## COVID-19 Child (Workspace) Plan Change Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
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</table>
| 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:  
  - Sign in captures name, date and time, department. When they answer “arriving”, the self-assessment for COVID-19 symptoms is imbedded in this survey.  
  - 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](https://www.thrivebc.com).  
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 Rahling |
This workspace safety plan will assist faculty and staff who wish to resume academic activities including the services that **directly** support teaching & learning, as well as revenue generating activities. This plan will include a review of activities to be undertaken in the workspace to ensure effective controls are in place to prevent the spread of COVID-19. The applicants 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/](https://covid19.ubc.ca/).

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director.

Name of applicant
Department/School/Unit
Faculty
Building(s)
Lab(s)/workspace(s) location
Proposed Re-opening Date / Amendment Date

David Sommer (BarrelWise Technologies)
The Faculty of Applied Science
ICICS
**BarrelWise Dry Lab (051) & Wet Lab (061C)**
**2020-11-09**

**Introduction to Your Operation**

1. Scope and Rationale for Opening

BarrelWise Technologies is a start-up company founded at UBC, composed of UBC alumni and graduate students, that currently resides within the Hatch Incubator. We are a company of ten employees but are requesting lab access for only our four technical staff that require our
specialised on-campus facilities. We develop and manufacture technology for winemaking that improves efficiency and sanitation. Our space on campus includes a dry lab (ICICS-051), where clean assembly and testing is performed, and a wet lab space (ICICS-061C) where on barrel flow experiments and large assembly is performed.

In normal operations, we would have 10 employees in our office space, full time. During COVID19, we our limiting our occupancy to the 4 essential technical staff that require use of our specialized equipment and resources to continue our business operations. Our four technical staff will only be on-campus specifically when they require the equipment to carry out work that day (about half the time).

**[The following is a list of the different documents Safety and Risk Services asks you to review while developing your plan. Please read them and leave them here to indicate you have consulted them.]**

### Section #1 – 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

#### 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
- WorkSafeBC Protocols: Post-Secondary Education

#### 5. UBC Guidance

- COVID-19 Campus Rules
- Guidelines for Preparing for Reoccupancy
- Guidelines for Safe Washroom Reoccupancy
- Space Analysis and Reoccupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- Workplace Physical distancing Planning Tool and Signage Kit
- Preventing COVID-19 infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Classroom Safety Planning
- UBC Signage
Section #2 - Risk Assessment

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies. Activities are considered **high risk for COVID-19** if they meet **any three** risk considerations below. Your plan will be reviewed by your LST; they will consider both high and low risk activities as this will determine additional approval requirements (APSC Dean’s Office, Central UBC, etc.). Please note, the risk assessment is done **before** the risk mitigations are in place.

<table>
<thead>
<tr>
<th>Risk Consideration</th>
<th>Context</th>
<th>Important Risk Mitigation</th>
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</thead>
</table>
| **Risk #1** – public facing units (interactions with 10+ people who are not your regular colleagues) | The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases | – Enable two metre physical distancing; pinch-points must be addressed and carefully managed.  
– Use of plexiglass barriers wherever possible  
– Reduction of high touch points or increased cleaning  
– Use of cohort groups, where appropriate  
– Enable and encourage increased hand hygiene  
– Strict non-admittance to anyone with symptoms |
| **Risk #2** – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes | Person-to-person spread is more likely with prolonged contact | – Enable two metre physical distancing  
– Reduction of high touch points or increased cleaning  
– Enable and encourage increased hand hygiene  
– Strict non-admittance to anyone with symptoms |
| **Risk #3** – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces) | A confined indoor space is presumed to have greater risk | – Enable two metre physical distancing  
– Reduction of high touch points or increased cleaning  
– Enable and encourage increased hand hygiene |
### COVID-19 Workspace Plan Template v2

<table>
<thead>
<tr>
<th>Risk #</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#4</td>
<td>Employees/students/visitors have frequent contact with high-touch surfaces</td>
<td>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</td>
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<tr>
<td>#5</td>
<td>The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</td>
<td>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions</td>
</tr>
<tr>
<td>#6</td>
<td>The activity involves people who are not able to follow hygiene practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps)</td>
<td>COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices</td>
</tr>
</tbody>
</table>

Risks will be considered in accordance with [https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/](https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/). Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

### 2.1. Risk # Associated to your Activity
List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place.

<table>
<thead>
<tr>
<th>Risk # 3</th>
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<tbody>
<tr>
<td>The dry lab space (051) has four large operable windows and overrides laboratory ventilation. The wet lab space (061C) has two operable windows, but they open into a large interior atrium which does not supply significant fresh air flow.</td>
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</tbody>
</table>

2.2. Hazard Identification
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

In our dry lab (051) the work-related hazards are minimal: only light duty small projects are completed in this room including assembly of small components, electronics integration, preparation of components and materials, and testing. Safety glasses are required when an individual is using any tools or energy sources; such as specialized equipment for testing and inspecting parts and assemblies. With regards to COVID19 specific hazards in this space, the instruments in this laboratory are used by one individual at a time and are typically kept on one employee’s workstation (i.e. not shared between individuals). Each employee maintains their own workstation, which are situated more than 10 feet apart and have a large open area between them.

