COVID-19 Child (Workspace) Plan Change Log

<u>Change log:</u>

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 <u>Thrive BC Self-Assessment Tool.</u> **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 Child (Workspace) Plan

Change log:

Date	Version	Writer	Change Description	Approved By
2020.MM.DD	1.0	First, Last Name, Role	Document being first approved	Head of Unit / Dean / VP, Role
2020.10.05	2.0	Marie Clopin, APSC Return to Campus Coordinator	Introduction and Section 1: order changes + links edited in Section 1 3.4. Offices: use of offices may be allowed for teaching purposes. 3.5. UBC Entry Check Sign link added. 3.6. Prohibited Worker Tracking paragraph added. 4.2. Assignment of key pieces equipment + wording for dishes 5.5. added "request by SRS" Section 7: Mandatory Mask	Head of Unit / Dean / VP, Role

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/.

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

Name of applicant	Vincent Wong
Department/School/Unit/Venture	Electrical and Computer Engineering
Faculty	The Faculty of Applied Science
Building(s)	ICICS
Lab(s)/workspace(s) location	Communications Group Laboratory, ICICS 388
Proposed Re-opening Date / Amendment Date	October 22, 2020

Introduction to Your Operation

1. Scope and Rationale for Opening

Introduction to ICICS 388: The Communications Research Group at UBC focuses on protocols and algorithms design of wireless communications and networking. One of the Communications Research Group Laboratories is in room 388 of the ICICS building. This lab is a shared workplace for graduate students and visiting students/researchers. Graduate students under the supervision of Professors Cyril

Leung, Victor Leung, Lutz Lampe, and myself can access ICICS 388. Before COVID-19, only my graduate students and three visiting researchers from Victor Leung's group were using ICICS 388. Currently, this lab is only used by graduate students in my research group.

Special Circumstances to Go Back to the Lab: Currently, part of the lab in ICICS 388 is used to set up an experimental wireless communications network testbed, which is sponsored by Rogers Communications Inc. To make progress on this project and meet all deadlines, we need access to the ICICS 388. We rapidly fall behind if we do not restart our experimental tasks. Two PhD students, one postdoctoral fellow, one visiting researcher, and myself are involved in this testbed. Each lab member has a set of distinct tasks. Our experiments do not require constant access to the lab, only intermittent access. A significant amount of experimental research can be done remotely from home. However, configuring devices to perform experiments requires laboratory access.

Justification to Request Access for All Team Members:

1. ICICS 388 is a large workspace with the maximum capacity of 10 people (please refer to the Appendix). The lab is completely safe for four people. The desks are arranged such that the students can maintain social distancing of at least 2 meters.
2. We are requesting access for all four team members in this project. Given the importance of every team member in all experiments, restricting access for certain students would affect the completion of experimental tasks. The testbed project is required to connect and configure several wireless network devices to four personal computers (PCs). Laboratory access is also required to configure the network connection between the PCs manually. While the devices are connected and the algorithms are running, the remaining tasks can be controlled remotely from home.

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.

[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](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

6. Professional/Industry Associations

N/a

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.

Risk Consideration	Context	Important Risk Mitigation
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 – Strict non-admittance to anyone with symptoms
Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces	A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk	– Enable two metre physical distancing – Use of plexiglass barriers wherever possible – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)	COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other	– Work with HR for individual accommodations – Encourage work from home arrangements – Enable two metre physical distancing – Reduction of high touch points or increased cleaning

	underlying medical conditions	– Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #6 – 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)	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	– Reduction of high touch points or increased cleaning – Strict non-admittance to anyone with symptoms – Limiting of non-essential contacts in space – Strict non-admittance to anyone with symptoms

Risks will be considered in accordance with 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.
Risk #3 is associated to our lab activity because ICICS 388 has windows which cannot be opened. We will mitigate Risk #3 by (a) maintaining two-meter physical distancing; (b) reducing high touch points; (c) enabling an increase hand hygiene, hand sanitizer will be placed in dedicated spots, and (c) ensuring strict non-admittance to anyone with symptoms.
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
The following potential hazards are identified in our lab. The mitigation strategies are also given. **Physical Distancing:** The seats will be arranged such that 2-meter distance between the team members is maintained (see Appendix). 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. **Work Surfaces:** Each team member will be given separate desk and chair to reduce of high touch points. Chairs and desks will be sanitized frequently after every usage. **Handling of Tools and Knobs:** Keyboard buttons, light switches, door knobs will be cleaned and sanitized frequently. 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 handling tools will be cleaned after every usage.

