COVID-19 Child (Workspace) Plan Change Log

Change log:

Date	Version	Writer	Change Description	Approved By

2020.12.10		David, Roberts ICICS Technical Manager & LST Coordinator	**3.4 Spatial Analysis: Occupancy limits, floor space, and traffic flows:** As recommended by the Dean's Office in the Faculty of Applied Science, ICICS will use a QR code for check-in/out of the building in order
			
			• QR code for sign-in and sign-out:
			  o Sign in captures name, date and time, department. When they answer "arriving", the self-assessment for COVID-19 symptoms is imbedded in this survey.
			  o When they answer "departing", name, date as well as a list of primary rooms they have been in will be included. No self-assessment required at exit. *There may be reason for exemptions to accommodate systems for shared buildings.*
			
			• ICICS will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded
			
			3.5. Worker Screening: ICICS will ensure that the check-in & check-out QR code (provided by the Dean's Office) is posted on the entrance doors of the ICICS building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool.](#)
			
			3.6. Prohibited Worker Tracking: The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms.
				Robert Rohling

COVID-19 Workspace Safety Plan Document Revision for Zennea (HATCH Venture)

Date	Version	Writer	Change Description	Approved By (Name + signature or initials)
2020.07.08	1.0	Rachel, Chase, PI	Document first approved	Rob Rohling
2020.10.22	2.0	David, Roberts, ICICS LST Coordinator	Section 7: Mandatory Mask Introduction: links edited	*Head of Unit / Dean / VP, Role*

Section #7 – Non-Medical Masks

7.1. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See Using Non-Medical Masks website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
    - Office spaces:
        - Non-medical masks are not required when working in a sole occupant office or enclosed room.
        - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
        - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
    - Labs / workshops:
        - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.
        - In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
    - Classrooms:
        - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
        - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.
    - As per UBC's policy, non-medical masks must be worn:
        - When travelling through building corridors and shared spaces;
        - While entering or exiting research spaces or while moving from an assigned research location;
        - While entering or exiting classrooms;
        - Within classrooms while moving to a seat;
        - Any other time that 2m physical distancing cannot be maintained.

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The following information and language supersede any language found in the initial document approved.

Regulatory Context

3. Provincial and Sector-Specific Guidance

- BC's Restart Plan: "Next Steps to move BC through the pandemic"
- BC COVID-19 Self Assessment Tool (New)

4. WorkSafeBC Guidance

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors
- WorkSafeBC Protocol: Offices (New)
- WorkSafeBC Protocols: Post-Secondary Education (New)

5. UBC Guidance

- COVID-19 Campus Rules (New)
- Guidelines for Preparing for Reoccupancy(New)
- Guidelines for Safe Washroom Reoccupancy(New)
- Space Analysis and Reoccupancy Planning Tool(New)
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance(New)
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance(New)
- Workplace Physical distancing Planning Tool and Signage Kit(New)
- Preventing COVID-19 Infection in the Workplace training course(New)
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning(New)
- UBC Classroom Safety Planning(New)
- UBC Signage(New)
- COVID-19 Safety Plan Addendum: Required Non-Medical Masks (New)

COVID-19 Workspace Safety Plan – Lab Specific

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC's response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director. Once complete, the plan can be submitted with your online application to return to research.

Resources to Consult

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

☒ Preventing Exposure   ☒ Communications Resources
☒ Personal Protective Equipment   ☒ UBC Research Resumption webpage
☒ Physical Distancing Guidelines   ☒ WorksafeBC
☒ Reporting COVID-19 Exposure

Section #1: Lab information

Department	ICICS
Faculty	Applied Science
Building(s)	ICICS Building
Lab(s)/workspace(s)	Zennea Office, ICICS Room 045 & 043

Introduction to Your Lab

Zennea Technologies Inc. is one of the startup companies in e@UBC's HATCH program and occupies the space in ICICS Room-045. Zennea uses Room-045 to design and develop a medical device used in the field of sleep medicine. The room is a shared workplace for 6 full time Zennea employees and is equipped with an electronic workbench. The electronic workbench is equipped with an oscilloscope, digital multimeters, power supply, electronic microscope, a soldering station, software uploader and a storage bin for various electronic components.