All on-barrel testing, equipment integration, and any assembly of large components takes place in our wet lab (061C). Safety glasses and work boots are always required in this space with additional respiratory or hearing protection required for specific tasks. Some chemicals that are used in this space include mild detergents for cleaning parts and equipment, sanitization solutions (including potassium metabisulfite) to sanitize parts and equipment. With regards to COVID19 specific hazards, this space is quite large and spread out with typical tasks requiring two people in the approximately 1000 sqft. space. Most surfaces and equipment are cleaned and sanitized frequently because of the food-safe requirements of the products we produce. The one notable hazard is the use of common tools between employees of BarrelWise, mitigation of this hazard is discussed in Section 4.

2.3. Pre-COVID vs. Post-COVID Occupancy and Contact list
Provide actual numbers and percentage of its normal capacity. Please fill out the excel spreadsheet “contact list template” to list the names and the contact details of the approved persons to come back on campus. This contact list should be sent to the LST chair or co-chair. They will update a master contact list stored on SharePoint. This is important to have that list up-to-date in case of Contact Tracing.

ICICS 051, a large open office space (~900 sqft), with desk space for 16 workstations spread out into four clusters across the room, which now contains specialized test equipment for inspecting and testing parts and assemblies. ICICS 061C is a large open laboratory space (~1100 sqft), that was formerly setup for two or three teams to use simultaneously, with a comfortable occupancy of fifteen people spaced out with large equipment. We will, at a maximum, have four team members between the two spaces.

Occupancy for 051 could vary from 1/16 (6%) to a maximum of 4/16 (25%). Typically one to two occupants.

Occupancy for 061C could vary from 2/15 (13%) to a maximum of (27%). Typically two occupants.
2.4. **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.*

Our team has discussed the hazards of returning to work in these spaces extensively and all employees are aware of the risks. To ensure employees were comfortable, a request to access the space had to be initiated by the employee, rather than prescribed to them.

2.5. **Employee Input/Involvement**

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

The plan has been developed in conjunction with all employees of BarrelWise, and with close involvement of the Hatch safety officers and greater ICICS community. Several iterations of the plan have been shared electronically with all employees, and the plan was drafted with input from all workers that will be using the space. Additionally, each user of the space has gone through the plan in detail, one-on-one, with their supervisor prior to agreeing to work in the space. The LST for ICICS reviewed and approved a previous version of this plan and will review all changes in this iteration as well.

2.6. **Worker Health**

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees. [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive)

[As part of the safety plan training, all plans will need to specify how workers will be reminded of Workplace Health measures and supports available to them. Information can be found at: [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) for more information.]

All supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in’s and supports will also be made available via the following channels:

- Weekly team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing, and this information will be made available through our team’s online communication channels.

2.7. **Plan Publication**

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

Final plans will be emailed to all employees, as well as the broader Hatch and ICICS communities. Hardcopies of the updated plan will be posted to workspace Health and Safety boards.

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Section #3 – Hazard Elimination or Physical Distancing
Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

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

- Where possible, workers 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 staff 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 staff are aware of proper handwashing and sanitizing procedures for their workspace.
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided.
- 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.

3.1. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible.

During COVID19, we our limiting our occupancy to the four essential technical staff that require use of our specialized equipment and resources to continue our business operations. Our four technical staff will only be on-campus specifically when they require the equipment to carry out work that day (about half the time). These individuals will continue to work from home the remainder of the time. Our remaining six staff that do not directly require the lab equipment will work remotely.
3.2. Work and room schedule
If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

Only BarrelWise employees use the two spaces. A dedicated channel on our slack workspace is used to coordinate when technical staff require each of the two spaces so that contact can be minimized but work alone policies can still be maintained to ensure safety.

3.3. Working alone procedure
Discuss your working alone procedures and how they will be adapted for this Child plan

BarrelWise employees are not allowed to work alone while conducting any heavy-duty work that requires energized equipment (pneumatic pressure, high voltage, reactive chemicals, spinning tools, etc.) and this policy will continue to be in place during COVID19. There is ample room in both spaces for two workers to be sufficiently distanced but still be within line of sight and ear shot of one another to maintain safety without compromising on physical distancing requirements. This applies mostly to the wet lab space, 061C, where these hazards are more often present. Employees can work alone in 051 for short periods of time, provided they are not using any energized systems.