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 388 Can host 10 people in normal times. Due to COVID-19, a maximum occupancy of 4 people is established. Thus, the lab will be at 40% of its normal capacity.

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.*

I confirm that the team members are instructed to work from home if possible. Any team member who has concerns about returning to work on lab can request an exemption. I also ask the team members who have travelled internationally, been in contact with a clinically confirmed case of COVID-19, or is experiencing "flu like" symptoms must stay at home. All team members are aware that they must maintain a physical distance of at least 2 meters from each other at all times.

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

I attended the town hall meetings on research curtailment and resumption. I also read all of the COVID- 19 related guidelines published on the UBC website. To identify strategies to mitigate risks, I consult with ICICS local safety team (LST).

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*

Training: Once approval is obtained on the plan, it will be disseminated to my research group. All team members will participate in two mandatory online group meetings for reviewing the instructions.
Safety Guideline Documents: The team members read and post the relevant available documents in "Communication Resources (https://srs.ubc.ca/covid-19/communications-resources/)" on the door of ICICS 388.

Posting Checklist: A sanitation checklist will be posted on the door of ICICS 388. Accordingly, each student is reminded to sanitize his desks, bench, keyboard, mouse, monitor, instrument knobs and buttons with disinfectant wipes.

Weekly Virtual Meetings: I have weekly individual meetings with each team member. In the meetings, the team members are reminded of workplace health measures. The plan will be discussed with the team members to solicit their comments and potential concerns.

PPE Plan and Concerns: The main concerns are regarding the availability of sanitizers, face masks, and seat arrangement. My group together developed our PPE plan described in Section #6.

Supervisors are encouraged to disseminate information from UBC Wellbeing.

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

After approval by our head, our team plan will be published according to UBC directives, e.g. online in my website (https://www.ece.ubc.ca/~vincentw/Homepage/Home.html). I will also discuss the plan with my research team in person via Zoom meeting. Our lab's exemption status/ approval document from UBC, sanitation checklist, and complete safety documents will be sent to team members via email, project WhatsApp group, and Google Docs. Also, the documents will be posted on the main door of ICICS 388 for team members and for others that may need to attend the lab.

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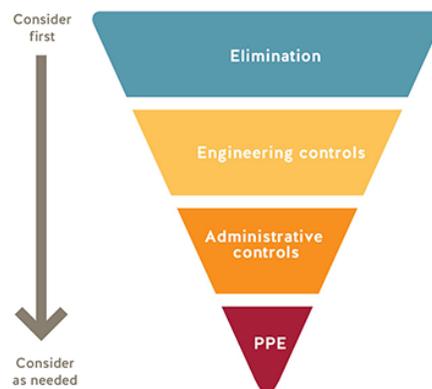
The following general practices shall be applied for all UBC buildings and workspaces:

- 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

Our Request: We are requesting access for the full team. We would allow a maximum of 4 people in the lab at any given time. The testbed project is required to connect and configure several wireless network devices to four personal computers (PCs). Laboratory access is also required to configure the network connection between the PCs manually. Although configuring devices should be performed every few days, team members should be present to check the status of the devices and signaling. A typical task would be on average 4 hours per day. There will be minimal shared equipment and a plan has been devised to reduce risk.

Work from Home: Where possible, team members are instructed to work from home. Furthermore, the team members will schedule the tasks to reduce the number of people in the lab where possible. While the devices are connected and the algorithms are running, the remaining tasks can be controlled remotely from home.

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.

The ICICS 388 will be only be used by my team. Room booking is not required, but the 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 4 people will be present in the lab to perform the tasks. Gable Yeung will be provided access to the WhatsApp group, Slack on "#WorkinLab" channel, and Google Docs for documentation.

The sign-in and sign-out sheets and associated signatures will be photographed and posted to WhatsApp group by the last person to leave the lab. The team members need to update Slack on "#WorkinLab" channel and Google Docs as well. The PI is responsible for monitoring the workplace by ensuring compliance with work-alone and safe-work procedures, and for communicating with team members of the group. The PI will monitor (a) the photographic records of the sign-in sheet, (b) Google Docs in order to ensure they are filled out properly and signed, (c) WhatsApp group for general records, (d) and Slack channel for details. The PI will engage in discussion with team members about the efficacy of the process. In addition to the PI, two students will be assigned to make necessary changes to seats arrangement and monitor the safety plan. Individuals displaying symptoms of COVID-19 will be asked to remain at home and isolated until they have been confirmed COVID-free by testing. 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.

