

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

### Change log:

Date	Version	Writer	Change Description	Approved By
2020.12.10		David, Roberts ICICS Technical Manager & LST Coordinator	<p><b>3.4 Spatial Analysis: Occupancy limits, floor space, and traffic flows:</b> 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</p> <ul style="list-style-type: none"> <li>• QR code for sign-in and sign-out:               <ul style="list-style-type: none"> <li>○ Sign in captures name, date and time, department. When they answer “arriving”, the self-assessment for COVID-19 symptoms is imbedded in this survey.</li> <li>○ 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. <i>*There may be reason for exemptions to accommodate systems for shared buildings.</i></li> </ul> </li> <li>• ICICS will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded</li> </ul> <p><b>3.5. Worker Screening:</b> ICICS will ensure that the check-in &amp; 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 <a href="#">Thrive BC Self-Assessment Tool</a>.</p> <p><b>3.6. Prohibited Worker Tracking:</b> The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms.</p>	<div style="background-color: black; width: 100px; height: 30px; margin-bottom: 5px;"></div> <p style="text-align: center; margin: 0;">Robert Rohling</p>



## COVID-19 Child (Workspace) Plan

### Change log:

Date	Version	Writer	Change Description	Approved By
2020.10.xx	1.0	Sid Fels, lab supervisor	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
2020.10.30	2.1	Sid Fels, lab supervisor	Updated lists and included specialized equipment information	
2020.11.03	2.2	Sid Fels, lab supervisor	Added specialized equipment on Room 167	

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	Sidney Fels
Department/School/Unit/Venture	ECE
Faculty	Faculty of Applied Science
Building(s)	ICICS
Lab(s)/workspace(s) location	X509/X427/367
Proposed Re-opening Date / Amendment Date	November 1 <sup>st</sup>

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening



The HCT lab provides research on human computer interaction and human biomechanical modeling and simulation approaches. We have a number of specialized computing and display platforms used in the research located in each of the labs. Specifically, the equipment we have include:

1. In x427 – there are three computers that have NVIDIA graphics acceleration cards that we use for high speed computing needs, such as real-time 2D simulation of speech sounds and interactive biomechanical modeling of the head and neck. One computer is located at each of three different students’ (Deb M., Prami S., and Praneeth V.) desks.
2. In x509, there is a 3D display that we built called the Crystal Display. It has an optical tracking system placed around it in the SW corner of the room. The associated computers that are needed to run the display as well as the specialized input devices are located in the same area as they are connected to 4 video projectors located under the display.
3. In ICCS367, there are (a) two high performance workstations with GPU cards and dual monitor capabilities, one running Ubuntu Linux and one running Windows 10; (b) one additional computer running MacOS; (c) high speed internet access (needed sometimes for data transfers).

In ICCS367 and x427, we are developing ArtiSynth, an open source, high performance computing environment for biomedical simulation. John Lloyd is the lead developer for ArtiSynth, and has requested access to his office (ICICS 367) for ArtiSynth development work, as this requires the use of fast multicore workstations with strong graphics and GPU capabilities. It also requires access to different workstations running Windows, MacOS and Linux in order to support ArtiSynth on multiple platforms.

While we normally run user studies periodically using the equipment with one volunteer in the lab located at an allocated desk or standing in front of the display, we have stopped all user studies as well as research needing the required specialized equipment. However, we are now at the point where students’ and research associate’s research is being held up significantly without access to the facilities. This plan is being vetted by the ICICS safety committee and inherits their workspace plan.

Dr. Lloyd can continue to work from home for activities that do not involve direct software development, such as teleconferencing and the writing of reports and documentation. We expect he would use his office approximately three times per week.

At this stage, we are planning to establish a one-person per lab policy to ensure social distancing while in each lab. This reduces the ability for research teams to meet in the lab, however, they can continue to do so online while for critical infrastructure, one research will be able to set up their simulations or test out their prototypes on the equipment. We continue to postpone any in-person user testing. This should be sufficient for research to progress at this time.

