COVID-19 ICICS Makerspace Child Plan

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	David Roberts
Department/School/Unit	ICICIS
Faculty	The Faculty of Applied Science
Building(s)	ICICIS
Lab(s)/workspace(s) location	061, 061A, 061B
Proposed Re-opening Date / Amendment Date	October 15th

Introduction to Your Operation

1. Scope and Rationale for Opening

We are requesting access to reopen the ICICS Makerspace consisting of ICICS 061 Fabrication, 061A Machine Shop, 061B Digital Fabrication Lab. The purpose of the reopening request is to support ICICS Research Groups and HATCH Ventures providing access to a technician (David Roberts) and for Research groups or HATCH Teams to access specialized equipment for the fabrication of research projects and venture prototyping.

Section #1 – Regulatory Context

3. Provincial and Sector-Specific Guidance

- BC's Restart Plan: "Next Steps to move BC through the pandemic"
- 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 underlying medical conditions	– Work with HR for individual accommodations – Encourage work from home arrangements – 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 #6 – The activity involves people who are not able to follow hygiene	COVID-19 spread can occur when personal	– Reduction of high touch points or increased cleaning

practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps)	preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices	– 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 – The workplace or activity is indoors and windows cannot be opened – 061A (Machine Shop) and 061B (Digital Fabrication Lab) are confined indoor spaces where the windows cannot be opened. Risk mitigation includes two-meter physical distancing, increased cleaning, increased hand hygiene, and strict non-admittance to anyone with symptoms.

Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces – The ICICS Makerspace consisting of 061 (Fabrication), 061A (Machine Shop), and 061B (Digital Fabrication Lab) have a large number of high-touch. Risk mitigation includes two-meter physical distancing, reduction of high touch points by limiting access to equipment and tools and increased cleaning.

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

General
- Door handles
- Switches

ICICS 061 (Fabrication)
- Common area seating
- Work Benches
- Lincoln Electric Plasma Cutter
- Miller Welder/Welding Station
- Hyd-mech Bandsaw
- Grizzly Bandsaw

ICICS 061A (Machine Shop)
- Work Benches
- First Milling Machine
- Terrier Lathe

- IMA Drill Press & Small Drill Press
- Grizzly Sheet Metal Shear
- Grizzly Sheet Metal Brake
- Busy Bee Sheet Metal Brake
- Arbor Press
- Hydraulic Press
- Grinders
- Sanding Station
- Hand Tools
- Power Tools

ICICS 061B (Digital Fabrication Lab)

- Work Benches
- Dimension 3D Printer
- FormLab 3D Printer
- Rapidia 3D Printer
- Trotec Laser Cutter
- Protomax Waterjet
- Computers, Keyboards, Mice

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.

Makerspace will be running a significantly reduced capacity. Access to the Makerspace will be limited to only two (2) approved workers from the same cohort (Research group or Hatch Team) per day.

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.*

David Roberts comfort to return to the Makerspace has been discussed during his regular weekly meetings with ICICS Director Rob Rohling and ICICS Manager Fatima Damji. PIs for Research groups or Hatch Teams should discuss with each individual requesting access to the Makerspace their comfort level with returning to work and address any concerns.

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 uploaded to SharePoint for review, questions, and feedback from ICICS Director Rob Rohling, ICICS Manager Fatima Damji, and one member of the RTCC Marie Clopin. Once an initial review has been completed the applicable LST and JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

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*

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 virtual meetings with direct supervisors
- JOHSC meetings & communications

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

Final plans will be emailed to individuals requesting access to the Makerspace. A digital copy of the plan will be available on the ICICS Website, a hardcopy will be posted outside room 061 and on Makerspace Health and Safety board.