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

Tracking Rules and Actions: Complete safety documents will be posted on the main door of ICICS 388. The following rules will be posted on our safety document.

1. When a team member wants to work in the lab, he will organize in advance via the WhatsApp group, Slack on "#WorkinLab" channel, and Google Docs for documentation.
2. When a team member enters the lab, he will send an "entry notification" in the WhatsApp group, Slack on "#WorkinLab" channel, update the Google Docs, and inform how long he will be there.
3. When a team member exits the lab, he will send an "exit notification" in the WhatsApp group, Slack on "#WorkinLab" channel, and update the Google Docs.
4. The students are strictly required to notify their presence in the lab.

Separate sign-up sheets will be provided for each team member to minimize sharing paper, pen, and pencil. The sheets will be filled out and signed for each entrance and exit of the room according to the schedule. According to the building safety plan, team members 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. It will be the job of the last person leaving the lab to post the day's sign- up sheets on our WhatsApp group and update the Google Docs.

Monitoring Strategy with Virtual Buddy on Slack Channel: Team members will be monitored by a virtual buddy system communicated via Slack on a "#WorkinLab" channel. In particular,

1. When a team member enters the lab, he or she will designate a remote buddy by phone or SMS
2. The connection will be confirmed via Slack on a "#WorkinLab" channel and all communications will happen on that channel.
3. When the team member sends an "entry notification" in the Slack on "#WorkinLab" 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 "#WorkinLab" 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 tries to contact the team member by his mobile phone.
6. If the team member does not reply after three tries, the virtual buddy, the virtual buddy tries to contact my mobile phone.

If the team member does not notify the buddy within 30 minutes, a phone call is placed to emergency services, 604-822-2222.

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 to 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.
- 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.

Maximum Occupancy: ICICS 388 is a shared workplace and can accommodate 10 people. Please refer to the Appendix for a drawing of lab space and photographs.

Traffic Flow: If there is a conflict and one person wishes to enter while another is exiting, the person exiting gets priority. According to the building plan, one-way traffic flow will be marked with yellow tape. The entrance/exit door will be kept closed to allow recording the entry and exit of the team members.

Washroom Use: The people using the lab will wash their hands in the washroom according to the building safety plan.

Sharing Equipment: Each person will be assigned separate tasks, devices, and personal computer. If an equipment or device (e.g., desktop computer, USRP board) 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. No general and shared equipment such as coffee maker is used in the lab.

Hand Sanitizer Stations: We provide adequate sanitization for all of the equipment in the lab. According to the building safety plan, the disinfectant 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.

Postings: The lab will be sign-posted with the maximum occupancy based on available floor space to allow for 2-meter physical distancing. A sanitation checklist will be posted on the door of ICICS 388.

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

- While ICICS is not using QR-Based system of building access. Those granted access to the building are required to take the Self-Assessment quiz Thrive BC Self-Assessment Tool. And been determined not to have symptoms of COVID-19. Reminders to do this will be posted at each external entrance.
- Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the SRS training.
    - 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.
    - 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:
  a. UBC Entry Check Sign
  b. WorkSafe: Entry Check for Workers
  c. 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

The individuals (Staff, faculty, researchers, team members) will inform their supervisor by email is not feeling well. They will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter the request onto the Workday system of follow the procedure for their unit.

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.
  o 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).
  o 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.

Labeling Devices: Devices will be placed in a labelled "in use" zone on the desk. After using, they will be sanitized carefully and put in a separate place with a label "ready for use".

Safety Plan and Checklist: Each student is responsible to sanitize his desks, bench, keyboard, mouse, monitor, Instrument knobs and buttons with disinfectant wipes. A sanitation checklist will be posted on the door of ICICS 388. Each student is also asked to bring his own sanitizer (as a backup) and use frequently when staying in the lab. The team members are suggested to use face mask all time in the lab.

