



COVID-19 Workspace Safety Plan ICICS X015

Change log:

Date	Version	Writer	Change Description	Approved By
2021.06.15	3.0	Naomi Harder, Facilities & Safety Coordinator	Per BC Restart Plan for APSC: Increase to workspace occupancy where >2m physical distancing can be maintained (sec. 2.3); work and room scheduling now managed by Pl’s or room supervisors (sec. 3.2); worker screening now once per day, upon check in only (sec. 3.5); Addition of Appendix 4	Jen Pelletier
2020.10.22	2.1	Jen Pelletier, Manager Facilities & Special Projects	Transition from V4 template to V5	Steve Feng
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 (WSP) 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
Department/School/Unit
Faculty
Building(s)
Lab(s)/workspace(s) location
Proposed Re-opening Date / Amendment Date

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Department of Mechanical Engineering
The Faculty of Applied Science
ICICS
ICICS X015
November 2, 2020



Introduction to Your Operation

Scope and Rationale for Opening

Mech COVID safety plans are based on five basic principles:

- 1) If work can be done remotely, it should be done remotely.
- 2) Do not go to campus if you are sick.
- 3) Practice physical distancing.
- 4) Wash your hands frequently and avoid touching your face.
- 5) Wear a non-medical mask when indoors unless this plan allows otherwise.

ICICS X015 is a shared lab space between Professors Lyndia Wu and H.F. Machiel (Mike) Van der Loos. The space and the specialized equipment it contains are essential to the research work of both labs, and a number of students require access to continue their thesis and research project work. There are normally up to 12 graduate and undergraduate students in this workspace, to a maximum of 25. This plan shows adequate physical spacing of 2+ meters with 19 work areas. The Mech and ICICS LSTs have vetted and approved the first version of this safety plan. Amendments have been approved per the Change Log.

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](#)



<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> – 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	<ul style="list-style-type: none"> – 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



<p>Risk #3 – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces)</p>	<p>A confined indoor space is presumed to have greater risk</p>	<ul style="list-style-type: none"> – 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
<p>Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> – 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
<p>Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</p>	<p>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions</p>	<ul style="list-style-type: none"> – 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
<p>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)</p>	<p>COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices</p>	<ul style="list-style-type: none"> – Reduction of high touch points or increased cleaning – Strict non-admittance to anyone with symptoms – Limiting of non-essential contacts in space – Strict non-admittance to anyone with symptoms



Risks will be considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>. Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

2.1. Risk # Associated to your Activity

List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place.

- Risk #1 does not apply.
- Risk #2 does not apply.
- Risk #3 does not apply. While the space is indoors, the space is double-high with HVAC ventilation and windows that can be opened if need be.
- Risk #4 applies. Students will be touching the surfaces of shared equipment (e.g. robots, soldering equipment, EEG devices). These surfaces will be disinfected by each student after they are done at the end of a work day.
- Risk #5 does not apply.
- Risk #6 does not apply.

2.2. Hazard Identification

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

The students will not have prolonged close contact with each other, and will maintain a 2m distance under COVID safety protocol.

Specific working areas will be identified in the space for students to perform work in (with at least 2m distance between areas).

Job tasks that may require temporary close proximity:

- For wearable sensor testing by SimPL lab student, there may be an occasional need to get a second person's assistance in setting up a wearable sensor (no more than 5-10 minutes).

Surfaces and tools that are often touched:

- Prototyping table, including soldering equipment.
- Individual work desks and computers.
- Desktop EEG system.
- Pendulum impact testing equipment.
- Robots.
- Wheelchair test set ups

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.



Workers should be verbally or visually in contact with those in the vicinity when using walkways or moving through shared space to ensure a 2m distance between persons is maintained at all times.

The maximum capacity of ICICS X015 under normal operations is 25, with up to 12 graduate and undergraduate students present in the labs at any given time. Due to COVID-19, a maximum occupancy of 19 has been established.