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.
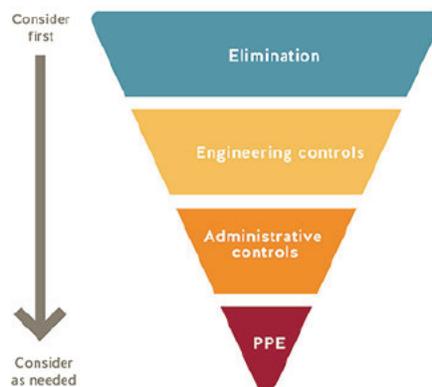
The following general practices shall be applied for all UBC buildings and workspaces:
- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing "flu like" symptoms must stay 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

ICICS Technical Manager David Roberts is requesting access to manage the Makerspace. David will continue working from home when possible and only be accessing the Makerspace when required to conduct monitoring, compliance, and safety checks, to complete specific projects for ICICS or to work on project requests from research groups or HATCH Teams. When a project requested has been submitted for work completed by the Makerspace Technician, arrangements will be made for no contact drop off and pick up of materials and parts. All consultations will be done by Zoom or phone, no in person meetings will take place at this time.

Individuals from Research groups or HATCH Teams will be able to request access to the Makerspace to work on projects. Those requesting access will have to follow the application steps laid out in section 3.2 Work and room schedule. No training will be provided at this time. Access to the Makerspace will only be permitted for trained operators.

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.

Steps for requesting Makerspace Access

1. Teams requesting access must complete a Scope of Work Form **(Appendix B)** and submit the form to makerspace@icics.ubc.ca
2. Individuals must complete the University-wide mandatory online training module Preventing COVID-19 Infection in the Workplace prior to returning to campus, and familiarize themselves with the current documents:
    - ICICS Intermediate Plan,
    - ICICS Makerspace Child Plan
    - Makerspace Handbook

3. The completed certificates for <u>Preventing COVID-19 Infection in the Workplace</u> plus the Return to Campus Activity Commitment Form (Appendix A) listing all documents to read must be sent to Gable Yeung at <u>makerspace@icics.ubc.ca</u>
4. Workers will need to complete a Makerspace Site-Specific Orientation checklist and review the document with Makerspace Technical Manager by Zoom.

HATCH Teams (In addition to completing the Steps for requesting Makerspace Access)

1. HATCH Venture employees must also provide proof of completion <u>UBC Mandatory Health and Safety Training</u>. Mandatory training is accessible using your assigned Campus Wide Log-in (CWL). If you have not been assigned a CWL contact Gable Yeung at <u>makerspace@icicis.ubc.ca</u>
2. HATCH Ventures must provide proof of their tenant's insurance for the term of their agreement with liability for at least $5 million each with UBC listed as other insured.
3. HATCH Ventures must provide proof of registration with WorkSafe BC <u>Apply for coverage</u>

MAKERSPACE Booking Policy:

1. Makerspace access will be limited to 7am – 7pm, Monday to Friday
2. Special Weekend work exemptions will be approved on an individual basis. Weekend work exemptions will only be approved provided it does not conflict with custodial services.
3. To ensure social distancing, only one team will be allowed to access the space per day.
4. Booking will be done on a first come first serve basis and repeat or block booking will NOT be allowed; unless the other teams agree.
5. The team will need to be limited to up to two (2) approved workers in the Makerspace at any one time subject to physical distancing requirements listed below. See section 3.3 Work alone procedures.

Equipment Booking Policy:

1. Equipment booking will continue to use the Google calendar system. If you need assistance or do not have access to the booking system please contact Gable Yeung at access@icics.ubc.ca.
2. Not every piece of equipment is inventoried. If you require a piece of equipment not listed in the booking calendar, please send a request to makerspace@icics.ubc.ca
3. When possible equipment/machinery will be moved to provide a minimum of a 2-meter working space. If equipment/machinery cannot be moved equipment booking will be scheduled accordingly to ensure the social distancing protocols can be met.

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

- ICICS Makerspace Technician will be permitted to work alone in the Makerspace and have a plan in accordance with the <u>UBC Work Alone</u> policies. Work will be scheduled and a text buddy system will be used to check in during the day.

- Research Groups and HATCH Ventures will not be permitted to Work Alone in the Makerspace. A second approved individual is required while working in the Makerspace (2-meter physical distancing still must be maintained).