Sanitation Checklist Monitoring: A team member will follow the cleaning protocols and complete the checklist when enters and exits the lab. The team members will confirm daily sanitations by sending an "Sanitations notification" (when enters and exits the lab) in the WhatsApp group, Slack on "#WorkinLab" channel, and update the Google Docs.

Placing Sanitizers: According to the building safety plan, the disinfectant 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.

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 stuffs that may be touched by multiple users will be cleaned frequently. Furthermore, each team member will be assigned to one desk and one personal computer to avoid multiple users for each computer. Each student will be given a separate box of papers to be used for printing documents.

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)
Each student will be assigned one personal computer. If an equipment or device (e.g., desktop computer, USRP board) 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. Each student will be given a separate sign-up sheet and pen/pencil. We provide adequate sanitization for all of the equipment in the lab. According to the building safety plan, the disinfectant 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. No general and shared equipment such coffee maker is used in the lab.

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 **Appendix A**) 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 the Department/School designate then forward to Gable Yeung access@icicis.ubc.ca

Training: Once approval is obtained on the plan, it will be disseminated to my research group. All team members will participate in two mandatory online group meetings for reviewing the instructions. Team members will pass the SRS Preventing COVID-19 Infection in the Workplace online training course.

Posting Exemption Approval Document: Once we have been formally approved to resume research, we will post our lab's Child Plan on the lab door.

Actions and Monitoring: The sign-in and sign-out sheets and associated signatures will be photographed and posted to WhatsApp group by the last person to leave the lab. The team members need to update the Google Docs as well. It will be the PI's responsibility to check that the team is following all of the rules and post their presence in the WhatsApp group, Slack channel "WorkinLab", and Google Docs. A large part of the tasks is carried out remotely via computer. The employees are expected to work remotely from home as much as possible, and return to the workplace only when it is necessary.

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

Communicate with Team Members: To communicate the risk of exposure to COVID-19 in the workplace to the team members, the PI will disseminate this Child plan via e-mail and will post it as hard copy on Health and Safety boards.

Raising Concerns: The team members are instructed to follow the standard WorkSafeBC reporting guidelines to raise their concerns. They can also contact their worker representative of the APSC JOHSC to express their concerns. Moreover, online meetings will be set to remind all necessary safety instructions and hear concerns. The students can also raise concerns via email, phone call, and WhatsApp group.

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](#)*

We will 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
- Non-Medical mask required
- Handwashing
- Entrance/exit only signs
- 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.

[Helpful Tip: Building Operations has sent out approved floor tape and decals to all of Departments/Schools. If you need more of these items, please ask your unit's building administrator to contact the Zone Facilities Manager.]

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.

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/

It is expected that all individuals (staff, faculty, research, team member) entering the lab are aware of ICICS Building Emergency Response Plan (BERP) and the guidelines for handling Covid-19 from the SRS. They will have access to both. If there was a confirmed positive incident, SRS would defer to the government response protocols and rely another direction. UBC 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
- **PI Responsibilities:** The PI will check the compliance as well as the LSTs for the periodic review. The PI is responsible for monitoring the workplace by ensuring compliance with work-alone and safe-work procedures, and for communicating with team members of the group. The PI will monitor (a) the photographic records of the sign-in sheet, (b) Google Docs in order to ensure they are filled out properly and signed, (c) WhatsApp group for general records, (d) and Slack channel for details. The PI will engage in

discussionwithteammembersabouttheefficacyoftheprocess.InadditiontothePI,twostudents willbeassignedtomakenecessarychangestoseatsarrangementandmonitorthesafetyplan.	

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

If a change to the worker role becomes necessary for the continued operation, training in the new protocols of the job must be included (including full documentation of the 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

The PPEs will be disposed regularly in designated areas of the building by the last person that leaves the lab. There will be a bucket containing a bag to place soiled PPE. This needs to be sanitized after it is emptied each day.

#	Type of PPE	Activity and PPE Use Rationale
10	Hand sanitizer	Sanitization of hands. Assuming 100 mL per bottle and 6 mL per use, and what is needed until September.
15	Disinfectant wipes	Assuming 100 wipes per pack and what is needed until December. Sanitization of workspace, keyboard, and mouse.
48	Non-medical masks	Total # masks per person is 6. Only required during assembly of some devices. One mask per two weeks per person, for a total of 8 masks per month, and 48 masks until December.

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.
A commitment form template is offered below in Appendix A.