3.4. Spatial Analysis: Occupancy limits, floor space, and traffic flows
APSC recognizes that some workspaces 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 explaining your methodology for determining occupancy;
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

Laboratory/Office Considerations
Occupancy limits will also be posted on the door of each room by the PI or office administrator.

Building/Facility Considerations
Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly.
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.
- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.

**Points of Access to Building and Access Control**
- Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

**Signage and Directional Guides**
- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Stairwells that are busy or very tight (for directionality).
- Physical distancing signage must be posted at entrances and/or hallways.
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
- Post signage within the units to inform of the measures in place.

**Hand Sanitizer Stations**
- Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance of all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.

**Offices**
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by Head/Director’s approval on a case-by-case basis.
• Not withstanding the requirement that all work that can be done effectively from home must remain remote, use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

Shared Facilities
• Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling.
  o Access to stores, for receiving purposes, is prearranged by email and aligned with their safety policies and procedures.
• All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
• Users MUST comply with procedures or access/services will be denied.

Protocols for Arriving at the Space:
There are specific protocols required when an approved user arrives at the space. Note that users are required to wear a mask outside of the dedicated BarrelWise spaces (as indicated for common areas where access cannot be controlled by BarrelWise). The order of required events when a user first arrives to one of the spaces is as follows:
1. When entering through an exterior door, use the provided ethanol-based hand sanitizer liberally on hands before using the interior doors.
2. Proceed directly to 058/052 to use the sink for hand washing (as per VCH protocols)
3. Access the space and when inside, sanitize hands and then doff mask.
4. Perform the appropriate cleaning protocols for the specific space (specified below).

The above listed protocol for approved users arriving at both Room 051 and Room 061C are indicated on the below floor plan. Exit from 051 is the same route as entry, and exit from 061C is indicated below.
Once in the space:
When the first user has arrived at the space and performed the appropriate arrival protocols, the following must be maintained at all times:

- A maximum of four users in either space at one time
- A user will only use their own individual workstation and never the workstation of another user
- Coming to and leaving their respective workstations, users must follow the foot paths indicated below
- These foot paths will also be indicated in the space itself with signs

Please note that only four users will be using either the dry lab space (051) or the wet lab space (061C) in some combination. A minimum of two users is required for any sustained work in either space or for any work with energized equipment in 061C, regardless of the duration of the work.
Movement between Dry Lab Space (051) and Wet Lab Space (061C)
When moving between the two BarrelWise lab spaces users must complete the following procedure:
  • don their mask
  • while following the directions of travel indicated by the ICICS safety plan
    o walk directly to 058/052 and wash their hands,
    o walk directly to the other BarrelWise space and enter the space
  • and doff their mask.
When a user moves between one of the two spaces for the first time that day, the common high-touch areas, indicated below in Section 4.1, must be cleaned and disinfected.

3.5. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

  • Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](#).

  • Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the [SRS training](#).
    o To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC IT](#).
    o Before coming to work, all personnel must check their health status.
      ▪ Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC.

- Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.

- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.

- Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.

- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
  - UBC Entry Check Sign
  - WorkSafe: Entry Check for Workers
  - WorkSafe: Entry Check for Visitors

3.6. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

Employees all meet virtually every morning, prior to accessing any workspaces. Everyone checks in on their mental and physical health at the beginning of each workday via this video conferencing meeting. Employees are required to work from home if they have if they decide to take a sick day, they will enter that request onto the Workday system.

Section #4 – Engineering Controls

4.1. Cleaning and Hygiene
Detail the cleaning and hygiene regimen required to be completed by the user 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.

- Personnel must wash their hands regularly and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temp stability, subject to availability.
The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).

- If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.

Additional cleaning of high touch surfaces will be completed. The floor plan below shows the high touch surfaces that require cleaning at the beginning and end of each day the space is occupied. Cleaning of the common areas between the two spaces is required by the first user to move between the two spaces that day and again when departing the spaces for the day. Cleaning will be completed with either a quaternary ammonia compound based cleaner and disinfectant combination product or cleaned with soap and water followed by disinfection with a 70% ethanol solution.

In addition to all employees having completed their requisite training for UBC safety certificates, each employee that will use the space has been involved heavily in the drafting and implementation of these procedures to ensure that everyone understands them thoroughly. Users of the space are also required to participate in weekly safety meetings where both conventional hazards and COVID-19 related hazards are discussed and procedures are updated to respond to any changing conditions. This will include discussion of any updated cleaning protocols, ordering of additional supplies, and reporting of any nonconformities or other incidences.