Section #2 - Risk Assessment

> **1. Lab/workspace Occupancy (under proposed COVID-19 operations)**
> List the number of people that will be present in your lab/workspace at the same time. List this by every room/lab/workspace you occupy.
>
> **Confirm that you have discussed each employee's comfort level** with returning to work and have addressed any concerns, or will require further assistance in doing so. *Any worker (staff, students,*

faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.

Capacity: ICICS 045 is a workspace with a maximum capacity of 6 people. This lab can accommodate 3 people to work safely and maintain social distancing (2-meter distancing). At any given time, a typical test on the workbench would be run by one employee.

Our Request: We are requesting access for the 8 employees, so the employees can make progress on their assigned tasks. However, we would allow a maximum of 3 people in the office at any given time (half of 'normal' operations). Please see the appendix which includes a drawing of the Lab. Zennea team members will only go into the office to run necessary tests that require equipment that cannot be used in a residential setting. This office will be occupied at most 30% of the time given a 40-hour work week. Please refer to Section #7 for the list of requested team members.

Justification for Laboratory Access: The electronic workbench is required to connect and install software onto our medical devices, test our electronic prototypes. Office access is also required to build our medical devices and testing built medical devices to ensure they are functioning correctly. Our employees need have access to the workbench to perform their assigned tasks for designing, developing and testing the medical device. A typical task would be on average 4 hours per day.

PPE Plan and Concerns: Zennea has discussed the protective and preventative safety measures with the team. Zennea will provide sanitizers, face masks, and create a seating arrangement to maximize social distancing. The PPE plan is described in Section #6.

2. Hazard Identification
Describe what hazards exist in your lab/workspace; both research- related (chemicals, heavy machinery) and COVID-19-related (areas that require closer personal interaction, equipment/instruments that cannot maintain social distancing i.e. that require >1 person to operate)

Hazards (COVID-19): (1) Work surfaces, (2) Handling of tools, (3) buttons and knobs on equipment, (4) Physical distancing: The seats are arranged such that 2-meter distance between the team members is maintained. No personal interaction is necessary to perform the tasks. Each team member will work on one computer/device to avoid close personal interaction. Entering and exiting the lab will be coordinated such that the exiting person will go first if there is a conflict.

non-COVID-19: No such hazard exists in the Zennea office.

3. Employee (HQP, research staff, other) Input/Involvement
Detail how you have involved frontline workers (HQP and research staff) and Joint Occupational Health and Safety Committees (JOHSC) and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

Describe how you will **publish** your plan (online, hardcopy) and otherwise communicate workplace health measures to employees. Guidelines from SRS are available here: https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/

> *My Training Actions:* Zennea has read all of the COVID-19 related guidelines published on the UBC website and WorkSafeBC. To identify strategies to mitigate risks, Zennea employees that go into the office will not work directly with frontline workers.
>
> *Plan Publishing Strategies:* Pending approvals, the plan will be published according to UBC directives, e.g. online in our office data drive. The team will be trained in accordance to the plan.

Section #3 – Hazard Elimination or Physical Distancing

The following general practices shall be applied for all UBC buildings and workspaces:

- *Where possible, workers (HQP, research staff, others) are instructed to work from home.*
- *Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing "flu like" symptoms must stay at home.*
- *All employees are aware that they must maintain a physical distance of at least 2 meters from each other at all times*
- *Do not touch your eyes/nose/mouth with unwashed hands*
- *When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands*
- *All employees are aware of proper handwashing and sanitizing procedures for their workspace*
- *Supervisors must ensure large events/gatherings (> 50 people in a single space) are avoided*
- *Supervisors must ensure that all workers have access to dedicated onsite supervision at all times; via their own presence, members of safety committees, campus security or other. When working alone, HQP and staff must be aware of working alone procedures and how these have been adapted for COVID-19.*
- *All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.*
- *Note transportation/vehicle guidelines if applicable: 1 Person per vehicle, unless the vehicle is large enough to maintain 2m between occupants.*

Our Actions:

Handling Devices: Disinfectant wipes and hand sanitizer will be placed in dedicated spots. Disposal of cleaning supplies will be carried out in designated areas in the building. All devices will be cleaned after every usage.

Other Equipment (keyboard, mouse, desk, bench, monitor, pen, pencil, printer, and papers): All places and surfaces or materials that may be touched by multiple users will be cleaned frequently. Furthermore, each team member will be assigned to one desk to avoid multiple users for each desk. Each engineer will be given a separate box of papers to be used for printing documents.

4. Scheduling

For those required or wanting to resume work at UBC, detail how you are rescheduling employees (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC.

Discuss your **working alone procedures** and how they will be adapted for this safety plan. Also describe how you will track those entering/leaving work i.e. sign in/sign out process

Pre-Scheduling Strategies: Task assignment and the start/end time will always be discussed in advance in online group meetings. Based on the priority of the tasks, a team of at most 3 people will be present in the lab to perform the tasks. The team will clean and sanitize the equipment when they enter the lab. The team will leave the lab on time. They will clean and sanitize the equipment before leaving the lab.

Tracking Rules and Actions: Tracking entering/exiting the lab: Complete safety documents will be posted on the main door of ICICS 045. The following rules will be posted on our safety document.
1. When a team member wants to work in the lab, they will organize in advance via the Slack on "#icics045" channel to keep a record.
2. When a team member enters the lab, he will send an "entry notification" in the Slack on "#icics045" channel and inform how long he will be there.
3. When a team member exits the lab, he will send an "exit notification" in the Slack on "#icics045" channel.

Workers will confirm that they followed the posted sanitization processes when they sign out, and are not experiencing any symptoms of infection when they sign in and sign out.

Monitoring Strategy with Virtual Buddy on Slack Channel: Team members will be monitored by a virtual buddy system communicated via Slack on a "#icics045" channel. In particular,
1. When a team member enters the lab, he or she will designate a remote buddy by Slack on "#icics045" channel
2. The connection will be confirmed via Slack on a "#icics045" channel and all communications will happen on that channel.
3. When the team member sends an "entry notification" in the Slack on "#icics045" channel, the virtual buddy replies with "Confirmed" in the channel and notes how long the team member will be there.
4. When the team member sends an "exist notification" in the Slack on "#icics045" channel, the virtual buddy replies with "Confirmed" in the channel and notes the time of leaving the lab.
5. If the team member does not notify the virtual buddy with an exit notification at the end of the deadline, the virtual buddy will attempt to contact the team member's safety via mobile phone.
6. If the team member does not reply after three tries, the virtual buddy will inform the CEO.
7. If the team member does not respond the virtual buddy within 1 hour of the deadline, the buddy will place a phone call to UBC emergency services, 604-822-2222.

5. Occupancy limits, floor space, and traffic flows

APSC recognizes that labs are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:

1) Identify and list the rooms and **maximum occupancy** for each workspace/area;
2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
3) Illustrate one-way directional traffic flows

Maximum occupancy: ICICS 045 is a shared workplace and can accommodate 6 people. Please refer to the Appendix for a drawing of lab space and photographs.

Traffic Flow: The entrance/exit door is cleaned by the first person in and last person to leave. If there is a conflict and one person wishes to enter while another is exiting, the person exiting gets priority. One-way traffic flow will be marked with tape.

Lavatory Use: The people using the lab will wash their hands in the washroom according to the building policy.

Sharing Equipment: Each person will be assigned separate tasks, devices, and desks. If an equipment or device (e.g., oscilloscope, power supply) needs to be used by different team members at different time, the team member will clean and sanitize the equipment before and after the usage.

Section 4 – Engineering Controls

6. Cleaning and Hygiene
Detail the cleaning and hygiene regimen required to be completed by HQP, research staff and the PIs for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

Labeling Devices: When the workbench is in use, team members will place a "in use" sign. After use, the workbench, the team member will update the signage with "ready for use" sign.

Safety Plan and Checklist: Each team member is responsible to sanitize their desks, bench, equipment knobs and buttons, by wiping with isopropyl. A sanitation checklist will be available on the door of ICICS 045, and on top of each desk. Hand sanitizing stations are setup in the office, by the office entrance where team members are instructed to use frequently when staying in the lab. The team members are instructed to wear a face mask at all times in the lab.

Placing Sanitizers: The disinfectant solution, wipes and hand sanitizer will be placed in dedicated spots near entrance door and close to the desks. Disposal of cleaning supplies will be carried out in designated areas in the building.

7. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, both research-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

Each team member uses their personal laptop for work. All shared equipment or devices (e.g., oscilloscope, etc) must be sanitized before and after the usage. All commonly touched surfaces (e.g. doorknobs, fridge) are sanitized before and after use. Adequate sanitization supplies are available for all equipment, devices and commonly touched surfaces in the workspace. We will remove unnecessary items such as kettles and coffee makers to reduce the risk of transmission.

8. Safety Infrastructure Requests (Partitions, Plexiglass installation)
Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

All desks are moved at least 2 meters apart. No physical barriers or plexiglass installation is required in the workspace.

Section 5 – Administrative Controls

9. Communication & Training Strategy for Employees
Describe how you (the PI) have or will communicate the risk of exposure to COVID-19 in the workplace to your HQP/research staff/other employees and the safety controls in place to reduce such risk.

Detail how you will ensure that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training and orientation to your specific safety plan

Training: Once approval is obtained on the plan, it will be disseminated to all Zennea employees. Zennea team members are required to participate in one mandatory virtual group meetings for reviewing the instructions.

Actions and Monitoring: The sign-in and sign-out are posted to Slack "#icics045" group by any person entering or leaving the lab. It will be the Oliver Luo's responsibility to check that the team is following all of the rules and post their presence in the Slack "#icics045" channel. The employees are expected to work remotely from home as much as possible and enter the office only when it is necessary. Online meetings will be set every two weeks to remind all necessary safety instructions and voice concerns.

10. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors, 'cleanliness state' of equipment/instruments, hand-washing guidance). See WorksafeBC for signage guidelines and templates.

Tapes with signage will be pasted on the floors to guide team members to keep social distancing when traveling in the lab. Safety instruction will be printed and posted on top of the desks. The instructions

include signage with the schedule, a list of procedures for entering and exiting the room, maximum occupancy, washing of hands, and sign-in and sign-out procedures. The office entrance will have a sanitization checklist and maximum occupancy sign.

11. Emergency Procedures & Reporting

PIs must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab's emergency response plan procedures during COVID-19.

See the SRS guidelines for handling potential COVID-19 incidents here: https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/

12. Monitoring

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor).

The Oliver Luo is responsible for monitoring the workplace by ensuring compliance with work-alone and safe-work procedures, and for communicating with team members. The Oliver Luo will monitor Slack channel "#icics045" in order to ensure team members are following proper sign-in/sign-out and buddy procedures. Oliver Luo will engage in discussion with team members about the effectiveness of the process on bi-weekly basis.

Section #6 – Personal Protective Equipment (PPE)

13. Personal Protective Equipment

UBC has a central process for purchasing PPE. Describe what PPE you will require for your lab.

#	Type of PPE	Activity and PPE Use Rationale

Zennea will provide their own PPE and disinfectant supplies for employees.

Section #7 – Justification of Request and EDI

Special circumstances to go back to the lab:

1. The electronic workbench is required to connect and install software onto our medical devices, test our electronic prototypes. Office access is also required to build and test our medical devices

to ensure they are functioning correctly. The equipment can't be used in an at home setting and must be used in a well-ventilated lab space. To make progress on our business we need access to the ICICS 045 and meet all deadlines. We need access to the lab to restart our design and development tasks. Each lab member has a set of distinct tasks.

2. Our design and development work does not require constant access to the lab, only intermittent access. Employees are instructed to stay home to work as much as possible and go into the office only if they need access to the equipment for development work.

Justification to request access for all users at a lower occupancy (50%):
1. Our workspace (see appendix) is safe for three people. The employees can maintain social distancing of at least 2 meters seated in the designated desks (D1, D2, D3).
2. We are requesting access for all team members in this company. Given the importance of every team member in all development and building activities, restricting access for certain team members would affect the completion of these tasks.

EDI:

We are avoiding exclusionary practices and biases and aiming for equality of outcome among all,
1. By requesting access to the lab for all individuals in a way that is safe.
2. By keeping contact with all members of the lab and encouraging their feedback.