Principal Investigator / Manager Submitting:

Vincent Wong, Professor
_____
Name, Title

October 27, 2020
_____
Date

Signature

✕ ▇▇▇▇▇▇▇▇▇▇
_____

Department Head/School Director Approval

Steve Wilton
_____
Name, Title

Oct 27, 2020
_____
Date

Signature

✕ ▇▇▇▇▇▇▇▇▇▇
_____

Appendices

- *[APSC specifically requests photographs of your current workspace layout, as well as your proposed usage layout i.e. where people will work, what areas will be closed off, where signage will be placed, etc. If floor plans are available, please append these as well.*
- *Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.]*

Appendix A – 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 are required to complete the following requirements. Send completed form to your supervisor or his/her designate then forward to Gable Yeung access@icicis.ubc.ca

Requirement	Check when complete
Review the intermediate safety plan	
Review the child safety plan	
Complete the SRS online COVID-19 safety course and sent the certificate to Gable Yeung access@icics.ubc.ca	

Your name: _____   Date: _____

Faculty/Dept. _____   Primary room: _____

Your role (faculty, staff, grad student, etc.): _____
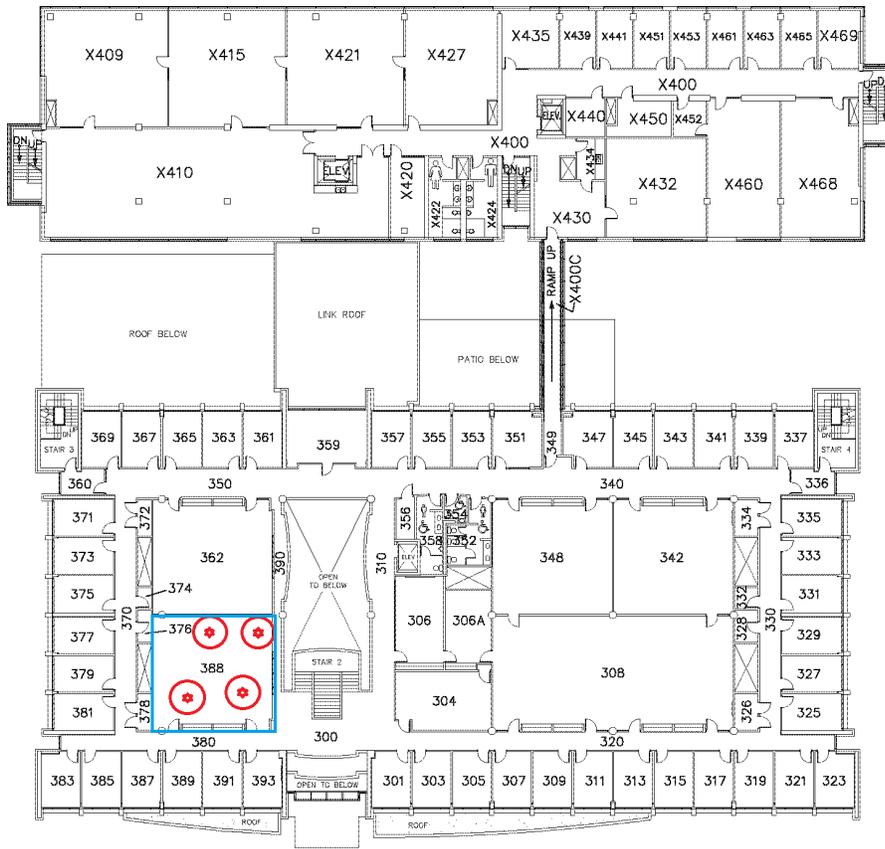
Supervisor name: _____
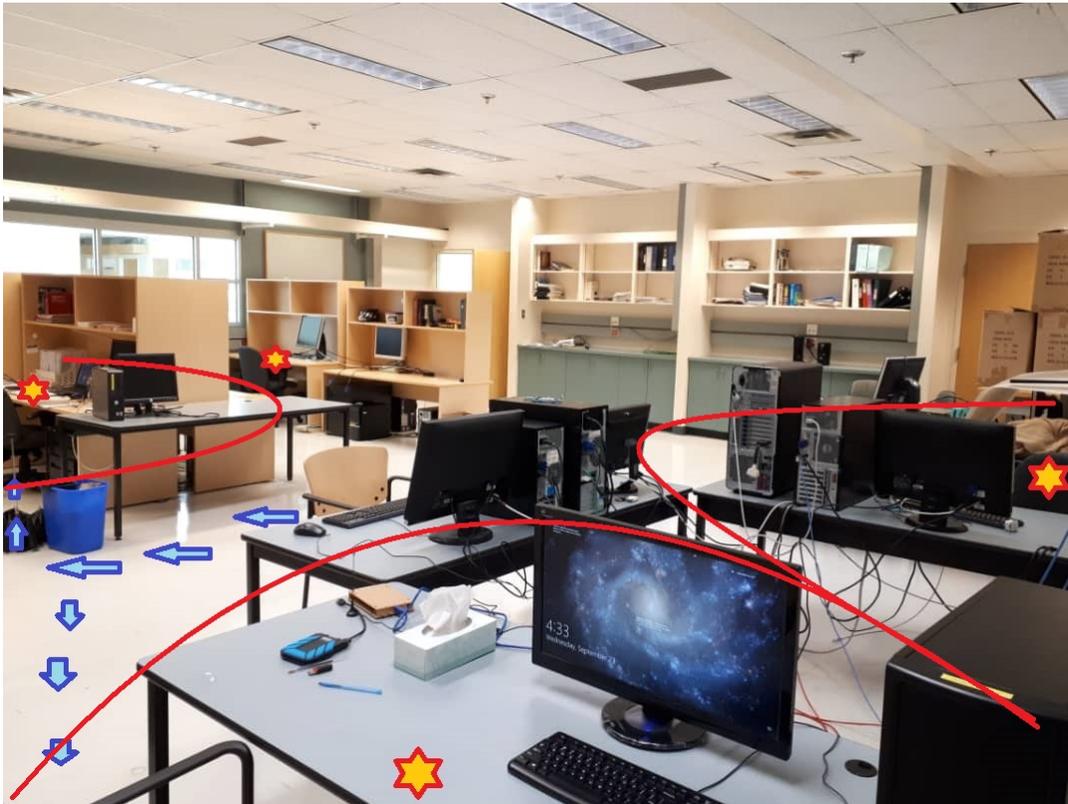
Your signature: _____

