each space. Instructions, contact details and sign-ins will also be posted. PIs are responsible for posting this information once it has been approved.
- PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other areas within their labs on weekends. They will also be responsible for ensuring that common areas that they use are clean, by spraying and wiping down surfaces after use. The procedure used should be specified.

Offices. Use of offices is discouraged, apart from brief access to collect materials and supplies (<60 minutes) with approval (email access@icics.ubc.ca stating your name, and reason, date and space(s) for desired access). Exceptions may be considered for cases where personnel do not have the possibility to work from home. Where exemptions have been granted for faculty and staff members to access their offices, no guests are permitted, and only one person may occupy an office at a time. Office cannot be used for student – faculty office hours for Phase 2. Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the ICICS Director. Individuals are responsible for cleaning all surfaces and high contact areas in their offices (e.g. door knobs, light switches, and keyboards etc.). Faculty are responsible for obtaining their own cleaning supplies (for a list of appropriate supplies please click here). If faculty are unable to access appropriate cleaning supplies, please contact access@icics.ubc.ca and we will advise you of appropriate options.

Shipping and Receiving. Individuals are discouraged from ordering items to campus unless necessary. If it is essential that your item be delivered to campus, please note that mail/packages will continue to be delivered to the newly created mail room (ICCS 283). Individuals can retrieve their mail/packages directly there. Hand sanitizer has been provided in the room. Only one person can enter the room at a time. Please note, if your item is oversized, please let us know by emailing us at access@icics.ubc.ca so that we can ensure that it can be received.

Patio. Will remain closed during Phase 2.
General Considerations

Getting to Work. Private methods of transportation are preferred. Biking and walking are options if possible. 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, masks mandatory on Translink etc.).

Physical Distancing. Onsite in-person interactions should maintain a minimum physical distance of 2 m, including while working. UBC’s position on physical distancing is that all necessary precautions must be taken to minimize the risk of COVID-19 transmission to employees. Where physical distance requirements are not met by current Safe Work Procedures (SWPs), tasks may not be assigned (refer to UBC Employee COVID-19 Physical Distancing Guidance and the Safe Work Procedure (SWP) Review Form). Please include a completed copy of the Safe Work Procedures Form along with your Workspace Safety Plan for review and approvals.

Hand Washing/Sanitizing. Hand sanitizer is provided at the main building entrances and exits. You must sanitize your hands when entering or leaving the building. Wash/sanitize your hands frequently and whenever you move between areas; i.e., from lab, office, and common areas. Avoid touching your face. Regularly clean and disinfect frequently touched surfaces, and do not share food, drinks, utensils, etc.

Wearing Nonmedical Masks. Occupants of the building are highly recommended to wear cloth disposable, or non-medical grade masks while in common areas, taking care that the mask does not impair vision or exacerbate an existing respiratory condition. If you are healthy, wearing a non-medical mask or face covering is a matter of personal choice and it might help you to protect others. However any mask, no matter how good it is at catching respiratory droplets or how well it seals, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing. Non-medical masks are not classed as Personal Protective Equipment (PPE) and cannot be considered as part of workplace safety planning. While working in labs, research personnel are expected to adhere to UBC Safety & Risk Services guidelines for the use of Personal Protective Equipment (PPE: nitrile gloves, face shields and goggles), and as specified in the Workspace/Lab Safety Plans for their lab. Guidance on the wearing of non-medical masks is available from Public Health Canada.

Surface Cleaning. Users are expected to wipe down any frequently touched surfaces before and after use with spray disinfectant or wipes. Disinfectant spray and paper towels will be provided in shared spaces. It is the responsibility of the PI for each lab to provide adequate supplies for their lab. Surfaces include benchtops, handles, chairs, knobs, switches, table tops, multiuser equipment, desktops, shared computers and instruments, etc.

Working Alone. Researchers should not work alone in the building unless absolutely necessary. Anyone who will be working alone will require a work-alone plan that should be detailed in the Workspace/Lab Safety Plan. This should include but not be limited to a buddy system check-in/check-out (via email/text/IM). It is also important that workers familiarize themselves with the Building Emergency Response Plan (BERP, included at the end of this document) and Evacuation Plan located near the building elevators and stairwells, as many floor wardens will not be returning to campus.
Communications Plan
The ICICS Building Safety Plan: Phase 2 will be communicated with all occupants of the building via the building wide email list (icics@icics.ubc.ca). Hard copies of this plan and other relevant safety related materials will posted on informational bulletin boards. The approved plan will be posted on the ICICS website (icics.ubc.ca), along with links to important documentation listed above. ICICS Administrator Fatima Damji (access@icics.ubc.ca; 604-827-5272) is available to respond to questions about the plan, and will relay information in person but at a distance, if an urgent need arises.