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

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 to ensure the occupancy level is respected as well as the COVID-19 self-assessment is done before entering a building. It will consist of:

- One 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

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 common/shared areas will remain closed during Phase 2, including administrative areas, common or shared areas such as kitchens, photocopy rooms, communal seating areas and patios.

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.

- Tape or markings will be placed on the ground to indicate where workers should stand while lining up to enter the elevator. Individuals should ensure adequate space is provided for those exiting the elevator.

- Staff and faculty using ICICS 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.

- 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 a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops), markings spaced 2m apart will be placed on the floor.

Points of Access to Building and Access Control

- Access to the ICICS building is provided using key cards and the building will remain locked until further notice. The now designated 'exit doors only' will have their fob readers deactivated by UBC Secure Access to prevent entry through these doors.
- Do not attempt to circumvent a deactivated door by wedging it open.
- When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn. Do not let others enter behind you.
- At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and immediately wash hands.
- To minimize contact with high-touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces

- Before entering one of the UBC-managed rooms, ICICS staff, faculty, researchers, and other personnel must read the COVID-19 Safety Plan for General Teaching Spaces.
- In addition to all of the policies stated in the document, all high-touch surfaces must be cleaned both before and after use.

Signage and Directional Guides

- A Worker/Visitor Entry Check sign will be posted at every entrance, which 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.

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.

Shared Facilities

- 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.

Shipping and Receiving

- Individuals are discouraged from ordering items to campus unless necessary. If it is essential that your item be delivered to campus, please note that mail/packages will continue to be delivered to the temporary mail room (ICCS 283). Individuals can retrieve their

mail/packages directly there. Hand sanitizer has been provided in the room. Only one person can enter the room at a time.

- Please note, if your item is oversized, please let us know by emailing us at access@icic.ubc.ca so that we can ensure that it can be received.

Visitors

- Email access@icics.ubc.ca to request visitor access. Visitor access is not guaranteed and will be granted on an individual basis.
- ICICS will keep a record of visitors to the workplace. Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings.
- Occupancy restrictions are not to be exceeded by visitors.

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

- 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.
- Additionally, ICICS will designate a person to do regular spot checks on the survey database and prohibit people to enter the building who have not completed the survey. This designate will also ensure that international travellers are not scheduled in the building and have not entered the building during 14 days after their arrival to Canada.
- 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 ICICS 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:
  - 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

The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. 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.

COVID-19 Cleaning Policies

- Workers will be responsible for executing COVID-19 cleaning in all rooms that have been outlined in their scope of work, surfaces that have had frequent contact with hands should be cleaned and disinfected at the beginning and end of every shift, and when visibly dirty. Lysol disinfectant wipes or disinfectant spray and shop towels provided.
- Surfaces that should be cleaned include inside and outside doorknobs, light switches, benches, counters tops, desks, touch screen surfaces and keypads.
- Dispose of used wipes and towels in the designated garbage bins provided.
- Equipment specific protocols will be provided when access is granted
- A cleaning checklist will be provided and the worker will sign off on the checklist.
   Sign off will be completed outside of the Makerspace online when their PPE has been removed.

For more information on safe work procedures for general cleaning & disinfection of surfaces refer to UBC Safety & Risk Services website: Cleaning Safe Work Procedures

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)

Equipment/Machine-Specific COVID-19 Cleaning

- Use of large machinery (Lathes, milling machines, Laser Cutter, etc.) will only be allowed by a single user per day.
- Workers will be responsible for following the cleaning procedures laid out in the equipment/machine specific checklists.
- Smaller hand tools/machines will be sanitized before and immediately after each use.
- Cleaning must be completed by each worker at the beginning and end of every shift. Lysol disinfectant wipes or disinfectant spray and shop towels will be provided.
- Checklists will be posted for each piece of equipment requested in the Scope of Work document and the worker will sign off on the checklist.
  Sign off will be completed outside of the Makerspace once PPE has been removed.

General

- Common area tables and seating will be removed from in 061
- Quiet phone booth in 061 will be closed to use
- No in person meetings will be permitted in the Makespace (061, 061A, and 061B)

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 → Gable Yeung makerspace@icics.ubc.ca

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, ICICS 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*

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.

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, researchers, team members) entering the lab are aware of the 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 on their 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
- David Roberts 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

If a change to the worker role becomes necessary for 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

Personal Protective Equipment in the Makerspace may include gloves, safety glasses, face shields, aprons, protective clothing, safety shoes, hearing protection, masks and respirators. It is important to select the right PPE for the job. **Safety glasses as well as CSA or equivalent approved safety shoes must be worn at all time in 061, 061A, and 061B.** Gloves must not be worn near the point of operation or the ones provided cannot be grabbed by the action of the machinery. Noise hazards are common in the machine shop. High frequency and high intensity noise can cause permanent loss of hearing. If noise hazards cannot be eliminated the use of ear muffs, ear plugs or both, can be effective. It is the responsibility of each worker to make sure they have and bring the appropriate PPE (If you do not have PPE please contact Technical Manager David Roberts robertsd@hatch.ubc.ca. All shared PPE will be removed from the Makerspace. Disposable ear plugs will be provided from the dispensers in 061.WorkSafe BC PPE Responsibilities

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:

David Roberts _____   January 7, 2021 _____

Name, Title   Date

Signature

✕ ▓▓▓▓▓▓ _____

Department Head/School Director Approval

_____   _____

Name, Title   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 → Gable Yeung makerspace@icics.ubc.ca

Requirement	Check when complete
Review the intermediate safety plan	
Review the child safety plan	
Review Makerspace Handbook	
Complete the SRS online COVID-19 safety course and sent the certificate to Gable Yeung makerspace@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

Appendix B – Scope of Work Form

To be granted access to the designated spaces please complete the following scope of work form for approval. Please send this form to HATCH Technical Manager David Roberts at makerspace@icicis.ubc.ca**.**

Name of applicant
Department/School/Unit/Venture
Faculty   The Faculty of Applied Science
Building(s)   ICICS
Lab(s)/workspace(s) location (061, 061A, 061B)   Makerspace *(Indicate which rooms you are requesting access to)*

Proposed Dates

Description of Your Project

1. Scope of Work
[Provide a description of the service and/or activity types you are requesting. For example, if it is for a research project or Venture prototyping.   *What will the project consist of?*   *What is the timeline for the project (How many Hrs/days will you require access?)*   *What specialty tools and equipment will you require access to? (e.g. Waterjet, Laser Cutter)*   *Do you require the makerspace technician to complete any of the work on your behalf?*

List Individuals Requesting Access

Name
Phone Number
Email

Name
Phone Number
Email

Name
Phone Number
Email

Principal Investigator / Manager / Supervisor Submitting:

_____   _____
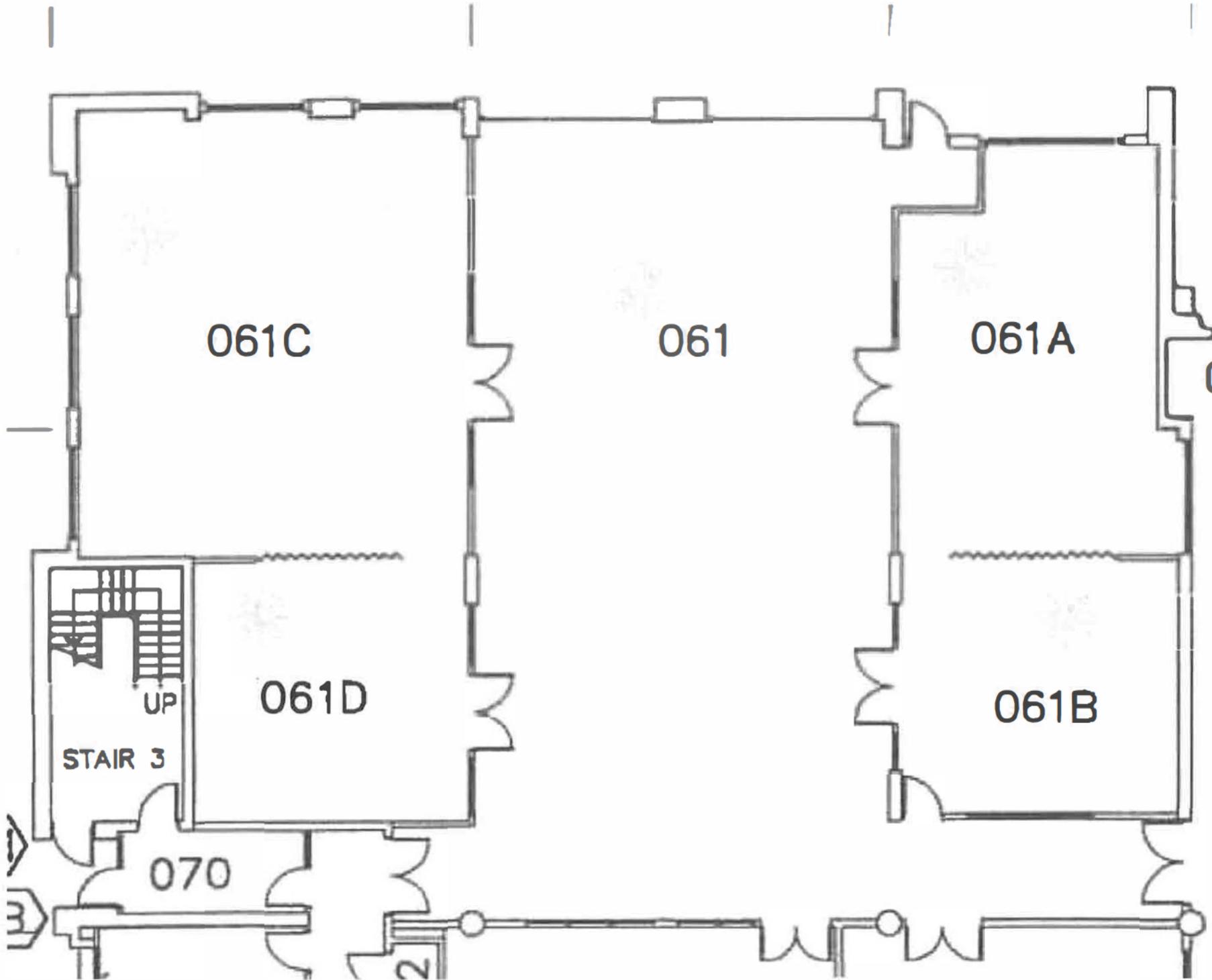Name, Title   Date

Signature

✗ _____

North
Campus North

A B C D E F G H

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061C
061
061A
059

055

8

051 049 047 045 043 039

7

STAIR 3
UP
061D
061B

6 B1
070

5 B
072
056 054
058 052
048 046 042 034
033

073
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STAIR 1

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COORDOR TO ICICS ADDITION BLDG #166
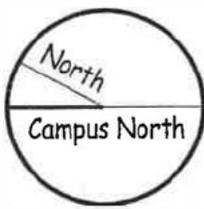
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✳ DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
03	30 OCT 06		MD — SKETCH	JEL
02	29 JUN 05		BLDG 166 ADD'N	DCB
01	29 JAN 99		SITE CHECK	AI

PAGE 1 OF 6

UBC
BUILDING
INSTITUTE FOR COMPUTING, INFORMATION AND
COGNITIVE SYSTEMS / COMPUTER SCIENCE

ADDRESS	2366 Main Mall, V6T 1Z4		CONSTRUCTION DATE	1992	
FLOOR	LEVEL 0	SCALE 1:400	KEYPLAN DATE 17 FEB 92	DRAWN FJM	VEC

061C

061

061A

059

061D

061B

STAIR 3

UP

070