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

### Section #1 – Regulatory Context

#### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Self Assessment Tool](#)

#### 4. WorkSafeBC Guidance



<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 and returning to safe operation - Phases 2 &amp; 3</a></li> <li>• <a href="#">WorkSafeBC COVID-19 Safety Plan</a></li> <li>• <a href="#">WorkSafeBC: Designing Effective Barriers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Workers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Visitors</a></li> <li>• <a href="#">WorkSafeBC Protocol: Offices</a></li> <li>• <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li> </ul>
5. UBC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Campus Rules</a></li> <li>• <a href="#">Guidelines for Preparing for Reoccupancy</a></li> <li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li> <li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• <a href="#">Ordering Critical Personal Protective Equipment</a></li> <li>• <a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a></li> <li>• <a href="#">UBC Facilities COVID-19 website</a> - Service Level Information</li> <li>• <a href="#">UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance</a></li> <li>• <a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a></li> <li>• <a href="#">Preventing COVID-19 Infection in the Workplace training course</a></li> <li>• <a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning</a></li> <li>• <a href="#">UBC Classroom Safety Planning</a></li> <li>• <a href="#">UBC Signage</a></li> <li>• <a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a></li> </ul>
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	<ul style="list-style-type: none"> <li>– Enable two metre physical distancing; pinch-points must be addressed and carefully managed.</li> <li>– Use of plexiglass barriers wherever possible</li> <li>– Reduction of high touch points or increased cleaning</li> </ul>



		<ul style="list-style-type: none"> <li>– Use of cohort groups, where appropriate</li> <li>– Enable and encourage increased hand hygiene</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #2</b> – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes</p>	<p>Person-to-person spread is more likely with prolonged contact</p>	<ul style="list-style-type: none"> <li>– Enable two metre physical distancing</li> <li>– Reduction of high touch points or increased cleaning</li> <li>– Enable and encourage increased hand hygiene</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #3</b> – The workplace or activity is indoors and windows cannot be opened  (e.g., some classroom and meeting spaces)</p>	<p>A confined indoor space is presumed to have greater risk</p>	<ul style="list-style-type: none"> <li>– Enable two metre physical distancing</li> <li>– Reduction of high touch points or increased cleaning</li> <li>– Enable and encourage increased hand hygiene</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #4</b> – Employees/students/visitors have frequent contact with high-touch surfaces</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> <li>– Enable two metre physical distancing</li> <li>– Use of plexiglass barriers wherever possible</li> <li>– Reduction of high touch points or increased cleaning</li> <li>– Enable and encourage increased hand hygiene</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #5</b> – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</p>	<p>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other</p>	<ul style="list-style-type: none"> <li>– Work with HR for individual accommodations</li> <li>– Encourage work from home arrangements</li> <li>– Enable two metre physical distancing</li> <li>– Reduction of high touch points or increased cleaning</li> </ul>



	underlying medical conditions	<ul style="list-style-type: none"> <li>– Enable and encourage increased hand hygiene</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #6</b> – 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)</p>	<p>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</p>	<ul style="list-style-type: none"> <li>– Reduction of high touch points or increased cleaning</li> <li>– Strict non-admittance to anyone with symptoms</li> <li>– Limiting of non-essential contacts in space</li> <li>– Strict non-admittance to anyone with symptoms</li> </ul>

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.

We are implementing a one-person in the lab at a time protocol, thus, we do not have any high risk activities. Though, we do face some Risk #3 as the labs are indoors (though can open windows) but have to pass through hallways and doors to get to lab rooms as well as use the common washroom facilities. For the building as a whole, ICICS has adopted a worksafe plan which researchers will follow. We have discontinued in-person user studies, thus, there will be no volunteers in the lab.