Monitoring
• Each PI is responsible for monitoring their team, either in person, via videoconference or by assigning a designate (i.e., senior graduate student, research staff). PIs must keep a record of all individuals in their labs each day. Gable Yeung access@icics.ubc.ca will assist in setting up a process for monitoring.
• PIs will provide Gable Yeung access@icics.ubc.ca with access to their preferred scheduling platform (e.g., Slack, Google Calendar, Email, or Text thread). Gable will be monitoring schedules for security and safety to ensure that there are no individuals working alone in the building.
• Research personnel listed as authorized personnel on a Workspace/Lab Safety Plan as well as those granted access the ICICS building for quick visits (<60 minutes) to gather materials or equipment will have this permission in an email from ICICS. They may be asked to display the permission at any time as authorization for being in the building.
• Building FOB access is being monitored, and individuals accessing the building without permission will be identified to their supervisors, and may have their building access removed.

Compliance
All faculty, staff and students are encouraged to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the ICICS Administrator Fatima Damji (access@icics.ubc.ca; 604-827-5272). All inter-team complaints or concerns should first be directed to the PI. Any concerns regarding the PI should be directed to the ICICS Director via Fatima Damji. Responses will be on a case-by-case basis with direction from the Administrator/Director, with a final decision by the ADR/Dean, with input from VPRI as needed. APSC will keep a record all complaints/noncompliance.

Responsibilities
Faculty Members (PIs) and Facilities Managers
• must complete a Workplace Safety Plan specific to your group and all spaces assigned to your group. In the case of multiple PIs in a shared space, one PI can submit on behalf of the combined team. PIs should include worker input and feedback in the creation of their plans.
• must ensure that approved Workspace Safety plans along with previously approved VPRI access agreements are posted outside of the workspace/office/lab.
• wishing to amend an existing Phase 1 Workspace Safety Plan for Phase 2 (e.g., increase lab occupancy, weekend/afterhours access, office access) must submit an amendment to their Phase 1 plan for review and approval.
• must establish a research, personnel and maintenance schedule for the lab.
• must keep records of the training courses completed by all personnel under their supervision.
The completion certificate for Preventing COVID-19 Infection in the Workplace plus the Return to
Campus Activity Commitment Form listing all documents to be read must be completed and sent to Gable Yeung at access@icics.ubc.ca. Provide a contact list of personnel entering the lab to the Gable Yeung at access@icics.ubc.ca (e.g., via the Workspace Safety Plan).

Staff and Students
Are responsible to:
- Read and understand the ICICS Building Safety Plan and the Workspace/Lab Safety Plans approved for their work areas – these outline the plan for occupancy, traffic flow and hygiene at your worksite. Individuals should also familiarize themselves with the corresponding guidelines for ICICS common areas laid out in the current document.
- Complete the University-wide mandatory online training module Preventing COVID-19 Infection in the Workplace prior to returning to campus.
- Complete the Return to Campus Activity Commitment Form
- Report concerns regarding COVID-19 to supervisors, as appropriate in the context of UBC and BC privacy regulations.

ICICS Director
- Ensures that Safety information, the Building/Common Areas Plan and the Faculty Plan is shared with faculty, students, and other researchers in the ICICS building
- Approves Building Safety Plans developed by the Local Safety Committee and passes it on for approval at the Faculty level
- Approves PI Lab Safety Plans under the advice of the local safety committee co-chair.
- Approval will also consider prioritization for those with more urgent needs such as untenured faculty, students close to graduation, post-docs near the end of their appointments, research projects and industrial contract work that has strict deadlines, needs for major funding opportunities and COVID-19 related research.
- Communicates to everyone, with the help of the safety committee, the safety training requirements.
- Implements a plan to monitor compliance with safety measures and approve occupancy limits in conjunction with the ICICS Safety Committee. This will involve monitoring of the building by the co-chair, the operations manager and by floor wardens that have been designated for each floor.
- Works with the safety committee to deal with violations of the common area and workspace requirements.
- Coordinates with the Associate Deans of Research in Science and in Applied Science, and communicate plans, as well as shares information on PI workspace proposals with Heads of affiliated departments
- Handles conflicts in ICICS and reports issues to the Return to Campus committee.
## List of Important Contacts for the Building

<table>
<thead>
<tr>
<th>Name</th>
<th>Email &amp; Phone #</th>
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<tbody>
<tr>
<td>Fatima Damji (Administrator &amp; R2C Plan Compliance)</td>
<td><a href="mailto:access@icics.ubc.ca">access@icics.ubc.ca</a>  604-827-5272</td>
</tr>
<tr>
<td>Robert Rohling (ICICS Director)</td>
<td><a href="mailto:rohling@icics.ubc.ca">rohling@icics.ubc.ca</a></td>
</tr>
<tr>
<td>Gable Yeung (Building Access)</td>
<td><a href="mailto:access@icics.ubc.ca">access@icics.ubc.ca</a></td>
</tr>
<tr>
<td>David Roberts (Lead Technician Makerspace)</td>
<td><a href="mailto:robertsd@hatch.ubc.ca">robertsd@hatch.ubc.ca</a> (604) 880-5538</td>
</tr>
<tr>
<td>Mark Donald Jones (Facilities Manager)</td>
<td><a href="mailto:Mark.donald-jones@ubc.ca">Mark.donald-jones@ubc.ca</a>  604-250-3883</td>
</tr>
<tr>
<td>Manmohan Mand (Community Safety Zone Manager)</td>
<td><a href="mailto:manmand@mail.ubc.ca">manmand@mail.ubc.ca</a>  604-961-5831</td>
</tr>
<tr>
<td>Moyra Ditchfield (Administrator CS)</td>
<td><a href="mailto:ditchfld@cs.ubc.ca">ditchfld@cs.ubc.ca</a>  604-822-5809</td>
</tr>
<tr>
<td>Richard Colwell (APSC Safety and Facilities Officer)</td>
<td><a href="mailto:Richard.colwell@ubc.ca">Richard.colwell@ubc.ca</a>  604-786-8008</td>
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## Department/School Head/Director Approval

<table>
<thead>
<tr>
<th>Robert Rohling, Director</th>
<th>18 Sept 2020</th>
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<tbody>
<tr>
<td>Name, Title</td>
<td>Date</td>
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<td>Signature</td>
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Administrative Head of Mechanical Engineering Signature:  
Date: September 21, 2020
Building Emergency Response Plan (BERP) (https://icics.ubc.ca/facilities/)

The ICICS/CS building is shared between ICICS and CS. If you are a non-CS student, student, staff or faculty and have a concern, please contact admin@icics.ubc.ca (604-827-5272).

ICICS considers health and safety to be of paramount concern. Emergencies, disasters, accidents and injuries can occur at any time and without warning. Be prepared to handle emergencies. All new faculty, staff and graduate students working in the ICICS/CS building must complete the Safety Orientation Checklist.

Report all accidents or near-miss incidents immediately to your supervisor, ICICS Administrator (admin@icics.ubc.ca) and ICICS Director (rohling@icics.ubc.ca) and within 24 hours in the UBC online Central Accident Incident Reporting System (CAIRS).

In Case of Emergency

When calling Emergency Number 9-1-1:

Specify whether you need Police, Ambulance or Fire.

Have the following information available:

- Building Name and Address (ICICS /CS Building, 2366 Main Mall, Vancouver, BC V6T 1Z4)
- Room number

Emergency Preparedness :What can I do to be better prepared BEFORE an emergency occurs?

- Sign up for Emergency UBC Alerts to your cell phone
- Read the online ICICS/CS Safety Orientation
- Familiarize yourself with the ICICS building floor plan and ICICS Area of Assembly
- Participate in all practice drills and training programs
- This is a chemical free building. Please DO NOT bring in or use chemicals in the ICICS/CS building.
- Review UBC Emergency Procedures on Active Shooter, Bomb Threat, Earthquake, Evacuation ... etc.
- Familiarize yourself with UBC Occupational First Aid Program and UBC Centralized Accident / Incident Reporting System (CAIRS)
- Create your own Emergency Disaster Kit
Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the ICICS building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from ICICS. All students, staff and faculty who are permitted to resume activities in the ICICS building must complete the following requirements. Send completed form to your PI or his/her designate. PIs then send all completed forms and certificates to Gable Yeung access@icics.ubc.ca.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Check when completed</th>
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<tbody>
<tr>
<td>Review the ICICS Intermediate Safety Plan: Phase 2</td>
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<tr>
<td>Review the Workspace Safety Plan (also called “Child Plan”)</td>
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<tr>
<td>Complete the Preventing COVID-19 Infection in the Workplace course and send the completion certificate as well as this Return to Campus Activity Commitment Form to Gable Yeung at <a href="mailto:access@icics.ubc.ca">access@icics.ubc.ca</a></td>
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<tr>
<td>[List any other specific training you require]</td>
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Your name: ___________________________       Date: ___________________________

Faculty/Dept. ___________________________    Your main room no. ____________________

Your role (faculty, staff, grad student, etc.): ___________________________

Supervisor: ___________________________       Signature: ___________________________

By your signature you agree that you intend to meet the requirements/principles for:
Hallway 166 -b
Walk on the right
yield to
oncoming traffic

Stairwell 3
Up Only
Use
Stairwell 4
to go down
36'

Study Area 110
Limited seating
follow signage

Max elevator
occupancy
ONE

Max elevator
occupancy
ONE

Hand Sanitizer
Dispenser

Bathrooms needed for
research and staff in
the building (Phase 1)