COVID-19 Workspace Safety 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	Udi Daon
Department/School/Unit/Venture	Daanaa Resolution Inc.
Faculty	Hatch
Building(s)	The Institute for Computing, Information and Cognitive Systems (ICICS) 2366 Main Mall, Vancouver, BC V6T 1Z4
Lab(s)/workspace(s) location	*047,049, 031*
Proposed Re-opening Date / Amendment Date	

Introduction to Your Operation

1. Scope and Rationale for Opening
• *Who has vetted and approved your draft plan within your Department/School/Unit?* • *How would the service levels differ from normal operations?* • *Describe the phasing (if you would have different levels of ramp-up)]*

We currently have access to 3 spaces, 047, 049 and 031. 047 and 049 are adjoining rooms with 047 used for building and technical work with 049 used more for programming / back end work for the hardware being built. 031 is used as a phone room so individuals can speak without disturbing others. 031 has a window which opens. Our team is now upwards of 12 people and in a normal circumstance we would have them all on site on a regular basis, but given COVID 19 we are limiting our occupancy to essential staff who need to be in the lab to collaborate or to work on hardware. We are limiting staff to 3 people per room, (that usually houses 10 people). We have marked the floor with tape to ensure social distancing is clear. We have worked with ICICS to install servers so that all other staff can work from home and only come to the office when needed.

[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 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 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.

[For example, for lab experiment recording, it may be: Risk #3 because Room 101 has windows which cannot be opened and the 2m physical distancing cannot be maintained between the photographer and the person performing the test.]

Risk #3 – The workplace or activity is indoors and windows cannot be opened

Daanaa has rooms 047, 049 and 031. Room 047 does not have a window. And the window in 049 is not being opened due to the nature of the work with electronics.

The team does not interact with visitors or customers. All efforts are made to maintain social distancing whenever possible. There is small and limited number of shared surfaces. All shared surfaces are wiped on a regular basis, moreover individuals are each taking steps to ensure they are sanitizing their hands throughout the day.

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

There is no regular direct close distance interaction with other people in the same space. None of the tasks at the moment require close proximity. Any potential close proximity would be related to verification of measurements and occurs for less than a minute.

The surfaces touched often are door handles for entry and exit from the facility.

Tools used are specialized electronic measurements tools, such as oscillatoscopes . They are not used by more than one person at the same time. Steps are taken to ensure they are cleaned before and after use, and hands and common surfaces are sanitized regularly.

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.

Typical capacity of each of rooms 047 and 049 is 12, which brings to total to 24.

There is room to safely host up to 5 people per room maintaining at least 2M distance. However, we are limiting access to each room for 3 at a time. To a maximum of 6. On a typical operation manner, the maximum number of people would not exceed 4.

Typical capacity of Room 033 is 4. It will host one person at a time.

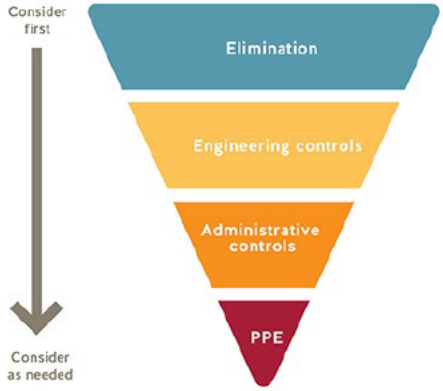
2.4. Confirm that you have discussed each employee's comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. ***Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.***

Comfort to return to ICICS is being discussed via daily team meetings and *weekly 1:1 with by members* with *Udi Daon. Udi Daon* will continue to check in with *all team members per the attached Excel* spreadsheet on a regular basis to ensure continued comfort with working on campus and address any concerns. If at any time *any team members per the attached excel* has concerns about returning to

work on campus they have the preauthorized approval and software tools to work from their residence.
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 *ICICS via email* on *by January 30th 2021* 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. In creating this plan we reviewed the ICICS safety plan, our previously approved safety plan and we reviewed other approved safety plans to ensure that we were following approved protocols. We will amend this plan to meet any changes requested by the LST. We reviewed this plan as a team when it was created and have included safety as a component of our weekly meeting, do discuss any issues that may come up in a timely manner.
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 and team members 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: • Daily team scrum – held virtually on MS Teams • Weekly team meeting - held virtually on MS Teams • Team email broadcasts – sent weekly by CEO • One-on-one meetings with direct supervisors – occurring weekly virtually on MS Teams • JOHSC meetings & communications as sent and shared. 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 *(047,049, 031)*. A digital copy of the plan will be posted to the ICICS Website and a hard copy will be posted on the door of *(Room #047)*.