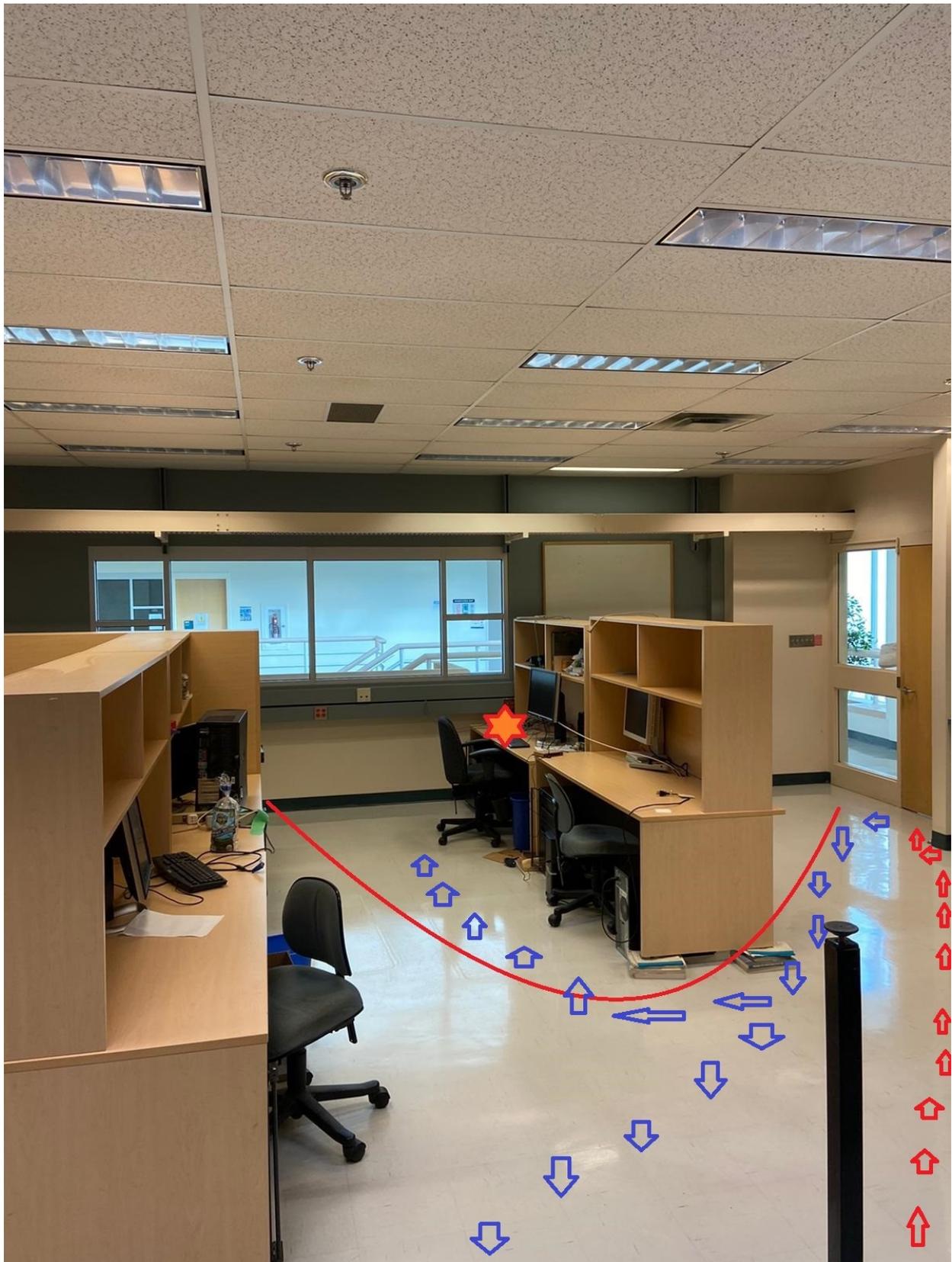By your signature you agree that you intend to meet the requirements/principles for:

- 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
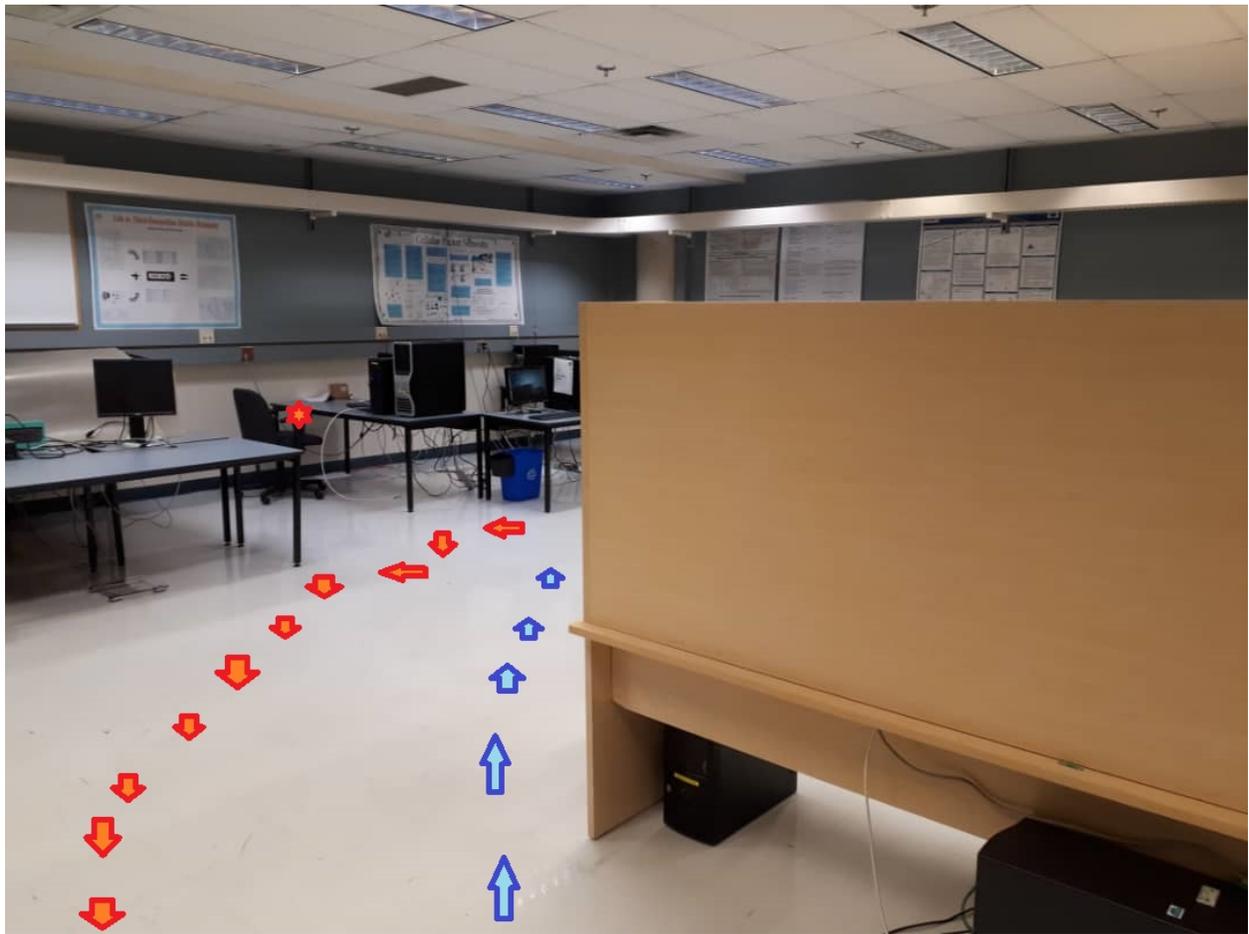- Consequences of not following requirements and rules