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.*

Supervisors will discuss each employee's comfort level with returning to work prior to them being scheduled to come back to campus. At this time, employees returning to work are those who have either requested or expressed a willingness to return to work.

Any employee uncomfortable with returning to work will discuss their concerns with their supervisor. If the supervisor is unable to alleviate the concerns, the worker is free to discuss them further with human resources or the local safety team / Joint Occupational Health and Safety Committee.

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

This plan was developed by way of email correspondence between the room PIs and LST, as well as based on previous plans that were reviewed by HQP, including wording from other plans developed by the Department of Mechanical Engineering.

The plan was reviewed by the ICICS and Mech LSTs, including Monica Clarkson (MECH LST Co-Chair, JOHSC CUPE 2950 Rep), Jennifer Pelletier (MECH LST member, JOHSC Worker Co-Chair and M&P Rep, and Mech Manager responsible for Safety), as well as approved by the Department Head and the ICICS Centre Director.

2.6. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

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

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



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

Workers are reminded that Workplace Health measures and supports are available to them, as found at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

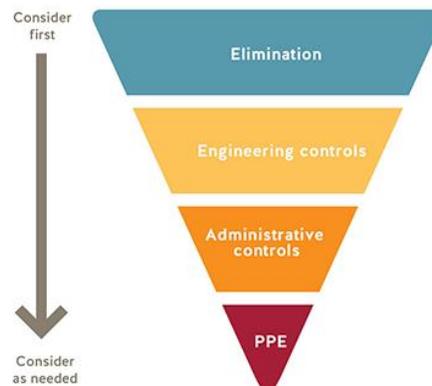
2.7. Plan Publication

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

The adopted plan will be emailed to all PI's and space users, and posted on safety.mech.ubc.ca. A QR code and link directing people to the soft copy plan will be posted on each occupied door.

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

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

All workers who can effectively do their work from home will continue to do their work from home. All workers who can do part of their work effectively from home will continue to do that part of their work from home.

3.2. Work and room schedule

If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

To maintain physical distancing requirements, it is the responsibility of the occupant, PI's or room supervisors to track visits on a shared calendar or schedule. PI's or supervisors may coordinate their own booking system or a Google calendar is available to Mech users under this plan and occupants may book directly into it. The calendar is hosted by Mech admin staff (access@mech.ubc.ca) and shared with ICICS personnel (access@icics.ubc.ca). Please request access to this calendar.

3.3. Working alone procedure

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

The space will allow for working alone, only if a student is not using equipment with potentially higher risk (including pendulum impactor and robot).

If such equipment will be used and there will not be another student physically working in the space, the student will identify another lab member to be a virtual 'buddy' over Zoom or Skype.

When working alone but not using such equipment, the supervisor or designate of the worker must be contacted at the start of shift, every three hours thereafter, and at the end of shift. See <http://safety.mech.ubc.ca/procedures/working-alone-procedures/> for more details.

Some workers will take part in the SRS beta testing of a working alone application. Those on this beta test will follow the working alone procedures established under that protocol instead of the one above.

3.4. Spatial Analysis: Occupancy limits, floor space, and traffic flows

APSC recognizes that some workspaces are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep Individuals spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:

- 1) Identify and list the rooms and **maximum occupancy** for each workspace/area explaining **your methodology** for determining occupancy;
- 2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
- 3) Illustrate one-way directional traffic flows



Laboratory/Office Considerations

Occupancy limits will be posted on the door of each room by the PI or facility administrator.

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should plan accordingly
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Individuals must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.
- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.

Points of Access to Building and Access Control

- Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated 'exit doors only' should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

Signage and Directional Guides

- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Stairwells that are busy or very tight (for directionality).
- Physical distancing signage must be posted at entrances and/or hallways.



- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any Individuals that may meet one of the three criteria.
- Post signage within the units to inform of the measures in place.

Hand Sanitizer Stations

- Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability subject to availability.

Offices

- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by Head/Director's approval on a case-by-case basis.
- Notwithstanding the requirement that all work that can be done effectively from home must remain remote, use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

Shared Facilities

- Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling.
 - See section 3.2
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
- If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
- Users MUST comply with procedures or access/services will be denied.

Maps / Spatial Analysis

- Maximum occupancy for adequate physical distancing has been determined to be 19 work areas (see Appendix 4: floor map). These work spaces were identified based on required access to nearby equipment, and they are spaced with well over 2 meters between work spaces. Traffic flows, entry/exit, yield areas, sink area, and sanitizing stations are labeled in the floor map.

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

- Every Department/School will ensure that the QR code and web link to a COVID-19 self-assessment (provided by the Dean's Office) is posted on the entrance doors of each APSC building (where possible). The survey will reference the [Thrive BC Self-Assessment Tool](#).
- Every person (employee, visitor, contractor, etc.) returning on campus (including employees working remotely) will complete the [SRS training](#).
 - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC IT](#).
 - Before coming to campus, all individuals must check their health status.
 - Any individual experiencing symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to campus.
 - Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been tested and confirmed free of the virus or have been symptom free for the length of time recommended by the BCCDC.
 - Individuals who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Refer to the BC Health Self-Assessment Tool to determine if testing and/or medical care is required.
 - 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 request personnel in quarantine duties that would require them to break their quarantine.
- Every front and back entry door will include signage for workers, students and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy or reference the following:
 - a. [UBC Entry Check Sign](#)
 - b. [WorkSafe: Entry Check for Workers](#)
 - c. [WorkSafe: Entry Check for Visitors](#)

3.6. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

Workers who meet screening criteria will inform their supervisors by email or phone 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 HR system.



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.

- Individuals must wash their hands regularly and avoid contact with one another.
 - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
 - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.
- A sanitation checklist will be available on the door of ICICS X015. The checklist will read as follows:
 - Alcohol hand sanitizer (70+%) will be available in the lab at all times and placed at both sanitizing stations.
 - A sink is available in the lab, and students will be required to wash/sanitize their hands after they enter and before they exit the lab. Paper towel dispenser is available at the sink location as well for hand drying and surface wiping.
 - The lab will have a checklist covering common areas/surfaces to be cleaned with disinfectant at the end of the employee's presence in the lab, including:
 - Lab door doorknobs
 - Sink faucet handle and spout
 - Supply cabinet handles
 - Keyboard and mouse of common-use lab computers
 - After a working day, employees will clean up their space and every common space they have used (if any) with the sanitizer.
 - All tools will be cleaned before using them.
 - All tools that are used will be cleaned before being returned to their original place.
 - A trashcan is available to discard wipes.
 - When each employee is checking out for the day, they will inform the PI that the lab has been cleaned as per this protocol.

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)



All kitchen equipment is out of bounds. Employees are not permitted to eat in the lab.

Equipment used only by select individuals will be labelled with their names and no other employee will be using these pieces of equipment. The designated individuals will wipe the equipment they use after each day.

Dispose of cleaning wipes into the regular trash; do not reuse.

4.3. Partitions or Plexiglass installation

Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

- N/A

Section #5 – Administrative Controls

5.1. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees (**including the ones who continue to work remotely**) successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS [Preventing COVID-19 Infection in the Workplace](#) online training course is mandatory for all employees and student workers (including those who remain working remotely).
- The SRS course link, the Workspace Safety Plan with 'Return to Campus Activity Commitment Form' (please see **Appendix 1**) as well as a list of all required documents and resources (i.e. building safety plans, and their specific WSPs) must be sent by email to all workers.
- A copy of the completed course certificate and a signed 'Return to Campus Activity Commitment Form' must be returned to the Department/School designate → access@mech.ubc.ca AND access@icics.ubc.ca.

5.2. Communication Strategy for Employees

Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Mechanical Engineering will disseminate this WSP via e-mail. Pls will post it as hard copy on the door to the workspace, alongside Appendix 2.

Communication of Worker's Concerns

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see [Right to Refuse Unsafe Work](#)).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

5.3. Signage



Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) 'cleanliness state' of equipment/instruments, hand-washing guidance. Please see signage templates on [Safety & Risk Services COVID-19 website](#) and [Worksafe's COVID-19 – Resources](#)

Dr's Wu and Van der Loos will utilize the signage from the [Safety & Risk Services COVID-19 website](#), and the [WorkSafe's COVID-19 – Resources](#) website, WorkSafe BC, and from UBC Building Operations.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy
- Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

5.4. Emergency Procedures

The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab's emergency response plan procedures during COVID-19. The current Building Emergency Response Plan and the overall Building Safety Plan can be found at

<http://safety.mech.ubc.ca/resources/return-to-research-resources/>

The ICICS Intermediate Safety Plan: Phase 2 has been reviewed by all employees.

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/>

For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444. Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage. OPH Programs and Services 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-1. If unsure about what to do refer to the BC COVID-19 Self Assessment Tool, <https://bc.thrive.health/>.

If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance, as requested.

5.5. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The WSP 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
- Dr's Wu and Van der Loos will check the compliance as well as the LSTs for the periodic review.

5.6. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

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

Section #6 – Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- No PPE needs to be purchased or procured at this time, but gloves, hearing protection, etc. are readily available from regular suppliers.

Section #7 – Non-Medical Masks

7.1. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See [Using Non-Medical Masks](#) website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
 - Office spaces:
 - Non-medical masks are not required when working in a sole occupant office or enclosed room.
 - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
 - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
 - Labs / workshops:
 - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.



- In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
- Classrooms:
 - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
 - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
- As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces;
 - While entering or exiting research spaces or while moving from an assigned research location;
 - While entering or exiting classrooms;
 - Within classrooms while moving to a seat;
 - Any other time that 2m physical distancing cannot be maintained



Section #8 - Acknowledgement

8.1. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

Returning workers will review this document and complete the Return to Campus Activity Commitment in Appendix 1.

Principal Investigator / Manager Submitting:

Jennifer Pelletier, Manager, Facilities & Special Projects

Name, Title

October 21, 2020

Date

X

Department Head/School Director Approval

Steve Feng, Department Head

Name, Title

October 21, 2020

Date

X

Centre Director Approval

Rob Rohling, Director of ICICS

Name, Title

Date

X



Appendix 1 – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Mechanical Engineering instructional spaces. The building guidelines have been co-developed by the LST co-chairs from Mech and Civil LSTs. **All students, staff and faculty** who are permitted to resume activities in Mech buildings are required to complete the following requirements. Send completed form to your supervisor or his/her designate → access@mech.ubc.ca **AND** access@icics.ubc.ca

Requirement	Initial when complete
Review the Intermediate safety plan	
Review the WSP	
Complete the SRS online COVID-19 safety course and send the certificate to access@mech.ubc.ca	

Your name: _____

Date: _____

Faculty/Dept. Mechanical Engineering

Primary room: _____

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

Supervisor name: _____

Justification for Return *(to be used for prioritizing requests; if confidential, indicate "emailed" and contact Jen Pelletier)*

Your signature: x _____

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

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



Appendix 2 –Door Signage

(Room Number)

Occupancy Limit:

Access this room's safety plan at

safety.mech.ubc.ca/covid





Appendix 3 – Area Map



Figure - ICICS Floor 0 Map with Lab Space in Red



Appendix 4 – Floor Map: ICICS X015

- Individuals will minimize contact with high-touch surfaces and must clean and sanitize their own work space (desk top, chair, computer and office supplies) as well as any areas they come in contact with (light switches and door knobs) on arrival to the lab/office and before departing.
- PI's, room supervisors, and students/fellows will track visits on a shared calendar or schedule to ensure maximum room occupancy is not exceeded.
- Occupants will only work at their assigned working area to ensure the two metre physical spacing rules are met.