Acknowledgement

I confirm that this Safety Plan has been shared with all workers (HQP, research personnel, etc.) who will be accessing this space both through email and will be made available as a shared document.   Workers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date	September, 17, 2020
Name (Manager or Supervisor)	Rachel Chase
Title	CEO, Co-Founder

Department/School Head/Director Approval

Robert Rohling, Director ICICS

Name, Title   Date

Signature

Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

APSC specifically requests photographs of your current lab layout, as well as your proposed usage layout i.e. where HQP will work, what areas will be closed off, where signage will be placed, etc. If floor plans of your lab/shared workspace is available, please append these as well.
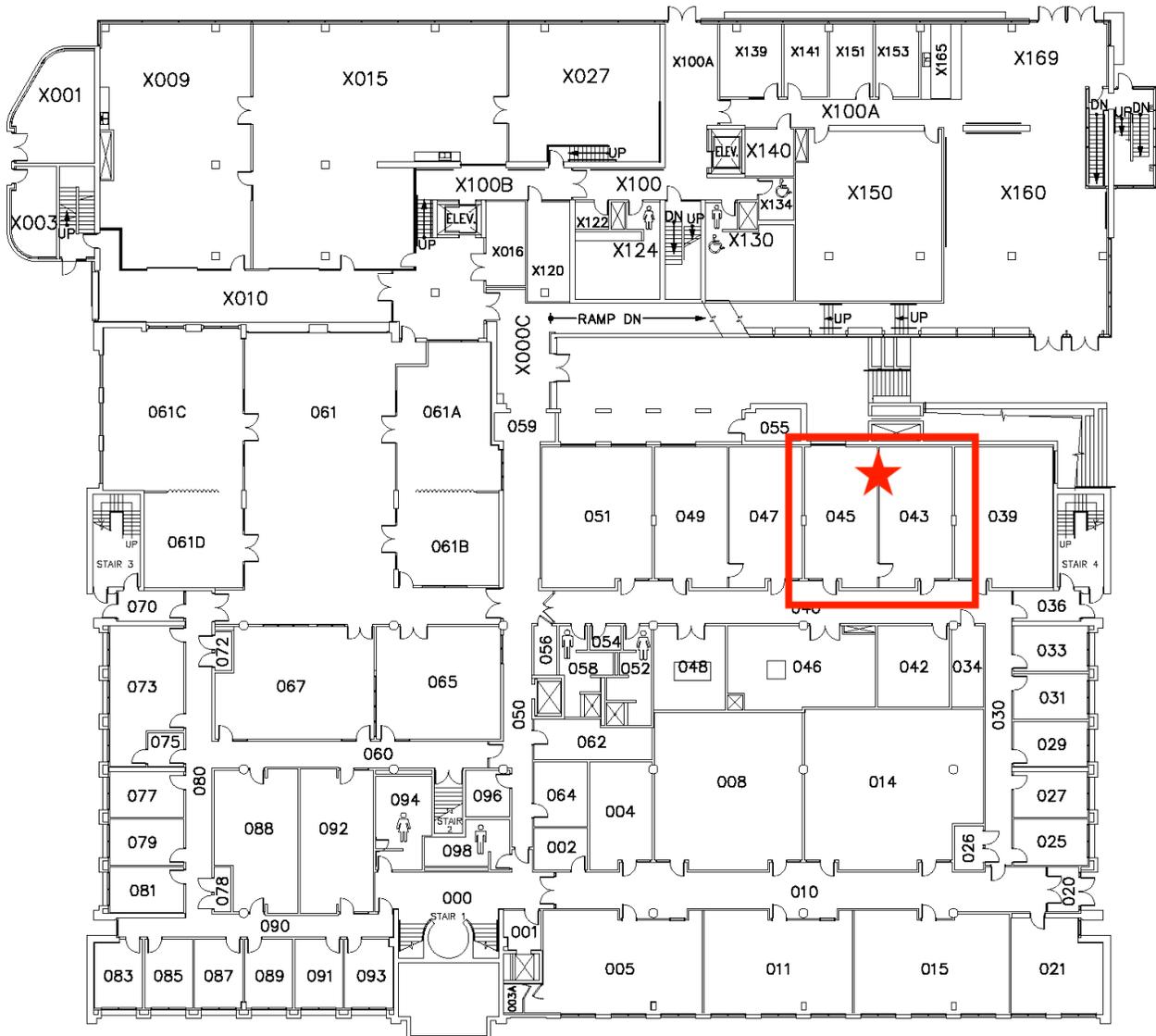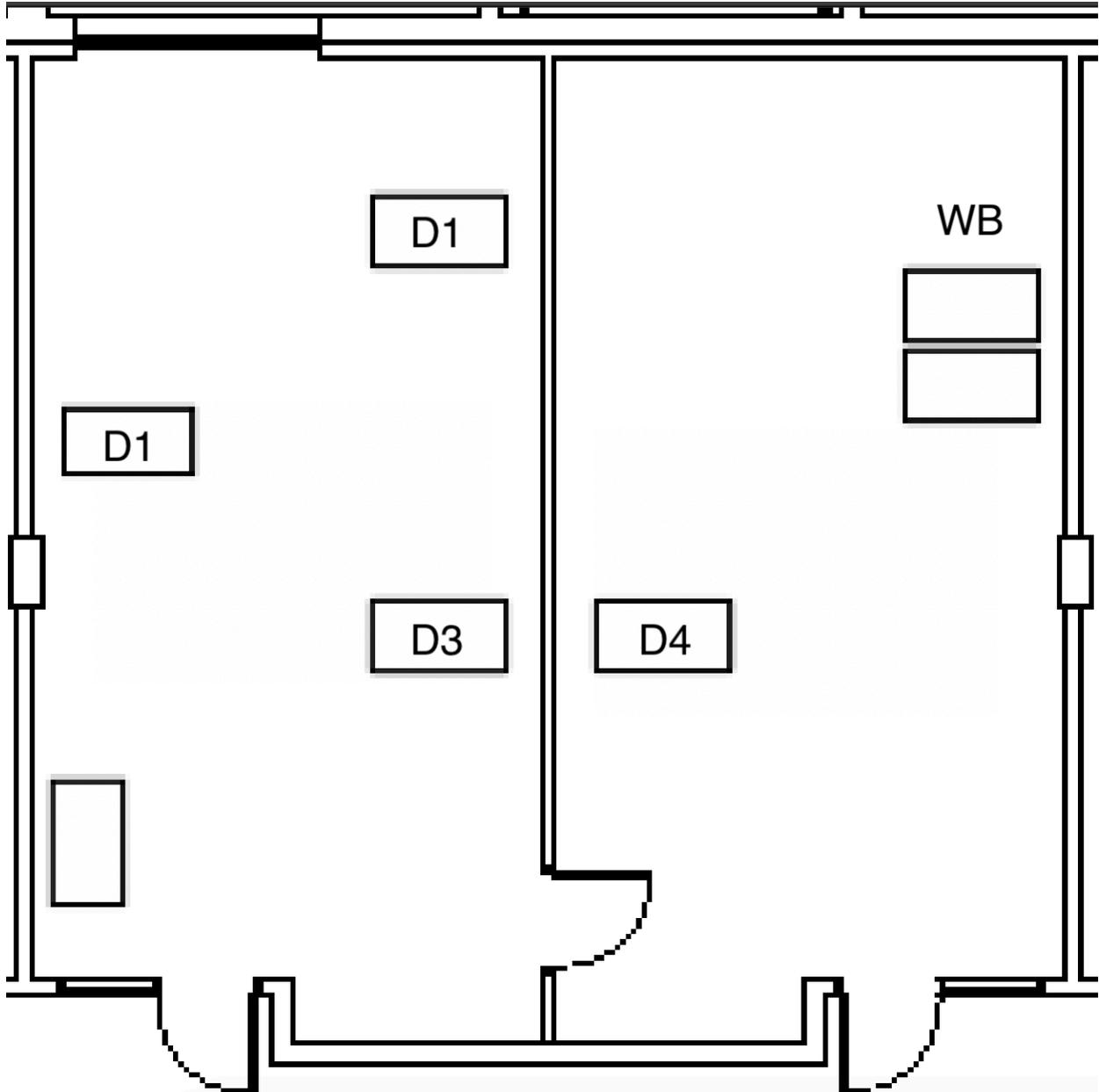
Current Room Setup.
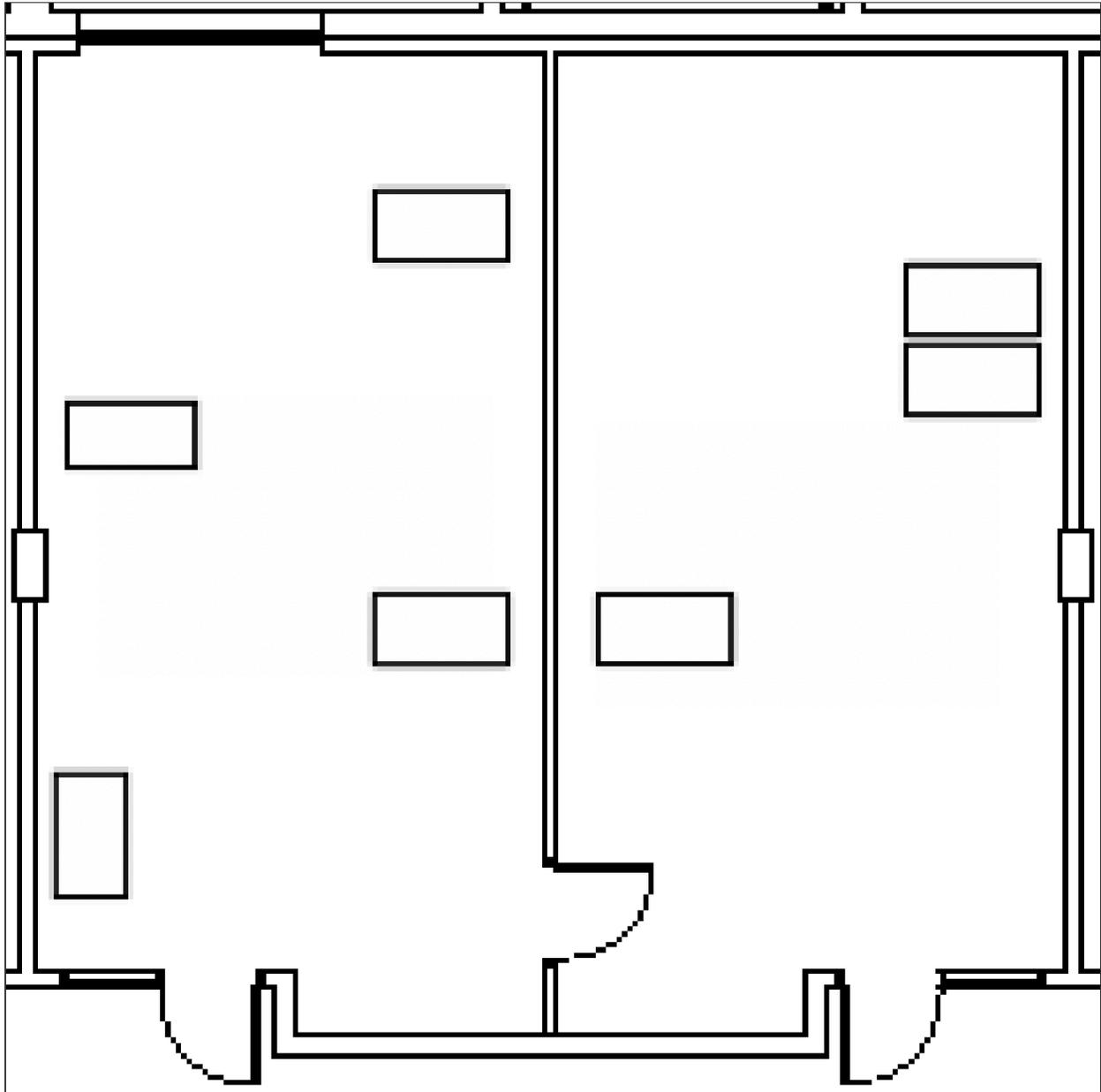
Proposed Setup: D1, D2, D3, D4 (spare) are tables for team members to work on and Work Bench (WB) is the shared workstation.

Proposed Traffic Flow

Red Star: Max Occupancy Sign, Sanitization Checklist
Blue Star: Workspace Safety Plan, Cleaning Process and Schedule, Sanitization Checklist
Green Star: Hand Sanitization, Disinfectant Wipe and PPE station
Orange Star: In-use/Not in Use Sign