Appendices

Appendix [X] – 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 department. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → Local Safety Team and the ICICS Director

Requirement	Check when complete
Review the building safety plan	X
Review the workspace safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to ICICS Local Safety Team	X

Your name: <u>Vincent Wong</u>   Date: <u>September 30, 2020</u>

Faculty/Dept. <u>Faculty of Applied Science, Department of Electrical and Computer Engineering</u>

Your main room no. <u>Room 388, ICICS Building</u>

Your role (faculty, staff, grad student, etc.): <u>Faculty</u>

Supervisor: _____   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 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

Appendix [X] – 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 Department. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate ➔ Local Safety Team and the ICICS Director

Requirement	Check when complete
Review the building safety plan	X
Review the workspace safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to *ICICS Local Safety Team*	X
[List any other specific training you require]	

Your name: Shahab Bahrami   Date: September 29, 2020

Faculty/Dept. Faculty of Applied Science, Department of Electrical and Computer Engineering

Your main room no. Room 388, ICICS Building

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

Supervisor: Vincent Wong_____   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 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

Appendix [X] – 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 Department. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → Local Safety Team and the ICICS Director

Requirement	Check when complete
Review the building safety plan	X
Review the workspace safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to *ICICS Local Safety Team*	X
[List any other specific training you require]	

Your name: Mehdi Setayesh   Date: September 29, 2020

Faculty/Dept. Faculty of Applied Science, Department of Electrical and Computer Engineering

Your main room no. Room 388, ICICS Building

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

Supervisor: Vincent Wong_____   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 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

Appendix [X] – 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 Department. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → Local Safety Team and the ICICS Director

Requirement	Check when complete
Review the building safety plan	X
Review the workspace safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to *ICICS Local Safety Team*	X
[List any other specific training you require]	

Your name: Liangyu Chu   Date: September 29, 2020

Faculty/Dept. Faculty of Applied Science, Department of Electrical and Computer Engineering

Your main room no. Room 388, ICICS Building

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

Supervisor: Vincent Wong_____   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 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

Appendix [X] – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the *[insert name of building]* building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from *[insert name of Departments/Schools/Units involved sharing the one building]*. **All students, staff and faculty** who are permitted to resume activities in the *[insert name of building]* building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → *[insert name of Departmental/School designate dedicated to collecting these forms & SRS course certificates of completion.]*

Requirement	Check when complete
Review the building safety plan	X
Review the workspace safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to *ICICS Local Safety Team*	X
[List any other specific training you require]	

Your name: Amir Kusedghi   Date: September 29, 2020

Faculty/Dept. Faculty of Applied Science, Department of Electrical and Computer Engineering

 Your main room no. Room 388, ICICS Building

Your role (faculty, staff, grad student, etc.): Visiting International Research Student

Supervisor: Vincent Wong   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 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