COVID-19 Intermediate Safety Plan Document Revision for *ICICS COVID-19 Intermediate Plan*

Information in this Change Log supersedes the information in the body of the plan.

Date	Version	Writer	Change Description	Approved By (Name + signature or initials)
2020.	1.0	David Roberts, ICICS Technical Manager, in consultation with Fatima Damji, ICICS Administrator	Document being first approved	Robert Rohling, ICICS Director Steve Feng, Head of Mechanical Engineering Steve Wilton, Head of ECE James Olson, Dean of APSC Meigan Aronson, Dean of FoS
2020.10.05	2.0	Marie Clopin, APSC Return to Campus Coordinator	Section 1: (edit links) 14. Offices: use of offices may be allowed for teaching purposes. 17. UBC Entry Check Sign link added. 18. Workday (instead of PAT). 20. Assignment of key pieces equipment + wording for dishes 24. Required Signage "And Marking" 25. Approach to handle potential Covid-19 incidents Section 7: Mandatory Mask Throughout the document: previous language around mask	as per SRS request

			contradicting the new policy has been removed	
2021.01.13	3.0	David Roberts, ICICS Technical Manager, in consultation with Fatima Damji, ICICS Administrator	Safety plan transferred onto the most recent template to ease of future updates	Robert Rohling, ICICS Director Steve Feng, Head of Mechanical Engineering Steve Wilton, Head of ECE James Olson, Dean of APSC Meigan Aronson, Dean of FoS
2021.06.16	4.0	David Roberts, ICICS Technical Manager, in consultation with Fatima Damji, ICICS Administrator	**Introduction to Your Operation.** Labs that contain specialized equipment for which researchers must be on campus to advance their research will be able to operate at 66% (or 2/3) capacity as long as provided physical distancing (2m) can be maintained between all researchers. Labs that do NOT have specialized equipment (i.e., where researchers are not required to use on-campus facilities to advance their research) will also be allowed to operate at 66% (2/3) capacity as long as provided physical distancing (2m) can be	Robert Rohling, ICICS Director

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			maintained between all researchers. Faculty may access their offices, up to a maximum of 50% of offices at a time (single occupancy). Up to 2 people may meet in well-ventilated offices. ICICS members wishing to return to their offices do not need to complete an individual Workspace Safety Plan, but are asked to submit an access request to access@icics.ubc.ca. Small (4 or fewer people) meetings are permitted in a well-ventilated room that has been identified by ICICS able to accommodate this number of individuals with physical distancing. Meeting rooms can be booked by emailing a request to access@icics.ubc.ca. **8. Contact Number (Proposed COVID-19 Operation)** Using the more conservative 15 square meter spacing around each occupant in large	

			labs ICICS building maximum occupancy will increase to 364 occupants. **14. Spatial Analysis: Occupancy Limits, Floor space, and Traffic Flows** **Meeting Rooms and Classrooms** Small (4 or fewer people) meetings are permitted in a well-ventilated room that has been identified by ICICS able to accommodate this number of individuals with physical distancing. Meeting rooms can be booked by emailing a request to access@icics.ubc.ca. **Offices** Faculty may access their offices, up to a maximum of 50% of offices at a time (single occupancy). Up to 2 people may meet in well-ventilated offices. ICICS members wishing to return to their offices do not need to complete an individual Workspace Safety Plan, but are asked to submit an access request to access@icics.ubc.ca.	

Faculty of Applied Science

ICICS

COVID-19 Intermediate Plan

Change log:

Date	Version	Writer	Change Description	Approved By
2020.09.21	1.0	David Roberts, ICICS Technical Manager, in consultation with Fatima Damji, ICICS Administrator	Document being first approved	Robert Rohling, ICICS Director Steve Feng, Head of Mechanical Engineering Steve Wilton, Head of ECE James Olson, Dean of APSC Meigan Aronson, Dean of FoS
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This Building Safety Plan has been developed by Local Safety Teams, and approved by Unit Heads/Directors. This plan includes a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. 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/.

Department / School	ICICS
Facility Location(s)	ICICS building - 2366 Main Mall, Vancouver BC V6T 1Z4
Proposed Re-opening Date / Amendment Date	21 September 2020/ 15th January 2021

Introduction to Your Operation

1. Scope and Rationale for Opening

The Institute for Computing, Information and Cognitive Systems (ICICS) is a multidisciplinary research institute that supports collaborative research in advanced technologies systems.

The ICICS/CS building (ICCS) is shared by ICICS and the Department of Computer Science (CS). It comprises two wings: The West Wing and the X-Wing. Both ICICS and CS occupy administrative and faculty/student offices, as well as research labs, equipment rooms and meeting rooms, most of which also serve as teaching and seminar rooms. Some research labs are used solely by faculty members of CS and others are shared between CS faculty members and ICICS members outside of CS. The lowest floor of the West Wing and portions of the X-Wing house undergraduate labs. ICICS also houses the HATCH Accelerator, an incubator for startup companies. Safety plans for the ICICS/CS building will be submitted to APSC by the ICICS Director and to Science by CS.

This document thus provides site-specific instructions for implementing both the Faculty of Applied Science's Stage 2 Return to Campus Plan in harmony with the Faculty of Science's Safety Plan for the Resumption of On-Campus Research, within the common spaces of the ICICS building. It has been developed by the ICICS Local Safety Team (LST) in consultation with the Department of Computer Science LST. The intent is to ensure effective measures are in place to promote safe working conditions within the common areas of the ICICS building during Stage 2. The Plan reflects current government guidance and notices found, along with information about UBC's response to the pandemic, at https://covid19.ubc.ca/.

The research and teaching mission of ICICS in the Faculty of Applied Science requires specialized equipment or laboratories that can only be accessed on campus at UBC. The COVID-19 shutdown is having a significant effect on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery.

ICICS will open only those buildings and facilities necessary to conduct on-site work. This includes, but is not limited to, basic laboratory operation, teaching, instrument facilities, support facilities, and custodial service.

The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of occupancy, which accommodated physical distancing protocols. Since the ICICS building is shared with the Faculty of Science (FoS), in Stage 2 Return to Campus (R2C) ICICS has chosen to operate at the above-mentioned occupancy level, reflecting FoS guidelines. Each workspace, room, lab, office, etc. is unique and requires its own consideration. The timing of these stages is fluid and will align with provincial guidance.

- *Labs that contain specialized equipment for which researchers must be on campus to advance their research will be able to operate at 33% (or 1/3) capacity as long as physical distancing (2 m) can be allowed between all researchers.*
- *Labs that do NOT have specialized equipment (i.e., where researchers are not required to use on-campus facilities to advance their research) will have a maximum occupancy of 1 person per <u>room</u>.*
- *The number of Faculty offices occupied will not exceed 25% at a time.*
- *All meeting rooms and offices will have a maximum occupancy of 1 person at a time.*

This plan was developed by David Roberts, ICICS Technical Manager, in consultation with Fatima Damji, ICICS Administrator, and then reviewed by the ICICS local safety team (LST) and Rob Rohling, ICICS Director.

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19"](#)

3. Provincial and Sector-Specific Guidance

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

4. WorkSafe BC 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

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels: Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.
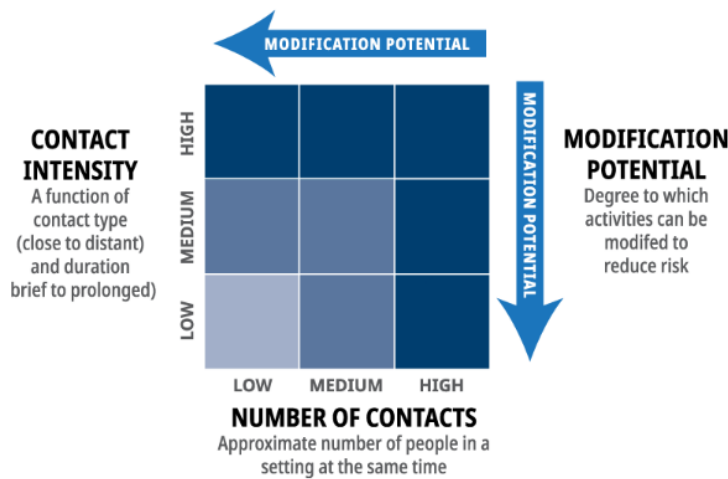
One or more steps under the following controls can be taken to further reduce the risk, including:
- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

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.

7. Contact Density (Proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work
- In R2R Stage 1, the goal was to reduce the number of people in buildings and labs to about 1/3 of normal occupancy in order to limit contacts between people in lab spaces and in common spaces. Individual supervisors/managers assigned room occupancy (vetted by the Department Head/School Director) to ensure that physical distancing is possible at all times. If a job or task required close proximity, the supervisor/manager consulted with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19.   - In R2R/RTC Stage 2, ICICS has chosen to continue maintaining a lower occupancy level to limit contacts between people in the lab spaces and in common spaces.   - Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their workspaces.

8. Contact Number (Proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- As mentioned above, in R2R/R2C Stage 2, ICICS has chosen to continue maintaining a lower occupancy level. Physical distancing must be enforced and rooms must not exceed the posted maximum occupancy (which will be 1 person for offices, meeting rooms, and classrooms). To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing
- The maximum building occupancy for ICICS under current restrictions, including both the West Wing and X Wing, is calculated to be 548 occupants. This calculation assumes only one occupant per office or small room, and that larger labs require space of 10 square meters around each occupant to give sufficient physical distancing. ICICS will start with a more conservative 15 square meter spacing around each occupant in large labs giving a current maximum of ==182 occupants==

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The plan was presented to ICICS faculty and staff, including front line staff, via email for questions and feedback. The ICICS LST will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

10. 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.

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

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

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

11. 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 posted to the following: UBC's COVID-19 Safety Plan website, Faculty-level website, JOHSC website, and ICICS website. Additionally, hard copies will be posted outside the main ICICS office (ICCS 289) so that all returning workers will have either physical or online access to the plan.

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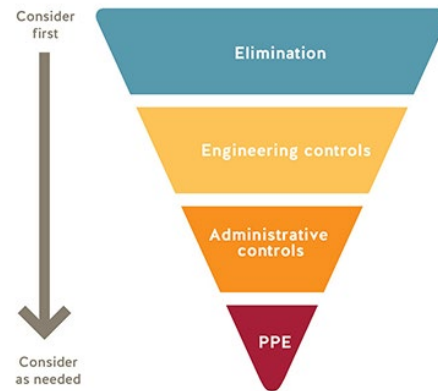
The following general practices shall be applied for all UBC buildings and workspaces:

- 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

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

- All work that can be done off-campus must continue to be done off-campus, i.e., data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of supplies, online library research, computations, etc., should be done from home.
- Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization of Departmental/School work activities will be determined by ICICS, situationally identified by the Supervisor/Manager, and final approval granted by the Head/Director (please see **Appendix B**).
- UBC's President's Office presented the following five activities as top priorities:

1. Academic/Research resumption
2. Services directly supporting the resumption of research, teaching and learning (i.e. technicians, Shops, CIS, TAs for onsite filming of course materials, etc.)
3. Revenue generating units
4. University ancillary services
5. Administrative units

- Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the Head/Director.
- Faculty teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by Department Head/Director.
- Faculty requiring access to on-campus space to prepare materials for the current or next academic term (e.g. making videos for online course production) should be accommodated where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- Training of new personnel (undergraduates, graduate students, postdoctoral fellows, teaching assistants, research associates, etc.) is permitted. When training is required that cannot be performed with physical distancing, then personnel must follow the Faculty of Applied Science's safety regulations for in-person training activities.
- In-person study halls, group meetings, and office hours cannot be organized at this time.
- Undergraduate thesis students and undergraduate project students will not be allowed to return, unless specifically authorized by the Department Head/Director as the additional considerations around training, supervision and oversight of these students may pose challenges in meeting the physical distancing requirements
- Everyone must continue to meet online whenever possible.
  - Small in-person meetings that are essential (e.g., safety training that cannot be completed online) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom and meet all of the requirements outlined in the SRS UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance. Units requesting to do this will be required to submit a plan for the room layout for approval by Department Head/School Director.
- Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office at this time.
- Individual faculty members are responsible for developing plans for their own research spaces. These will be reviewed and approved by Department Heads/School Directors. Heads and Directors are encouraged to consult with their LST.
  - Amendments from R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.
- Non-essential business/research travel is not permitted at this time, but will be revisited in future Stages.

- Field work will be reviewed and approved on a case-by-case basis by Robert Rohling, ICICS Director followed by the Dean's office. See: https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities/conducting-campus-fieldwork

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

Shift Work: ICICS will adhere to UBC rules for scheduling of researchers (M-F 7:00 am – 6:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean required spaces. That said, any supervisor/manager wanting their personnel to work on a shift basis will need to make a request through the ICICS *Building* Administrator. It may not be possible to accommodate all requests. All personnel must abide by UBC working-alone policy (UBC Work Alone) with a safety plan to ensure that there are regular checks. QR codes will be used for check-in/out of the ICICS building in order to ensure the occupancy level is respected as well as the COVID-19 self-assessment on the BC Thrive website is done before entering a building. Access will be revoked for individuals who have not taken this step and yet are found accessing the building.

Weekend Work: Special exemptions for weekend work will be permitted provided they do not conflict with custodial services. Weekend work exemptions will be approved on an individual basis. ICICS will ensure their Building Administrator/Facility Manager is informed of when weekend work is permitted in order to confirm the custodians are given time and space to complete their work.
- The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:
    1. The PI/Faculty member/Supervisor must notify their Department Head/School Director and Building Administrator/Facility Manager that there will be work continuing beyond the regular hours.
    2. Building Administrator/Facility Manager should notify security ahead of the scheduled date regarding who will be working extended hours (including time, date, and location) so that they can be given access if they forget or misplace their access card.
    3. The PI/faculty member/supervisor will post notice on the door of their lab/office/workspace that late-night or weekend work is underway, indicating name(s) and working hours.

Medium-to-High Risk Work: Where medium-to-high risk work is conducted (e.g., using potentially hazardous laboratory experiment(s)), one monitor (typically a faculty member, but may be another responsible person like a health and safety officer) should be present each day (9:00 am - 5:00 pm) and this should be broadcast to everyone in the unit. The monitor should be available in case of an emergency or other question, and should help to ensure that the restrictions are being observed.

Scheduling Responsibilities:
- ICICS will maintain a schedule for and the contact information of responsible person present during every shift.

- ICICS will ensure scheduling of shared rooms (via PI or office admin safety plans) is performed in each building.

14. Spatial Analysis: Occupancy Limits, Floor Space, and Traffic Flows
Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

ICICS has faculty, staff and students occupying space in the ICICS Building (2366 Main Mall), and Forest Sciences Centre (2424 Main Mall). Individual room space analysis and planning will be detailed in each of the ICICS Workspace plans submitted by PIs, and faculty and managers will be expected to reference the current ICICS Intermediate Safety Plan in the development of their workspace plans.

As recommended by the Dean's Office in the Faculty of Applied Science, ICICS will use a QR code for check-in/out of the building in order to ensure the occupancy level is respected as well as the COVID-19 self-assessment is done before entering a building. It will consist of:

- One QR code for sign-in and sign-out:
    - Sign in captures name, date and time, department. When they answer "arriving", the self-assessment for COVID-19 symptoms is imbedded in this survey. The survey records the acknowledgement that the self-assessment has been done prior to entering the building.
    - When they answer "departing", name, date as well as a list of primary rooms they have been in will be included. No self-assessment required at exit. *There may be reason for exemptions to accommodate systems for shared buildings.*
- ICICS will complete compliance checks (can be random) to ensure the total allowable occupancy is not exceeded

Laboratory/Office Considerations
Occupancy limits will also be posted on the door of each room by the PI or office administrator. Note that faculty / student offices and meeting rooms are limited to 1 person at a time.

Building/Facility Considerations
Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
- The following common/shared areas will remain closed during Stage 2: administrative areas, common or shared areas such as kitchens, photocopy rooms, communal seating areas and patios.
- All rooms will be sign-posted with the maximum occupancy. Where the lab contains specialized equipment that requires students to be on campus to advance their research, occupancy will be based on available floor space to allow for 2m physical distancing.
- Tape or markings will be placed on the ground to indicate where workers should stand while lining up to enter the elevator. Individuals should ensure adequate space is provided for those exiting the elevator.
- Staff and faculty using ICICS during Stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly.

- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops), markings spaced 2m apart will be placed on the floor.

Points of Access to Building and Access Control

- Access to the ICICS building is provided using key cards and the building will remain locked until further notice. The now designated 'exit doors only' will have their fob readers deactivated by UBC Secure Access to prevent entry through these doors.
- Do not attempt to circumvent a deactivated door by wedging it open.
- When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn. Do not let others enter behind you.
- At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and immediately wash hands.
- WorkSafe BC requires all employees to report to their supervisor that they have completed the ThriveBC screening questionnaire prior to coming to work. Completing the survey accessed with the QR code on the door will enable completion of this requirement.
- 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

- Classrooms and meeting rooms that are bookable within units should be closed off (with tape) for Stage 2 unless there is a particular urgent need to have them open (e.g., for a specialized safety training event). Events may only proceed in a classroom if a safety plan is approved by the Director and Dean.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces

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

Signage and Directional Guides

- A Worker/Visitor Entry Check sign will be posted at every entrance, which describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.

Open Common Areas

- Common seating areas and study areas (e.g. ICICS atrium) will remain closed for the duration of Stage 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

- Hand sanitizing stations are installed at most building entrances. Locations of hand sanitizer stations are marked in yellow on attached floor plans.
- 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.

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

Patio
- Will remain closed during Stage 2.

Shared Facilities
- 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

- o ICICS Makerspace: email makerspace@icics.ubc.ca
- 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 at entrance). Keep a record of visitors to the workplace.
- 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.
- Occupancy restrictions are not to be exceeded by visitors.

15. Accommodations to maintain 2 metre distance
Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

Common Physical Distancing Protocols (Everyone)
- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then the UBC UBC Employee COVID-19 Physical Distancing Guidance should be followed. Examples include carrying something heavy or doing repairs to equipment that require two or more people. These personnel must consult UBC SRS for guidance on appropriate PPE (see UBC COVID-19 Rules) where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings until further notice, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers or technicians on campus accessing equipment.
  - o Visitors will be required to request permission for access by emailing access@icics.ubc.ca stating name, reason, date/time, and space(s) for desired access.
  - o Visitors granted building access will have taken the Self-Assessment quiz on the BC Thrive website and been determined not to have symptoms of COVID-19.
- All elevators are limited to either one or two occupants (based on elevator size).
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be controlled by ICICS. Chairs will be removed from common rooms to limit the number of people who can sit in accordance with physical distancing standards
  - o **Kitchens will remain closed for Stage 2.**

16. Transportation
Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures
N/A

17. 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) must do the SRS COVID-specific 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

o [WorkSafe: Entry Check for Visitors](#)

18. 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. These workers will inform their supervisors by email and 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 that request onto the Workday system.

Section #4 – Engineering Controls

19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your Departmental/School staff (i.e. non-Building Operations) for common areas/surfaces
- Personnel must wash their hands regularly with soap and water (20 seconds) or use hand sanitizer, and avoid contact with one another.   - Hand sanitizing stations are located 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 (marked in yellow on attached floor plans)   - The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 6 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.   **Kitchens will remain closed for Stage 2.**

20. 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, such as coffee makers, kettles, shared dishes and utensils
- All common/shared areas in ICICS will remain closed during Stage 2, including administrative areas, common or shared areas, photocopy rooms, communal seating area, patios, and meeting rooms.   - Kitchens in ICICS will remain closed for Stage 2. Absolutely no food or drink preparation will be allowed in the building.   - Individual users will be responsible for disinfecting common surfaces inside rooms (e.g., door handles, light switches, lab computer mice)   - Workspace Plans developed by faculty/supervisors will highlight the equipment removal/ sanitation procedures for their specific spaces.   - Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the WHO guidelines for decontamination & Health Canada guidelines.

21. Partitions or Plexiglass Installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
Need for partitions or plexiglass installation will be addressed within each ICICS Workspace plan.

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including 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 ICICS Employees
- To communicate the risk of exposure to COVID-19 in the workplace to the employees, ICICS will disseminate this Intermediate Level plan via e-mail and will post it on the ICICS website.
- A meeting will be held with the ICICS Director, relevant faculty, and staff to discuss their roles and responsibilities. Once approved, the Intermediate and Workspace plans will be distributed by email and stored on a centralized SharePoint site for record keeping purposes.

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.

23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees 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 F**) 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 ICICS designate Gable Yeung (access@icics.ubc.ca)

24. 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)

ICICS 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.

25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

The ICICS Building Emergency Response Plan (BERP) has been updated to accommodate the reduced staffing levels, in adherence with the information and resources for updating BERPS found here. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan will be made available both online and as a hard copy posted outside the ICICS main office, ICCS 289..The amended ICICS BERP will be provided, where necessary, as part of any site-specific safety planning.

Approach to handling potential COVID-19 incidents:
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
- Direct people who are unsure about what they should do to the BC Self Assessment Tool
- OPH Programs and Services from UBC's Occupational & Preventive Health Unit remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

Monitoring Intermediate Plan
- The ICICS Intermediate Building Safety 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

Monitoring Workspace Plans
- Each PI is responsible for monitoring their team, either in person, via videoconference or by

assigning a designate (i.e., senior graduate student, research staff). Pls must keep a record of all individuals in their labs each day. Gable Yeung (access@icics.ubc.ca) will assist in setting up a process for monitoring.

- PIs will provide Gable Yeung (access@icics.ubc.ca) with access to their preferred scheduling platform (e.g., Slack, Google Calendar, Email, or Text thread). Gable will be monitoring schedules for security and safety to ensure that there are no individuals working alone in the building.
- Research personnel listed as authorized personnel on a Workspace/Lab Safety Plan as well as those granted access to the ICICS building for quick visits (<60 minutes) to gather materials or equipment will have this permission in an email from ICICS. They may be asked to display the permission at any time as authorization for being in the building.
- Building FOB access is being monitored, and individuals accessing the building without permission will be identified to their supervisors, and may have their building access removed.

Compliance

All faculty, staff and students are encouraged to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the ICICS Administrator Fatima Damji (access@icics.ubc.ca; 604-827-5272). All inter-team complaints or concerns should first be directed to the PI. Any concerns regarding the PI should be directed to the ICICS Director via Fatima Damji. Responses will be on a case-by-case basis with direction from the Administrator/Director, with a final decision by the ADR/Dean, with input from VPRI as needed. APSC will keep a record all complaints/noncompliance.

27. 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)

28. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
ICICS doesn't require additional PPE. If PPE is required ICICS will procure from standard sources (e.g., online, retail, wholesalers).

Section #7 – Non-Medical Masks

29. Non-Medical Masks
Describe your plan to inform faculty and staff on the wearing of non-medical masks
- See <u>Using Non-Medical Masks</u> 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.

- o 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.
- o 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.
- o 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.
- o 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

30. 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, and 3) How any relevant updates or amendments to the plan will be communicated to the staff within the unit.

The final version of this Intermediate Plan will be signed by the ICICS Director Rob Rohling and further approved by the Dean of the Faculty of Applied Science, James Olson. It will be distributed to all ICICS faculty and staff, the unit's LST and the Faculty of Applied Science's JOHSC. It will also be posted on the ICICS website. If the plan is amended or updates, impacted staff and/or faculty will be informed by email.

Rob Rohling, Director of ICICS: _____

Date: _____February 1,_____

Meigan Aronson, Dean Faculty of Science Signature: _____

Date: __February 1, 2021_____

Steve Feng, Department Head Mechanical Engineering: _____

Date: ___February 4, 2021____

Steve Wilton, Department Head Electrical Engineering: _____

Date: ___Feb 7, 2021_____

James Olson, Dean Faculty of Applied Science Signature: _____

Date: __February 9, 2021_____

Appendix A – Approval Process Flow Charts

Table 1 – Intermediate Plan Approval Flow Chart

Consultation with unit members & units for shared buildings

LST develops Intermediate Plan (I.P.)

Reviewed and approved by the Head/Director

— Approved → LST submits to Dean's Office (D.O.) Rep to process

Intermediate Plan is reviewed by sub-committee of the JOHSC

— Revisions

— Approved → JOHSC sub-committee makes recommendation for approval; submits to D.O. Rep

D.O. Rep submits to relevant portfolio AD + Dean for approval

D.O. Rep submits I.P. to SRS for review **Ready.ubc@ubc.ca**

SRS assesses degree of risk of I.P.; sends feedback directly to H/D

Work through any outstanding gaps

Review again by the Head/Director

— Approved

Submit to D.O. Rep to process

— Low risk

— High risk → Submit to SRS for review **Ready.ubc@ubc.ca**

D.O. Rep submits to relevant portfolio AD + Dean for approval

— Approved

D.O. Rep notifies the LST & Head/Director; files in system

Final plan

— Final plan

UBC Executive who make recommendation to the President

— Approved

Return to D.O. Rep to process

— Final plan →

Intermediate plans for low and high risk activities filed in APSC Return to Campus system (SharePoint site)

Responsibilities

Primary Development: PI / Unit Lead
Primary Review: LST
Primary Endorsement: Head/Director

Intermediate plan needs to emphasize:
How decisions will be made (prioritization)
How will be communicated
How will changes be communicated

Table 2 – Child Plan Approval Flow Chart

Consultation with a designate within the LST

Faculty/staff lead develops the child plan and assesses risk level for each activity

LST reviews child plan

— Low risk → LST recommends for approval to Head/Director — Approved → Reviewed and approved by Head/Director — Final plan → Child plan for low and high risk activities filed in APSC Return to Campus system (SharePoint site)

Consultation with a designate with SRS for subject matter expertise if necessary

— Revisions

— High risk

LST submits plan to Dean's Office (D.O.) Rep to process

High risk plan is reviewed by sub-committee of the JOHSC

— Approved → JOHSC sub-committee makes recommendation for approval; submits to D.O. Rep

D.O. Rep submits to relevant portfolio AD + Dean for approval

D.O. Rep submits high risk child plan to SRS for review Ready.ubc@ubc.ca

SRS sends response back to D.O. Rep

— Revisions → JOHSC sub-committee works with LST to revise

— Approved → JOHSC sub-committee sends final plan to D.O. Rep to file in system

— Approved

D.O. Rep notifies the LST & files in system

— Final plan

— Final plan

Responsibilities

Primary Development: PI / Unit Lead
Primary Review: LST
Primary Endorsement: Head/Director

Appendix B – Working On-Campus Decision-Tree

Fe, 2021

```
Worker can effectively do work at home?  ──Yes──  No return
                    │
                   No
                    │
Worker approved in return to research?  ──Yes──  Tier 1
                    │
                   No
                    │
Dept staff member supporting teaching /
research / operations needs access to   ──Yes──┐
equipment?                                      │
                    │                           │
                   No                           │
                    │                           │
Instructional staff needs access to special  ──Yes──  Tier 2
facilities?
                    │
                   No
                    │
Worker has home conditions that are     ──Yes──  Tier 3
challenging for remote work?
                    │
                   No
                    │
Research workers not in initial return to  ──Yes──  Tier 4
research, but require on-campus resources?
                    │
                   No
                    │
Approved Student Group doing critical-path  ──Yes──  Tier 5
prototyping / construction?
                    │
                   No
                    │
Does the worker really need to be on    ──Yes──  Ad Hoc
campus?                                          consideration
                    │
                   No
                    │
                No return
```

Appendix C – Responsibilities of Each Worker Group

Employee Responsibilities

- Must take the required UBC COVID-specific training course.
- 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 on campus.
- Individuals displaying symptoms of COVID-19 (described above) 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: https://bc.thrive.health/.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Faculty who are teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- In-person meetings, events or lectures should not be organized in R2R Stage 2 & R2C unless they have received approval from Heads/Directors and the Dean, APSC.
- Where exemptions have been given for an employee to access their office, they must not have guests in the office.
- Supervisors/managers will be responsible for developing safety plans for their spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their LST and/or JOHSC.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the head or director.
- When an employee is concerned about the rules for R2R Stage 2 & R2C, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first).

Responsibility of Faculty of Applied Science

- Develop Parent Plan for R2C.
- Develop application and approval process to restart activities on campus.
- Evaluate and approve applications.
- Develop guidelines and requirements for R2C in accordance with UBC and Provincial guidelines.
- Disseminate training and support resources and templates as received from VPRI and SRS to Principal Investigators, researchers, unit leadership, managers, and supervisors.
- Monitor overall compliance and, if necessary, impose penalties or revoke permission to operate.
- Coordinate with VPRI to ensure activities are consistent with overall UBC guidelines.

Responsibility of Department Heads and Directors

- Ensure that the Parent Plan is shared with faculty, students, and other researchers in their unit
- Approve Building Safety Plans developed by the Departmental Safety Committee (LST).
- Ensure shared facilities are managed collaboratively.
  - Safety personnel and facilities managers will coordinate across Faculties, Departments, Schools, and units where necessary to develop comprehensive, collaborative and accurate Building Safety Plans.
  - They are also responsible for reporting back to Heads/Directors.
- Approve Workspace Safety Plans reviewed by LST.
- Ensure that all employees receive safety training.
- Develop plan to monitor compliance for their unit in conjunction with their Safety Team Representative ('STR' – faculty and/or staff on the Unit's LST who work with APSC's Joint Occupational Health & Safety Committee (JOHSC): see list of STRs in **Appendix D**).
- Responsible for ensuring that all required signage is in place throughout the common spaces of the building.
- Handle conflicts from their unit and report issues to the RTCC.

Responsibility of Supervisors and Managers

- Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
- Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves.
- Responsible for posting on the doors to their work areas the maximum number of occupants. Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and to respect occupancy limits depending on the current stage of

the R2C process. Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.

- Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manage. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.
- Ensure the availability all necessary PPE.
- Monitor compliance with Safety Plan for all employees and visitors under their supervision
- Ensure there is sufficient availability of PPE and other safety equipment in order to implement the Safety Plan.

Appendix D – List of APSC Safety Team Representatives (STRs)

Department	Contact
CIVIL	Scott Jackson
CHBE	Marlene Chow
MECH	Jennifer Pelletier
	Monica Clarkson
ECE	Darla La Pierre
	Matthew Kutarna
MINE	Mac MacLachlan
MTRL	Michelle Tierney
ENPH	Dylan Gunn
GEO	Ian Ayeras
IGEN	Jon Nakane
ICICS	Fatima Damji
ESC	Richard Colwell
EDC	Richard Colwell
SALA	Robert Geyer
SCARP	Dolores Martin
NURS	Bob Wilson

Appendix E – Shared Facilities

When navigating approvals within shared facilities, the approval should follow the administrative path of where the work will be completed (i.e. research work occurring within a Department/School's space footprint vs. research work occurring within a Research Centre/Institute's space footprint.) That said, Department Heads/School Directors and Research Centre/Institute Directors, the relevant LSTs, and

building administrators/facility managers <u>must work collaboratively to ensure the accuracy of building occupancy.</u>

Department Heads/School Directors:
- Will approve the Intermediate plan for their unit.
  - o This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Workspace plans submitted for work which will occur in the building(s) under the administrative control of their Department/School.
  - o Workspace plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

Research Centre/Institute Directors:
- Will approve the Intermediate plan for their unit.
  - o This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Workspace plans submitted for work which will occur in the building(s) under the administrative control of the Centre/Institute (i.e. ICICS, AMPLE, etc.).
  - o Workspace plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

Table 3 – Contact List for APSC Occupied Buildings

Building Name	Occupants	Head/Director	Building Admin and/or Facility Manager
Centre for Interactive Research on Sustainability [CIRS]	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	Sustainable Building Science	Linda Nowlan	Masoumeh Eghtesad
Chemical & Biological Engineering Building	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Clean Energy Research Centre	Xiaotao Bi	Sarah Chen
	APSC Dean's Office	James Olson	Richard Colwell
Civil and Mechanical Engineering Building	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson

Civil and Mechanical Engineering Laboratories	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Civil and Mechanical Engineering Structures Lab	Civil Engineering	Bernard Laval	Scott Jackson
Coal and Mineral Processing Laboratory	Mining Engineering	Scott Dunbar	Joanna Ho
Coal and Mineral Processing Laboratory Addition	Mining Engineering	Scott Dunbar	Joanna Ho
Earthquake Engineering Research Facility	Civil Engineering	Bernard Laval	Scott Jackson
Engineering High Head Room Laboratory	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Engineering Student Centre	Engineering Undergrad Society	James Olson	Richard Colwell
Forest Sciences Centre	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
Frank Forward Building	Materials Engineering	Daan Maijer	Michelle Tierney
	Mining Engineering	Scott Dunbar	Joanna Ho
Frederic Lasserre Building	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	School of Community and Regional Planning	Heather Campbell	Dolores Martin
Gas Gun Facility	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
H. R. Macmillan Building	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Integrated Engineering Program	Jon Nakane	
	Faculty of Land and Food	Ricky Yadda	Andy Jeffries
	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Institute for Computing, Information and Cognitive	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna

Systems / Computer Science	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Koerner Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson
Landscape Architecture Annex	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Life Building	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
Lower Mall Research Station	APSC Dean's Office	James Olson	Richard Colwell
Macleod Building	Under construction	n.a.	n.a.
Medical Sciences Block C	School of Nursing	Elizabeth Saewyc	Bob Wilson
Ponderosa Office Annex B	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Pulp and Paper Centre	Engineering Co-Op Program	Orlando Rojas	Steven Dreger / George Soong
	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
Purdy Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson
Staging Research Centre	Civil Engineering	Bernard Laval	Scott Jackson
The Brimacombe Building	Advanced Materials and Process Engineering Laboratory	John Madden	Gary Lockhart
	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	APSC Dean's Office	James Olson	Richard Colwell
	Materials Engineering	Daan Maijer	Michelle Tierney
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
The Fred Kaiser Building	APSC Dean's Office	James Olson	Richard Colwell
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Wayne and William White Engineering Design Centre	APSC Dean's Office	James Olson	Richard Colwell

Wesbrook Building	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
West Mall Annex	School of Community and Regional Planning	Heather Campbell	Dolores Martin

Appendix F – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the ICICS building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from ICICS. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate ➔ Gable Yeung access@icics.ubc.ca

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

Your name: _____ Date: _____

Faculty/Dept. _____ Your main room no. _____

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

Supervisor: _____ Signature: _____

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

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

North
Campus North

CORRIDOR TO ICICS ADDITION BLDG #166

061C
061
061A
059

Hand Sanitizer Dispenser

055

051 049 047 045 043 039

Stairwell 3 Up Only
Use Stairwell 4 to go down 3'6"

STAIR 3 UP

061D
061B

Stairwell 4 Down Only
Use Stairwell 3 to go up 3'6"

UP STAIR 4

036 033

Hand Sanitizer Dispenser

B1
B
070
073
072
067
065

056 054
058 052
048 046 042 034

031

Hand Sanitizer Dispenser

6'10" W

6' W

050

5'9" W

029

Hand Sanitizer Dispenser

Kitchen 075 Closed

075

5'9" W 60

052

Max elevator occupancy ONE

008 014

5'9" W

027

077
088
092
094 096
064
002

STAIR 2

098

000
STAIR 1
001

5'8" W

079
081

078

083 085 087 089 091 093

4'11" W

5' W

003

Max elevator occupancy ONE

005 011 015 021

7'10" W

026 025

A

Hand Sanitizer Dispenser

026

Bathrooms needed for research and staff in the building (Phase 1)

\KEYPLANS\165\165-A0.DWG

✳ DENOTES LAST REVISION

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

PAGE 1 OF 6

UBC

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

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

North
Campus North

**Hallway 166 <6'
Walk on the right
yield to
oncoming traffic**

Stairwell 3
Up Only
Use
Stairwell 4
to go down
3'6"

**Study Area 110
Limited seating
follow signage**

Stairwell 4
Down Only
Use
Stairwell 3
to go up
3'6"

Max elevator
occupancy
ONE

Max elevator
occupancy
ONE

Hand Sanitizer
Dispenser

Bathrooms needed for
research and staff in
the building (Phase 1)

163 161
166
167
168
169
160
171
172
173
164
174
110
175
176
177
188
179
178
181
180
183 185 187 189 191 193
OPEN TO BELOW
CRANE RAIL
CRANE RAIL
LINK AREA
(OVER EXISTING
ROOF) IS PART
OF ICICS
ADDITION
BLDG. #166
155
155
151D 151C 151B 151A
151
145 143 141 139 137
135
133
131
129
127
125
134
132
130
128
126
156 154
158 152
106
108
104
103 105 107 109 111 113 115 117 119 121 123
101
100
STAIR 3
STAIR 4
STAIR 2
STAIR 1
ELEV
ELEV
UP
DN
DN
DN
UP
DN
DN
150
7'11" W
140
7'3" W
4'11" W
122
5'8" W
5'10" W
5' W

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PAGE 2 OF 6

\KEYPLANS\165\165-A1.DWG

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No.	DATE	PROJ. No.	DWG. No.	BY
01	22 JUNE 05		BLDG 166 ADD'N	DCB

INSTITUTE FOR COMPUTING, INFORMATION
COGNITVE SYSTEMS / COMPUTER SCIENCE

BUILDING

ADDRESS 2366 Main Mall, V6T 1Z4

CONSTRUCTION DATE 1992

FLOOR LEVEL 1   SCALE 1:400

KEYPLAN DATE 17 FEB 92   DRAWN FJM   VEC

165

North
Campus North

LINK TO ICICS
ADDITION
BLDG. #166

OPEN TO
LINK BELOW,
PART OF

ROOF
RD   RD

**Ramp Up to
X-Wing
5' W**
**Walk on the right
yield to oncoming
traffic**

**Roof Deck
Closed**

ROOF DECK (OUTDOOR)

Stairwell 3
Up Only
Use
Stairwell 4
to go down
3'6"

Stairwell 4
Down Only
Use
Stairwell 3
to go up
3'6"

UP
DN
STAIR 3

UP
DN
STAIR 4

259 267 265 263 261 259   RAMP UP 257 255 253 251 249 247 245 243 241 239 237 236

260   250   7'11" W 240

Hand Sanitizer
Dispenser

BRIDGE TO
THIRD FLOOR
MacLEOD BUILDING

271 272 256 254 258 252 246 238 234 235
273 274 ELEV 202 210 212 5' W 233
275   OPEN   231
262   TO BELOW   228 230
277 262A 5'10" W   **Copy Room 212 Closed** 226 229
279   227
288   STAIR 2   201G 211A 225
281   200 5' W   201 226 5'8" W
5'8" W 4'6" W 278   7' W   222 4'11" W
4' W 289C   201A 211 215 217 219 221 223
283 285 289B 289 289   201B 201C 201D 201E 201F 211

**Max elevator
occupancy
ONE**

**ICICS Office
289
closed**

ROOF

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INSTITUTE FOR COMPUTING, INFORMATION AND
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ADDRESS 2366 Main Mall, V6T 1Z4
CONSTRUCTION DATE 1993
FLOOR LEVEL 2 SCALE 1:400 KEYPLAN DATE 10 DEC 91 DRAWN FJM VEC

No.	DATE	PROJ. No.	DWG. No.	BY
03	23 APR 01	00-41398	165-06-090	DCB
02	05 JUL 94			FM
04	27 JUN 05		BLDG 166 ADD'N	DCB

North
Campus North

ROOF BELOW

LINK ROOF

LINK TO ICICS
ADDITION
BLDG # 166

PATIO BELOW

RAMP DN

Stairwell 3 Up Only
Use Stairwell 4 to go down 3'6"

STAIR 3

369 367 365 363 361

359

357 355 353 351

349

347 345 343 341 339 337

Stairwell 4 Down Only
Use Stairwell 3 to go up 3'6"

UP TO STAIR 4

360

350

7'11" W

340

336

371

372

354

356

Bathrooms needed for research and staff in the building (Phase 1)

358 352

Max elevator occupancy ONE

335

373

362

390

310

348 342

333

375

374

OPEN TO BELOW

ELEV

306

5'8" W

334

331

377 376

5'4" W

332

329

379

388

STAIR

308

328

326

327

381

378

304

325

383

380

300

4'11" W

320

OPEN TO BELOW

301 303 305 307 309 311 313 315 317 319 321 323

ROOF

ROOF

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No.	DATE	PROJ. No.	DWG. No.	BY
03	28 JUNE 05		BLDG #166 ADD'N	DCB
02	18 JULY 00		SITE CHECK	DCB
01	12 FEB 93			FM

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ADDRESS	2366 Main Mall, V6T 1Z4		CONSTRUCTION DATE	1993	
FLOOR	LEVEL 3	SCALE	1:400	KEYPLAN DATE	10 FEB 92	DRAWN FJM	VEC

\KEYPLANS\165\165-A3.DWG

North
Campus North

Hand Sanitizer Dispenser

Hand Sanitizer Dispenser

X139 X141 X151 X153 X165

X169

X001

X009

X015

X027

X100A

11'5" W

Stairs
<6
**Walk on the right
yield to oncoming
traffic**

5'7" W

8'9" W

X-Wing South
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

X-Wing North
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

X100

6'11" W

X100

X140

3' W

ELEV

UP

X016

X150

X160

X120

Max elevator
occupancy
ONE

Max elevator
occupancy
ONE

Hand Sanitizer
Dispenser

X010

Max elevator
occupancy
ONE

X-Wing Center Stairwell
Up Only
Use North or South
Stairwells to go Down
3' W

Hand Sanitizer
Dispenser

SEE KEY PLAN 165

CORRIDOR

X000C

EXISTING BUILDING CICSR / CS #165
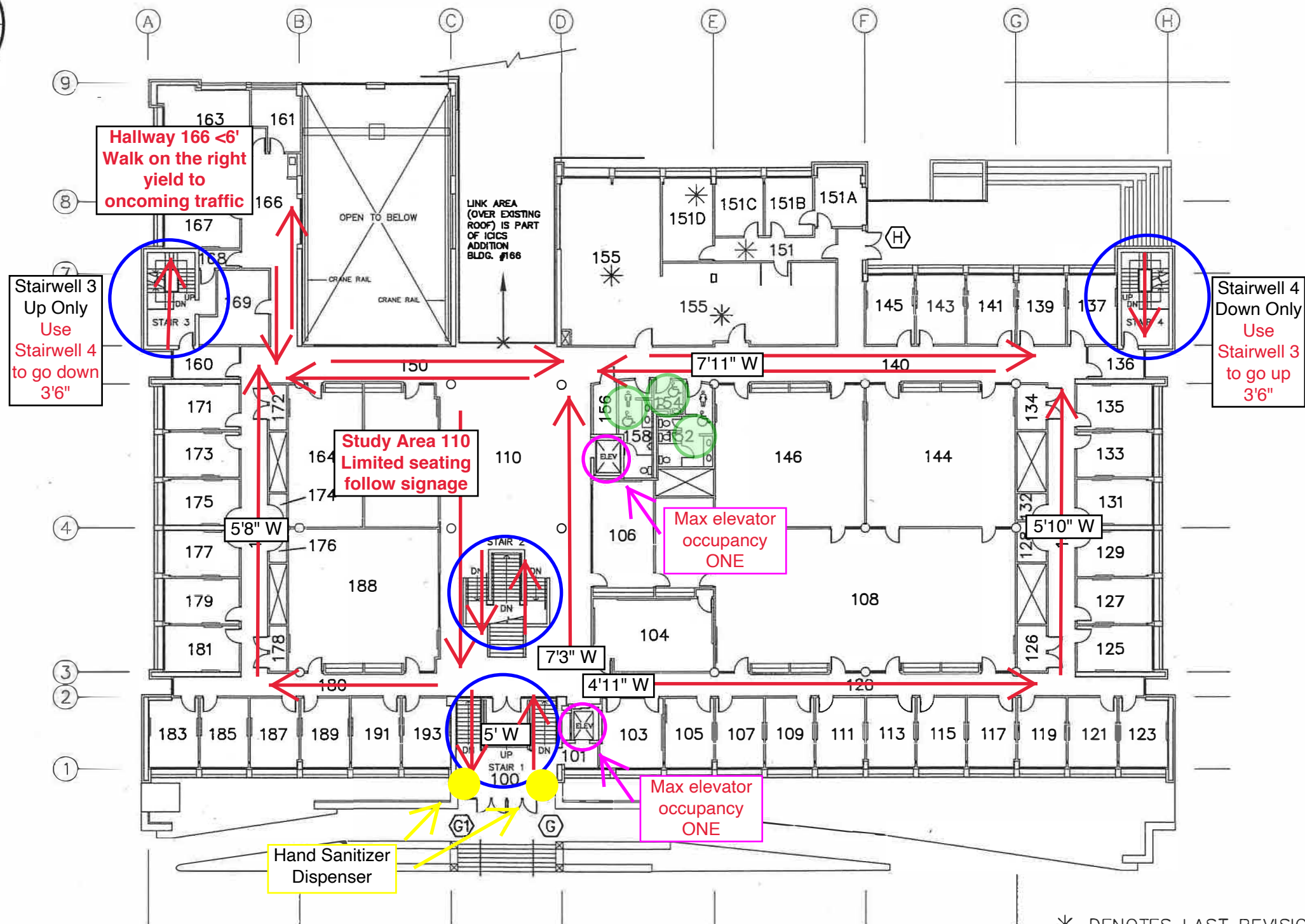
EXISTING CICSR / CS BUILDING #165

\KEYPLANS\166\166.DWG

Bathrooms needed for
research and staff in
the building (Phase 1)

✳ DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
02	30 OCT 06		REF. # 165 ADDED	JEL
01	16 JUN 05		SITE CHECK	KAC

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UBC

BUILDING
INSTITUTE FOR COMPUTING, INFORMATION
& COGNITIVE SYSTEMS (ICICS)

ADDRESS 2366 Main Mall, V6T 1Z4

FLOOR LEVEL 1   SCALE 1 : 400

CONSTRUCTION DATE 2004

KEYPLAN DATE 08 MAR 05   DRAWN DCB   VEC

North / Campus North

X-Wing North Stairwell Down Only
Use Center Stairwell to go up
3'6" W

X-Wing South Stairwell Down Only
Use Center Stairwell to go up
3'6" W

X-Wing Center Stairwell Up Only
Use North or South Stairwells to go Down
3' W

Max elevator occupancy ONE

Bathrooms needed for research and staff in the building (Phase 1)

X209 X210 X221 X227 X235 X237 X239 X241 X251
X200 X240 X250 X260
X220 X222 X224 X230 X234 X226
X200C

6'9" W 8'9" W 7' W 4'9" W

OPEN TO BELOW   RAMP DN   UP

EXISTING CICSR / CS BUILDING #165

PAGE 3 OF 9

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
01	16 JUN 05		SITE CHECK	KAC

INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS (ICICS)

ADDRESS 2366 Main Mall, V6T 1Z4
FLOOR LEVEL 2 SCALE 1 : 400
CONSTRUCTION DATE 2004
KEYPLAN DATE 22 FEB 05 DRAWN DCB

North
Campus North

A B C D E F G H I J K

4

X309 X315 X321 X327 X335 X337 X339 X341 X351

X300 6'9" W

X-Wing South
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

8'9" W

X340

X-Wing North
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

X310

7' W X300

X350 X360

X334

Max elevator
occupancy
ONE

3

2

1

Max elevator
occupancy
ONE

X320 X330

X-Wing Center Stairwell
Up Only
Use North or South
Stairwells to go Down
3' W

RAMP UP X300C

ROOF

9'

OPEN TO
LINK BELOW

UP

8'

EXISTING CICSR / CS
BUILDING #165

EXISTING CICSR / CS
BUILDING #165

7'

SEATING AREA
211

6'

5'

A' B' C' D' E' F' G' H'

Bathrooms needed for
research and staff in
the building (Phase 1)

PAGE 4 OF 9

✳ DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
01	16 JUN 05		SITE CHECK	KAC

FKEYNAMES\166\166-A3.DWG

BUILDING
INSTITUTE FOR COMPUTING, INFORMATION
& COGNITIVE SYSTEMS (ICICS)

ADDRESS	2366 Main Mall, V6T 1Z4	CONSTRUCTION DATE	2004
FLOOR	LEVEL 3	SCALE	1 : 400	KEYPLAN DATE	23 FEB 05	DRAWN	DCB	VEC

North
Campus North

X409 X415 X421 X427 X435 X439 X441 X451 X453 X461 X463 X465 X469

X-Wing South Stairwell Down Only
Use Center Stairwell to go up
3'6" W

X400 6'9" W

8'9" W

ELEV X440 X450 X452

7' W X400

X-Wing North Stairwell Down Only
Use Center Stairwell to go up
3'6" W

X410

ELEV

X420

X430

X460 X468

Max elevator occupancy ONE

Max elevator occupancy ONE

X-Wing Center Stairwell Up Only
Use North or South Stairwells to go Down
3' W

EXISTING CICSR / CS BUILDING #165

LINK ROOF

EXISTING CICSR / CS BUILDING #165

Bathrooms needed for research and staff in the building (Phase 1)

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No.	DATE	PROJ. No.	DWG. No.	BY
01	16 JUN 05		SITE CHECK	KAC

BUILDING
INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS (ICICS)

ADDRESS	2366 Main Mall, V6T 1Z4			CONSTRUCTION DATE	2004	
FLOOR	LEVEL 4	SCALE	1 : 400	KEYPLAN DATE	28 FEB 05	DRAWN DCB

VEC

F:\KEYPLANS\166\166-A4.DWG

North
Campus North

A B C D E F G H I J K

4 4

X509 X515A X515B X521 X527 X535 X539 X541 X551 X553 X561 X563 X565 X569

X515

6'10" W X500

X-Wing South
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

X-Wing North
Stairwell
Down Only
Use Center
Stairwell to go up
3'6" W

X500 4'2" W

8'9" W

6'11" W X500

3 3

X508 X510 X518 X520 X522 X524 X530 X540 X550 X552 X560 X568

ELEV

Max elevator
occupancy
ONE

Max elevator
occupancy
ONE

X-Wing Center Stairwell
Up Only
Use North or South
Stairwells to go Down
3' W

2 2

1 1

9'

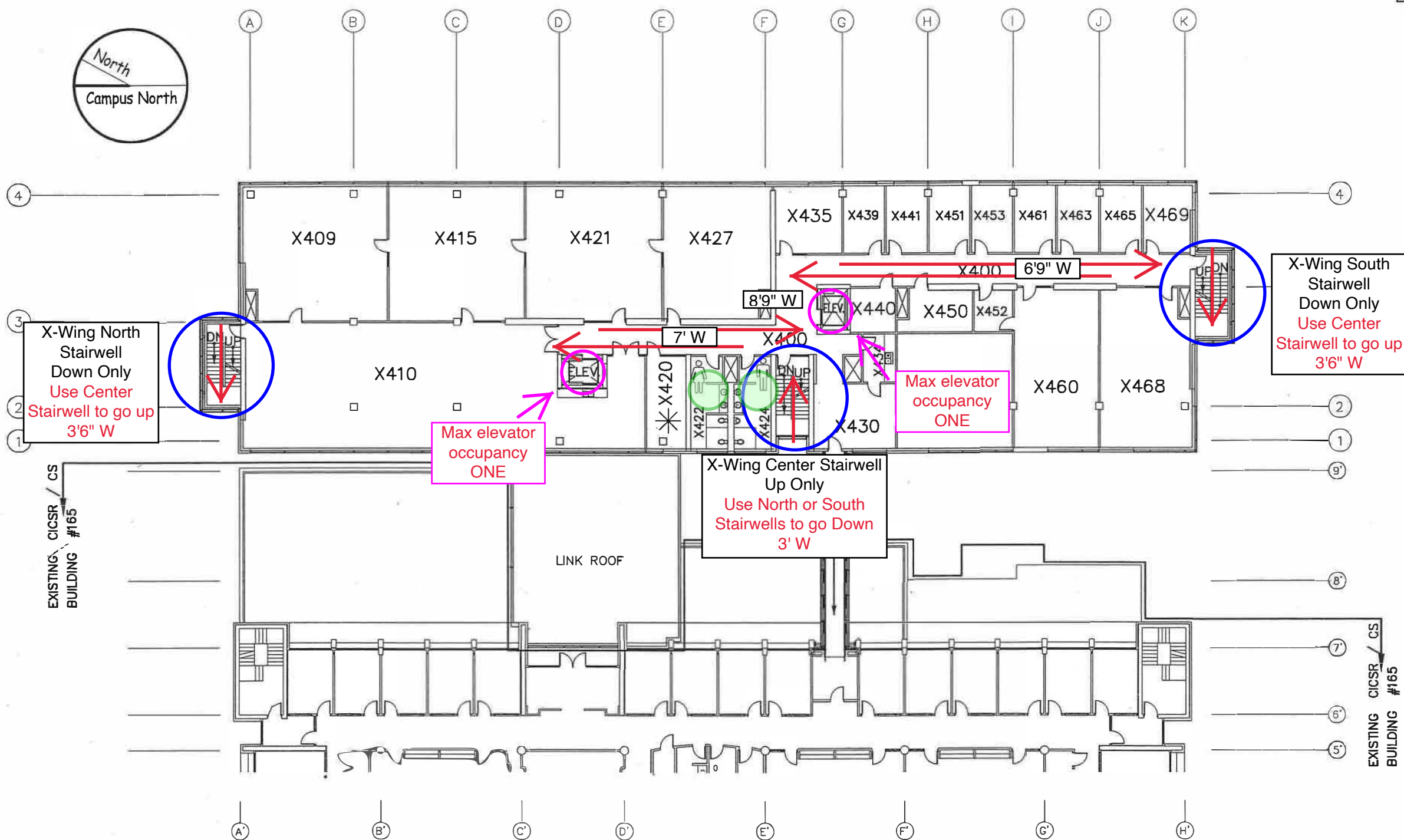EXISTING CICSR / CS BUILDING #165

8'

7'

6'

5'

A' B' C' D' E' F' G' H'

Bathrooms needed for
research and staff in
the building (Phase 1)

✳ DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
01	16 JUN 05		SITE CHECK	KAC

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UBC

BUILDING
INSTITUTE FOR COMPUTING, INFORMATION
& COGNITIVE SYSTEMS (ICICS)

ADDRESS
2366 Main Mall, V6T 1Z4

FLOOR
LEVEL 5

SCALE
1 : 400

CONSTRUCTION DATE
2004

KEYPLAN DATE
28 FEB 05

DRAWN
DCB

KEYPLANNAMES\166\166-A5.DWG

North
Campus North

A B C D E F G H I J K

X709 X711 X715 X717B X725B X725 X727C X727B X727A X635 X639 X641 X651 X653 X661 X663 X665 X669

7625A X727 X640 X650 X652 X600A 6'10" W

X-Wing South Stairwell Down Only
Use Center Stairwell to go up 3'6" W

Max elevator occupancy ONE

X-Wing North Stairwell Down Only
Use Center Stairwell to go up 3'6" W

X704 X704B X704A X702 X702A X710 X710A X718 X720 X724 X700B X630 X634 X722 X660

4'2" W 6'11" W 8'9" W

Max elevator occupancy ONE

X-Wing Center Stairwell Up Only
Use North or South Stairwells to go Down 3' W

EXISTING BUILDING CICSR / CS #165

EXISTING BUILDING CICSR / CS #165

A' B' C' D' E' F' G' H'

1 2 3 4 5' 6' 7' 8' 9'

Bathrooms needed for research and staff in the building (Phase 1)

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PAGE 7 OF 9

No.	DATE	PROJ. No.	DWG. No.	BY
03	31 OCT 06		DM - SKETCH	JL/JJ
02	14 JUL 06		ROOM # ADDED	KAC
04	06 MAR 07		RE- NUMBERING	JEL

UBC BUILDING
INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS (ICICS)

ADDRESS 2366 Main Mall, V6T 1Z4
FLOOR LEVEL 6
SCALE 1 : 400
CONSTRUCTION DATE 2004
KEYPLAN DATE 01 MAR 05
DRAWN DCB

\KEYPLANS\166\166.DWG

Floor plan — X Wing, Level 7

Room labels (top row, left to right): X835, X839, X841, X851, X853, X861, X863, X865, X869

Corridor: X800A — 6'10" W

Other rooms/labels: X800A, X840, X850, X860A, X836, X860, X800B, X830, X834

ELEV — Max elevator occupancy one

X-Wing South Stairwell Down Only
Use Center Stairwell to go up
3'6" W

X-Wing Center Stairwell Up Only Use North or South Stairwells to go Down
3' W

THIS SIDE IS LEVEL 6 BELOW

Bathrooms needed for research and staff in the building (Phase 1)

Appendix – Research participants accessing common areas in ICICS:

The following requirements must be implemented when research participants are required to access ICICS:

- All research participants are required to follow the UBC COVID-19 Campus Rules when on campuses
- Prior to traveling to campus, research participants will be screened for any COVID-19 symptoms by using the BC COVID-19 Self Assessment Tool. An additional screening is required at the building entrance prior to entry.
- Research involving participants will take place during building operational hours only
- Researchers are required to share schedules with the building manager. The building manager requires notification one week prior to the visit
- All visitors entering the building are required to follow building signage and directions
- Wearing non-medical masks is required in all common indoor spaces
- Researchers will maintain contact information of research participants in the event contact tracing is required
- Researchers are to meet participants outside the building entrance and are recommended to use the stairwell if possible (exception given to people with mobility issues).
- Physical distancing of 2meteres must be maintained between the researcher and participant in all building common areas
- Escort research participants to leave the building promptly after their appointment
- Researchers are to develop a participant consent form that includes:
  - Adherence to UBC COVID-19 Campus Rules
  - Self-screening requirements
  - Physical distancing expectations
  - Non-medical mask requirements
  - Hand hygiene guidance
  - Guidance to follow building signage and direction