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
The people working from home are: 1. Alexandra Kutilin 2. Victoria Lansdown 3. Jae Mather 4. Ken Bough 5. Bernard Guay 6. Matthew Mcadams 7. Omid Omrani 8. Udi Daon (4/5 days a week) Who you've requested back to work 1. Soroush Dehghani

2. Ehsan Hafshajani
3. Javad Shariatzadeh
4. Alireza Asoodeh
5. Udi Daon [1/5 days a week

Why they've been requested to return
Our project is developing wireless power technology, by creating eclectic and electronic circuits. We have to do simulations, design circuits and printed circuit boards, assembly and test the circuits, make structure for our test setup, test the circuit boards on the structure, make some custom designed electronic parts and measure their properties. Hence our on-site project consists of measurements and tests with special equipment in the lab which cannot be performed remotely. Team members should be present to run the experiments and check the status of tests and devices. All the work that could be done remotely is moved online however these tasks cannot be done from home settings.

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 do not require access to shared space other than bathrooms. There is no calendar system (to the best of our knowledge) that manages access restroom access, and there is no designated team member for that activity.

Tracking entering/exiting the lab: Complete safety documents will be posted on the main door of ICICS 047 and 049, as well as the company's shared online space. The following rules will be posted on our safety document.

When a team member wants to work in the lab, he will note on the team channel "#WorkinLab" and in the timesheet tracking on the entry and departure times.

The timesheet is reviewed once weekly on Friday to address gaps or inconsistencies.

Workers are required to notify their presence in the lab.

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

We allow for individuals to work alone should they wish to provided they are not using heavy duty equipment that could cause harm. Our team is in regular contact throughout the day so even when working alone, team members check in and check out, to ensure safety. Task assignment and the start/end time will always be discussed in advance in online group meetings, and in weekly planning sessions and records available to all team members at any time.

On-site tasks requirements will be published in an internally public location and team members will be trained to inspect it daily. Based on the priority of the tasks, a team of at most 2 people will be present in each lab to perform the tasks. The team will clean and sanitize the equipment when they enter the lab. The team will leave the lab on time. They will clean and sanitize the equipment before leaving the lab.

Tracking entering/exiting the lab: Complete safety documents will be posted on the main door of ICICS 047 and 049, as well as the company's shared online space. The following rules will be posted on our safety document.

When a team member wants to work in the lab, he will note on the team channel "#WorkinLab" and in the timesheet tracking on the entry and departure times.

The timesheet is reviewed once weekly on Friday to address gaps or inconsistencies.

Workers are required to notify their presence in the lab.

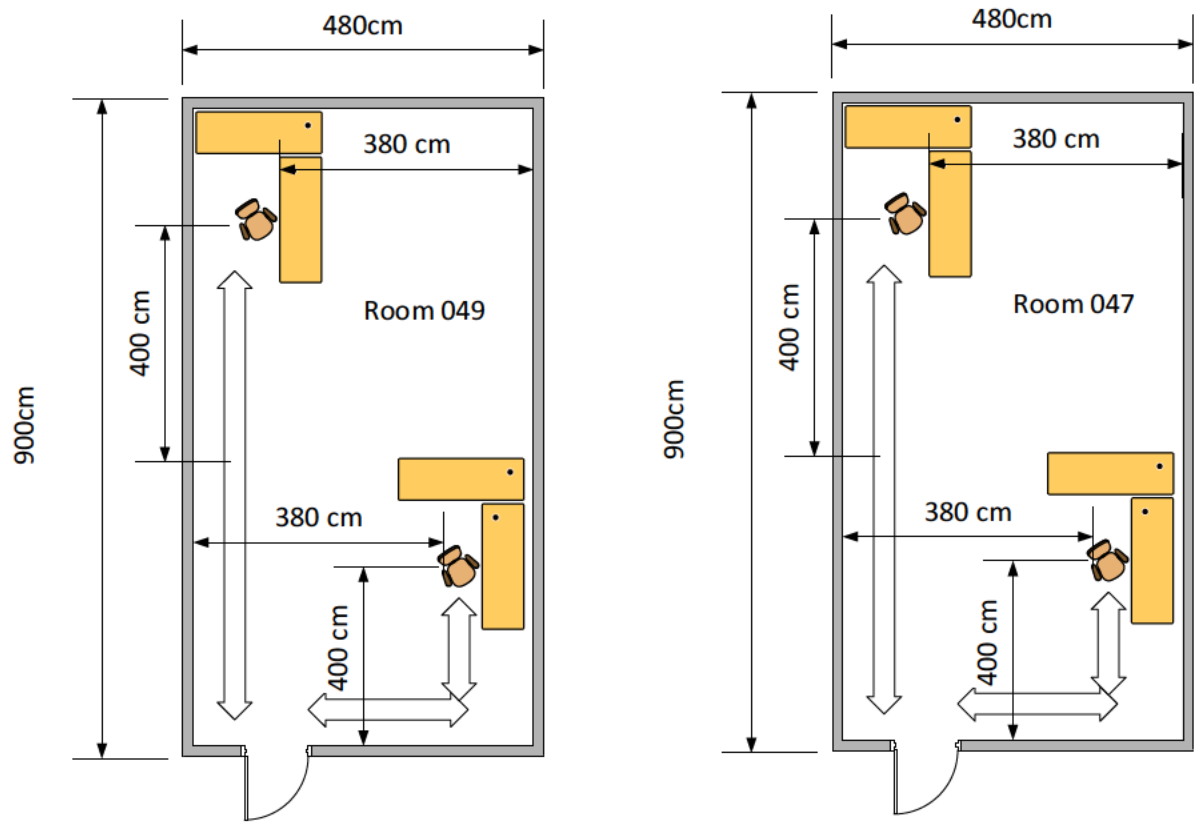
To eliminate mundane risk of sharing of documents and pens, all documentation and records are now online, on a secure auditable site.

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



The floor plan above is based on actual measurements. There is room for more people (up to 5 per room) however we are using it with typical capacity of 2 per room. Table arrangement may change maintaining at least 2-meter separation between individuals.

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)

6. 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.
7. All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
8. 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.
9. 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.

10. 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.
11. 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.
12. 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

13. 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.
14. Do not attempt to circumvent a deactivated door by wedging it open.
15. 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.
16. At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and immediately wash hands.
17. To minimize contact with high-touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

Department-Managed Undergraduate / Graduate Learning and Teaching Spaces

18. Classrooms and meeting rooms can be open for specific events provided that a safety plan (with posted room occupancy) has been developed.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces

19. 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.
20. 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

21. 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.

Open Common Areas

- Common seating areas and study areas (e.g. ICICS atrium) will remain closed for the duration of Phase 2.
- Signage will be posted to indicate areas that are closed.

Hallways

- Hallways have been marked to indicate if they are unidirectional, and the direction of travel indicated
- Please follow signage to ensure adequate social distancing.
- In cases where two people are headed in opposite directions, in order to pass safely, one person must step aside briefly into the nearest hallway recess.
- Hallways must be kept clear of clutter at all times. No extraneous items (e.g. crating, materials, boxes, furniture) shall be placed in the hallways for any length of time.
- In hallways, walk on the right. If a hallway is not at least 2m wide, yield to oncoming traffic.

Stairwells

- The majority of stairwells in the ICICS building do not allow full 2m distancing.
- Main center stairs in the West Wing are at least 2m wide and signs are posted to stay right.
- Stairwells have been designated as either "Up only" or "Down only" Signs indicating the directionality and locations of alternative stairwells have been posted.
- Stairwells NOT designated as unidirectional, please adhere to the following passing etiquette - persons going down have priority.
    - Persons going up are to yield to the persons heading down by stepping aside on landings. Please follow the directional signs and instructions.
    - In hallways and stairwells, practice walking on the right. If stairwells or hallways are not at least 2m wide, yield to oncoming traffic.

Elevators

- Use of the elevator is intended for those needing to transport materials and for those who need assistance travelling between floors.
- Those who can manage the stairs should use them.
- A maximum of one person is permitted to use the elevators at the same time. Immediately wash hands or use hand sanitizer after exiting the elevator.
- Signs outlining safe elevator use have been posted by UBC Safety and Risk Services.

Hand Sanitizer Stations

22. Hand sanitizing stations are installed at most building entrances. Locations of hand sanitizer stations are marked in yellow on attached floor plans.
23. 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.
24. Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability subject to availability.

Washrooms

- Washrooms are a high-traffic space. Extra care in hand-washing, not touching your face with unwashed hands and respecting physical distancing measures is crucial.
- Single occupancy washrooms will remain single occupancy washrooms with locking doors.
- Users should use a single paper towel to touch the door handle when leaving and dispose of the towel in bin provided.
- Multi-stall washroom entrance doors will be permanently propped open so that users avoid touching door handles, and can verbally confirm whether others are using the washroom before entering.
- Washrooms that have three toilet stalls or urinals and three sinks or less will be restricted to a single occupant.
- A second person wishing to enter the washroom to wash their hands may do so only after verbally confirming with the occupant that handwashing will not compromise the occupant's safe space.

Showers

- Showers are available in the basement of the West Wing and on the first floor of the X-wing.
- Users must sanitize surfaces touched while using the shower (e.g., door handles, faucets, etc.).
- Appropriate cleaning supplies will be provided.

Lunchrooms and Kitchens

- All lounge and kitchen areas will remain closed for Phase 2, with no access to fridges and microwaves.
- Absolutely no food or drink preparation will be allowed in the building.

Meeting Rooms and Classrooms

- Meeting rooms (including seminar rooms) will remain closed during Phase 2. No in-person meetings permitted at this time.

Offices

- Use of offices is discouraged, apart from brief access to collect materials and supplies (<60 minutes) with approval (email access@icics.ubc.ca stating your name, and reason, date and space(s) for desired access).
- Notwithstanding the requirement that all work that can be done effectively from home must remain remote, use of offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.
- Exceptions may be considered for cases where personnel do not have the possibility to work from home.
- Where exemptions have been granted for faculty and staff members to access their offices, no guests are permitted, and only one person may occupy an office at a time.
- Office cannot be used for student - faculty office hours during Phase 2.
- Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the ICICS Director.
- Individuals are responsible for cleaning all surfaces and high contact areas in their offices (e.g. door knobs, light switches, and keyboards etc.).
- Faculty are responsible for obtaining their own cleaning supplies.
- If faculty are unable to access appropriate cleaning supplies, please contact access@icics.ubc.ca and we will advise you of appropriate options.

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@icics.ubc.ca so that we can ensure that it can be received.

Patio

- Will remain closed during Phase 2.

Shared Facilities

25. Access to some facilities will be restricted to appointments made by email, while others will require online scheduling:
    - ICICS Reading Room: https://www.cs.ubc.ca/our-department/reading-room
    - ICICS Makerspace: email makerspace@hatch.ubc.ca
26. All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
27. 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 at entrance). Keep a record of visitors to the workplace.

28. Users MUST comply with procedures or access/services will be denied.

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.

29. 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.

- Personnel must wash their hands regularly and avoid contact with one another.
- Hand sanitizing equipment is provided for each work station
- The team will disinfect the shared surfaces used on a daily basis prior to leaving
- A disinfection surface checklist will be available on company documentation site.
- A “maximum occupancy” sign will be posted on each access door (attached)
- Sanitization checklist is provided (attached)
- All supplies are purchased by a designated person, which may rotate, and will be paid for in full by Daanaa.
- All garbage will be collected into bagged collectors which will be closed and tied prior to disposal.
- Daanaa discusses safety protocols, issues and concerns at their regular weekly meetings to ensure all staff are aware of current protocals. Staff can also make suggestions at these meetings to ensure all individuals are up-to-date and feeling safe.
-

On-site tasks requirements will be published in an internally public location and team members will be trained to inspect it daily. Based on the priority of the tasks, a team of at most 2 people will be present in each lab to perform the tasks. The team will clean and sanitize the equipment when they enter the lab. The team will leave the lab on time. They will clean and sanitize the equipment before leaving the lab.

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)

- One person at a time is permitted to operate any piece of equipment in the lab
- Sanitization of shared components will be done per instructions attached and above.
- To eliminate mundane risk of sharing of documents and pens, all documentation and records are now online, on a secure auditable site.

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

30. The SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely). All employees and the company possess the certification. All new employees are required to take the course prior to accessing the facility.
31. 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.
32. 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 for any new employee. All records for exiting employees were provided.

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, Daanaa *will* disseminate this Workspace Safety plan via e-mail as well as an announcement on the

company virtual board. The company choose to not post it as hard copy on the door to the workspace to avoid potential spread via sharing of papers when it can be done safely in an electronic manner.

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.
- **They may also contact any or all ICICS personnel** to express their concerns via email, phone or the UBC Hatch Slack channel.

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 for external shared spaces.
- Handwashing
- 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, 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 on the company quarterly meeting.

- 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
- *Udi Daon* 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

There is no need for additional PPES.

#	Type of PPE	Activity and PPE Use Rationale
15	Disinfectant wipes	Assuming 100 wipes per pack and what is needed until September. Sanitization of workspace, keyboard, and mouse.
2	Hand Sanitizer	Hand sanitizer is purchased and provided by the CEO

-

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

Based on the information below there is no requirement for wearing non medical masks in the space.

- Office spaces:
  - 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.

Per UBC's mandate, masks will be worn in Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas (except as set out in an approved COVID-19 Safety Plan).

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:

Name, Title _____ Date _____

Signature

X _____

Department Head/School Director Approval

Robert Rohling, Director ICICS. 31 May 2021

Name, Title Date

Signature

[redacted]

X

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

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

Your name: _____Udi Daon Date: January 26 2021

Faculty/Dept. __Daanaa ICICS__ Primary room: 047

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

Supervisor name: _Robert Rohling_

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