**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

Other than the Crystal 3D display in x509, all the specialized computing equipment is used by an individual researcher for the duration of their research. This equipment includes special input devices, i.e. gloves, touch pads, and keyboards. For the sensor gloves, we will continue to use one liner per person for hygiene and the other input devices will be wiped with sanitizer before and after each use. Likewise, regular mouse and keyboards at each researcher’s desk will be sanitized before and after use. Sanitizer wipes will be available in each lab in an easily accessible location. For the Crystal 3D display, there are handheld input devices (i.e. pointers) that will be sanitized before and after each use. These are used sporadically by three different researchers who are on the same team who can coordinate single use testing between them and tracking hygiene protocol.

**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.

Lab/workspace Occupancy (under proposed COVID-19 operations)  
X427 (approx. 1000sqft) – max 1 person, 10% of normal capacity (pre COVID-19 – 10; maximum occupancy is 20)  
X509 (approx. 1000sqft) – max 1 person, 10% of normal capacity (pre COVID-19 – 10; maximum occupancy is 20)  
367- max 1 person, 50% of normal capacity (pre COVID-198 – 2; maximum occupancy is 3)

**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.*

Comfort to return to ICICS has been discussed via email and in regular lab meetings with Sidney Fels. Sid will continue to check in with the group on a regular basis to ensure continued comfort with working on campus and address any concerns. If at any time anyone has concerns about returning to work on campus they can request an exemption.

**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 was presented to all members of the Lab by email for questions and feedback. The ICICS LST and applicable 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 meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from [UBC Wellbeing](#).

**2.7. Plan Publication**

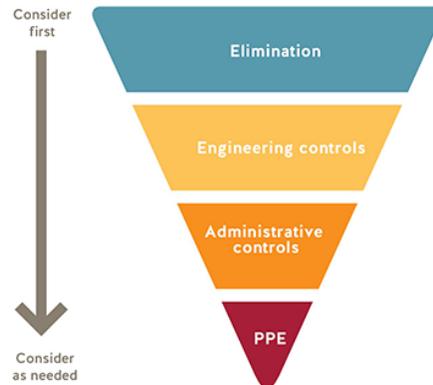
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Final Plans will be emailed to individuals requesting access to ICICS. A digital copy of the plan will be posted to the ICICS Website and a hard copy will be posted on the door of ICICS X509, X427, and 367.



### 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

None of the researchers have been requested to return to the lab; however, some have requested to use the lab to access the specialized equipment.

The requests to use the lab are:

Sid Fels (x427/x509)

John Lloyd (ICCS 367)



Pramit Saha (ICCS x427)  
Kaseya Xia (ICCS x509); planned arrival in Jan  
Rui Yang (ICCS x427)  
Praneeth Venkata (ICCS x427)  
Matt Fong (ICCS x509)  
Deb Mohapatra (ICCS x427)  
Atabak Eghbal (ICCS x427); planned arrival in Dec.  
Beibei Xiong (ICCS x509); planned arrival in Jan  
Shanny Lu (ICCS x509); planned arrival in Jan  
Ranjitha Srinivasa (ICCS x509)

At this moment, there are no students that plan to work 100% at home as they require periodic access to the lab.

*[Please outline:*

- *Who remains working remotely*
- *Who you've requested back to work*
- *Why they've been requested to return]*

### 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.

We have an online google spreadsheet:

[https://docs.google.com/spreadsheets/d/1nfTQ3wJ4h9Tkuyg73xL2AKYqBq\\_xtkIVmmgvnOkhi7w/edit#gid=1048107768](https://docs.google.com/spreadsheets/d/1nfTQ3wJ4h9Tkuyg73xL2AKYqBq_xtkIVmmgvnOkhi7w/edit#gid=1048107768)

for researchers to sign-up for times to use the lab. The

following researchers will be responsible for managing the spread sheet:

A. X427 – Praneeth Venkata

B. X509 – Matt Fong

C. 367 – John Lloyd

Gable Yeung also has access to this scheduling spreadsheet.

### 3.3. Working alone procedure

Discuss your working alone procedures and how they will be adapted for this Child plan

As we are implementing only one person at a time for each lab, we expect they will be working along. They will have signed up for a timeslot, so Dr. Sidney Fels will be aware of who is working alone at any given time. All researchers have Dr. Fels (immediate supervisor)' mobile phone number should they need to call. As well, campus security information will be posted (see above).

### 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

*Spatial analysis should be detailed in this section of the Child plan. Below are a number of considerations which should be taken into account and/or adapted as needed to support your development of this section.]*

#### **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.
- Notwithstanding 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.

#### **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 if they are 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 and 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.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
  - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#).

For the HCT labs, hand sanitizer will be placed at each entrance. Extra masks will also be placed at the entrance in case researcher forget their own.

Each researcher will be responsible for their own desk space. They will be required to sanitize their keyboards and mouse before and after use. Signs will be available for each researcher to place on their desk space once their desk has been sanitized.

For the one shared display (3D Crystal display), the student using the display will sanitize it before and after each use and place a sign to indicate it has been sanitized before they leave. Specialized input devices will also be sanitized before and after use with a sign available to indicate they have been sanitized.

Used disposable masks and sanitation wipes will be placed in a designated garbage in each lab.

**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)

The shared display will be managed by Fan Wu who is the primary user of it. The specialized input devices will be managed by Pramit Saha who is the primary user of it.

**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 [access@icics.ubc.ca](mailto:access@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, the lab members 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.

*[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
- Sidney Fels 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 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

*[Additional info required: Does your workspace require any additional PPE requirements? If no, please state this. If yes, what is your strategy for additional PPE procurement? Please only discuss PPE, and not sanitation supplies or non-medical masks]*

- *Prior to Safety Plan submission, please confirm that you are able to procure the necessary PPE supplies required going forward as there are currently limitation on some types of PPE supplies. You have to go through your own Stores/procurement supply chain.*
- *If applicable list any other protective controls such as access to showers/laundrying facilities*



- *Discuss how you will safely dispose of soiled PPE*

All members of the lab have their own non medical masks; however, Sid will purchase additional boxes of masks to placed in each lab in case people in the lab forget theirs or otherwise need one.  
 Sid will also purchase hand sanitizer and wipes to place in the lab with extra supplies located in the supply cabinets in each lab and desk drawer in ICCS 367.

#	Type of PPE	Activity and PPE Use Rationale
3	Hand sanitizer	Located at the entrance of each lab
22	Sanitation Wipes	Located at each desk for cleaning and with the 3D Display and input devices
3	Non-medical masks	Extra masks in case researchers have forgotten theirs

- 

## 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:

Sidney Fels  
 \_\_\_\_\_  
 Name, Title

Nov 17, 2020  
 \_\_\_\_\_  
 Date

Signature 



X

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### Department Head/School Director Approval

Steve Wilton, Head

Nov 25, 2020

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Name, Title

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Date

Signature

X

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### 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@icics.ubc.ca](mailto:access@icics.ubc.ca)

Requirement	Check when complete
Review the intermediate safety plan	X
Review the child safety plan	X
Complete the SRS online COVID-19 safety course and sent the certificate to Gable Yeung <a href="mailto:access@icics.ubc.ca">access@icics.ubc.ca</a>	X

Your name: \_\_\_\_\_ Sidney Fels \_\_\_\_\_ Date: \_\_\_ Nov 11, 2020 \_\_\_\_\_

Faculty/Dept. \_\_\_ECE\_\_\_\_\_ Primary room: \_\_\_x427/x509\_\_\_\_\_

Your role (faculty, staff, grad student, etc.): \_\_\_faculty\_\_\_\_\_

Supervisor name: \_\_\_n/a\_\_\_\_\_

Your signature: \_\_\_\_\_

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

- Doing the daily required the Self-Assessment quiz [Thrive BC Self-Assessment Tool](#)
- 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

- ViDeX area
- Crystal area
- Desk space
- 3D Crystal Display
- Masks/hand sanitizer/  
designated garbage