**4.2. 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 activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

All common spaces in the dry lab space (051) have been removed and users will only use the tools and equipment located at their individual workstation.

There are several common tools in the wet lab space (061C) that different users will require for certain tasks. The associated fomite transmission risks of sharing these tools is mitigated with the following procedure:

When more than one user of the space is working together, each user will have designated tools that they foreseeably require separated onto a specific cart. Users will only take tools from their cart and will be returned to the cart when finished. At the beginning of each task when users remove tools from
the common repositories, they will decontaminate them with a quaternary ammonia or hydrogen peroxide based disinfectant wipe prior to placing them on their task-cart for the day. At the end of the task, the user will again decontaminate the tool when it is moved from their task-cart back to the common repository.

The common tool repository area will have signage detailing the process of decontamination when adding or removing a tool from the common area. Used disinfectant wipes are disposed of in specified plastic-bag-lined bins, which are sealed and taken out to main dumpsters at the end of each laboratory use.

4.3. Partitions or 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.

N/A

Section #5 – Administrative Controls

5.1. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees (including the ones who continue to work remotely) successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely).
- The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see Appendix1) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.
- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to David Sommer and forwarded to ICICS.

5.2. Communication Strategy for Employees
Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees
- To communicate the risk of exposure to COVID-19 in the workplace to the employees, BarrelWise will disseminate this Child plan via e-mail and will post it as hard copy on the door to the workspace.

Communication of Worker’s Concerns
- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

5.3. 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. Please see signage templates on Safety & Risk Services COVID-19 website and Worksafe’s COVID-19 – Resources.

BarrelWise and Hatch will continue to utilize the signage from the Safety & Risk Services COVID-19 website, and the WorkSafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations.

**Required Signage:**
- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy

Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

The one-way walking directions within both spaces, shown on the floor plans above, are also to be shown clearly on the floor with taped arrows. The UBC Communications Resource page was utilized to download signage for hand washing reminders and physical distancing reminders, which have been placed in both spaces. Additionally, hand washing signs are to be displayed on the entrance to 051.

Requiring any users of the space, no matter how long the duration of visit, to wash their hands prior to entering.

**5.4. Emergency Procedures**
The applicant 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.


Suspected positive incidents are to be reported to the BarrelWise team lead, and documented by them on our internal system as well as by emailing ready.ubc@ubc.ca

If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC and BarrelWise would provide assistance as requested.

5.5. Monitoring/Updating COVID-19 Safety Plan
Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off cycle review:
  - Request by Safety and Risk Services
  - Moving to higher building occupancy
  - Second wave of COVID-19
  - Shift in provincial guidelines
  - Or incidence of COVID-19 infections
- The BarrelWise team lead will check the compliance as well as the LSTs for the periodic review.

5.6. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

Whenever a BarrelWise employee’s role changes to include activities that carry new risks, a safety assessment is completed between the supervisor and employee to identify these new risks. Any users of the heavy equipment located in the Hatch prototyping space, have received the Hatch safety orientation. Any new employees that will start using this equipment will have to also receive this training.

Section #6 – Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

BarrelWise will continue to supply all required PPE to its employees.

<table>
<thead>
<tr>
<th>#</th>
<th>Type of PPE</th>
<th>Activity and PPE Use Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Safety glasses</td>
<td>Safety glass are required at all times in 061C, and whenever any energized equipment or tools is used in 051.</td>
</tr>
</tbody>
</table>
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
Section #8 - Acknowledgement

8.1. Acknowledgement
Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

Please see attached activity commitment form (unfilled) as Appendix 1. Filled forms will be submitted by all personnel accessing the space.

Principal Investigator / Manager Submitting:

David Sommer, Chief Technical Officer, BarrelWise
Name, Title

2020-11-04
Date

Signature

×

Department Head/School Director Approval

Robert Rohling, Director ICICS
Name, Title

15 Jan 2021
Date

Signature

×
Appendix 1 – 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, Hatch, and BarrelWise. **All BarrelWise employees** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor, David Sommer, and the Hatch safety officer, David Roberts.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the intermediate safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the child safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to</td>
<td></td>
</tr>
<tr>
<td>David Sommer and David Roberts.</td>
<td></td>
</tr>
</tbody>
</table>

Your name: _________________________     Date: _______

Faculty/Dept. __Hatch (ICICS / Applied Science)___    Primary room: __051 & 061C__

Your role: __BarrelWise Employee___

Supervisor name: ___David Sommer___

Your signature: _______________________

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit’s working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules