



COVID-19 Workspace Safety Plan Stage 2 Amendment for: The Takahata Lab, QMI 163

UBC is starting Phase/Stage 2 of the COVID-19 response. Timing of the restart and requirements may vary by Faculty. This form is intended to amend the original workspace plan submitted as part of the Phase 1 return to research. The amendment will be reviewed by members of the Local Safety Team and/or by others appointed by the Director of AMPEL.

During Stage 2, the overall laboratory occupancy should be the lower of either 2/3rds of normal occupancy, or the maximum number of people allowable given physical distancing requirements and access considerations. Weekend (7AM-6PM) access may now be requested. Faculty office use may be allowed in a limited number of cases.

In this document, workspace plan refers to the Return to Research document or Workspace Safety Plan that was filled out and approved as part of phase I. Stage II refers to the next phase (Stage 2 follows Phase 1).

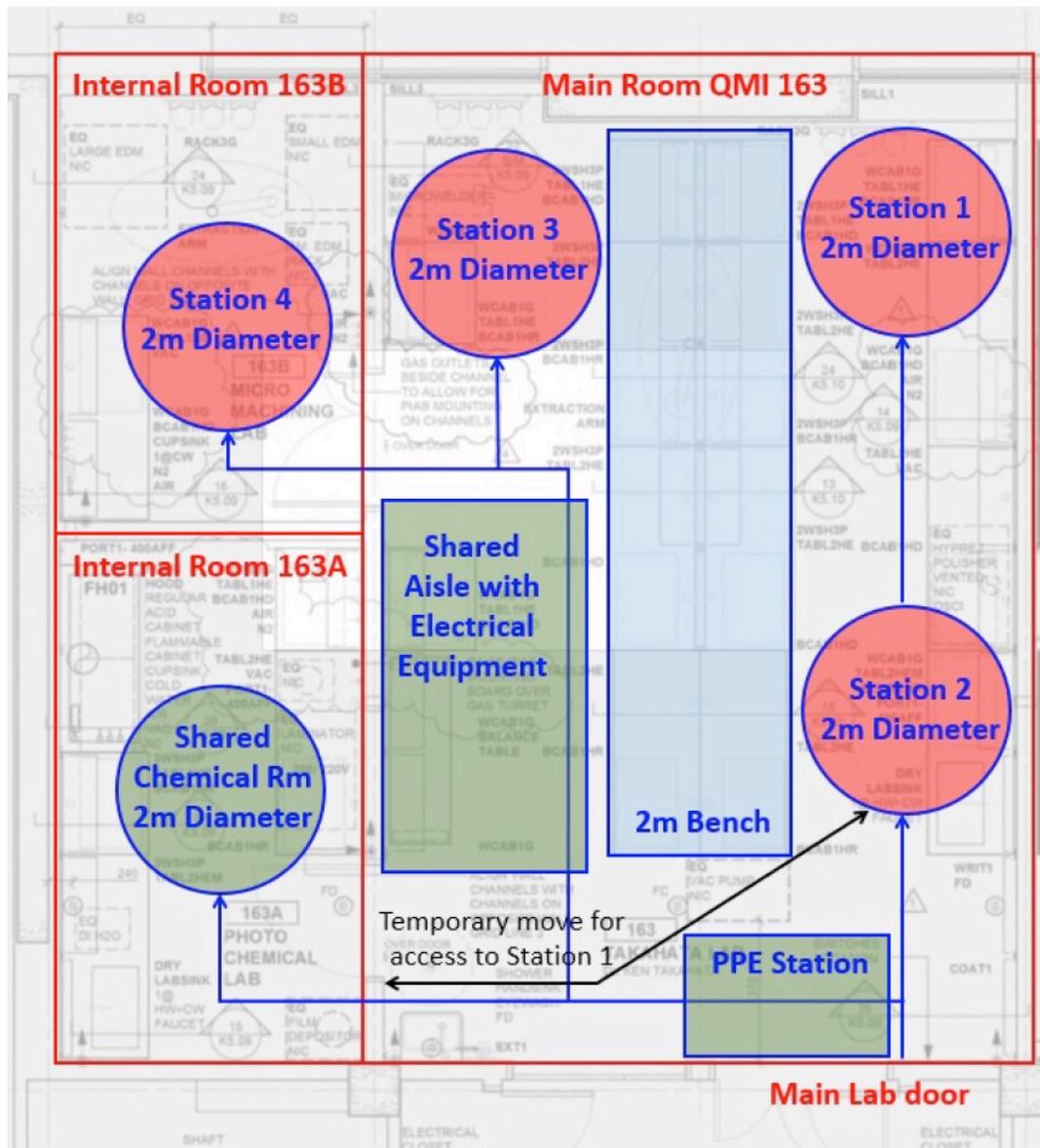
1. Occupancy

Normally occupancy will stay the same as it was in Phase 1, unless modifications are requested. If changes are requested, please indicate the new occupancy levels and provide a map depicting the individual workstations. Include a 2 m diameter circle for scaling. Also provide arrows indicating directions of circulation, if appropriate.

The max number of people present in QMI 163 is currently 4 during phase 2 and will continue this way.

This occupancy still allows for 2-m physical distancing in the lab, as illustrated in our work space and traffic plan shown in the next page. The flow between stations arrows with 1 person only at a time.

A backup station will be placed in the internal small room 163A. This station is used to manage traffic and avoid close distancing when relevant movement is involved.



2. Updated Access List for Laboratory Space:

How many researchers and others normally have access to the laboratory space?

Normally ~10 people have access to the lab space.

How many do you plan to have return at this time? Only those for whom access is important for completing their work should be admitted.

Currently (phase 1) 4 members are working in the space with the max occupancy of 3 people. For phase 2, addition of 3 members (M. **, V. **, and M. **) are requested, while limiting the max occupancy to 4 people at any time. Access of one of the current working members (Y. **) is planned to be taken over by a new member (K. **) in September 2020 for the same (training) purpose.



Please provide a list of all those who you wish to have access to laboratory space in Stage II.

The following table shows a sample daily schedule for phase 2 and will be adjusted on a weekly basis. Same as phase 1, planning is done weekly through a zoom meeting led by the Lab Manager to determine an exact schedule of the following week occupancy/cleaning schedule and station allocations. Defined schedule will be posted on the lab door weekly. This schedule is enforced using the online google calendar with exact time in and time out for each member.

Schedule for QMI 163, Phase 2, 2020														
Lab member	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p	7 a - 12:30 p	12:30 p - 6 p
N. (lab manager)	X	X	X	X	X	X	X	X	NOT ON CAMPUS (NOC)				X	X
H.	NOC		X	X	X	X	X	X	X	X	X	X	NOC	
R	X	X	X	X	X	X	NOC		X	X	X	X	NOC	
Y (-8'20) / K. s (9/'20-)	NOC						X	X	X	X	NOC			
M.	X	X	NOC										X	X
V.	NOC						X	X	X	X	X	X	NOC	
M.	X	X	X	X	X	X	NOC				X	X	X	X
# of occupants	4	4	4	4	4	4	4	4	4	4	4	4	3	3

3. Working within 2 m:

Working in close proximity should be avoided where possible. Double protection is required (face mask plus face shield) for people working within 2 m. Nitrile gloves and a lab coat are recommended. Are there situations (training, special procedures etc.) where two or more people will need to work in close proximity?

Yes (for training).

Please describe the situations, including frequency, duration, and any hazards associated with them. How will the hazards and COVID-19 risks will be mitigated? If already covered in the workplan, simply mention this and refer to the section/page.

This is already covered in our approved phase-1 plan section 2 and we will continue it when this situation is the only option for given tasks.

4. Weekend and After-Hours Access:

Access is now possible on weekends from 7 AM to 6 PM. During the weekends occupants should not make use of building common areas, except washrooms. Only the washroom nearest to the lab should be used. Do you plan to have researchers access the lab over the weekend (Saturday/ Sunday 7 AM to 6 PM) or after hours?



We would like to maintain our weekend access and add to it after hours access until 10 p.m.

After Hours: Normally access between 6 PM and 7 AM is not permitted. If such access is needed, please justify it. For after-hours work, researchers must not impede building cleaning, and should post signage if working during cleaning times.

We request a new closing hour for the lab at 10 p.m. instead of 6 p.m., when necessary. We have a microfabrication lab and often processes need to run beyond the 6 p.m. closing time. The work is urgent as described in the phase 1 documentation and the after-hour access will allow the completion of these urgent goals. After hour work will include processes that take several hours to complete such as electroplating, Parylene coating, long-term pressure sensor testing, epoxy bonding, and others.

All after hour work and weekend work will follow a strict work alone buddy system that was described in the phase 1 documentation. Briefly, no acid chemical work can be done alone, and any other work alone is on an online buddy system organized through WhatsApp monitoring and check in at hourly intervals depending on the task performed.

The current lab sign-up sheets described in the phase 1 documentation will be used to track after hour work and will continue to track any weekend work. *Describe how will occupancy limits and records of those who were present in the lab will be maintained. You may refer to the pages and sections of the Phase I workspace plan if there are no changes.*

How to maintain the occupancy limit and record it remains the same as phase 1 (refer to section 4 of our phase-1 plan). The only difference is to maintain the weekend and the max occupancy of 4 (section 1) and add the after hour access to the original plan.

5. Supervision and Working Alone

Please outline any working alone, supervision and other safety procedures. If the procedures have not changed since Phase I, please refer to the relevant section(s)/pages in the workspace plan.

There is no change (refer to section 4 of our phase-1 plan).

6. Faculty Offices

The Faculty level stage II plan limits the number of faculty returning to 25%. All returning faculty must complete the mandatory safety training. If you are requesting the use of faculty offices, please outline the rationale. Due to the limited access allowed at this time, we may not be able to approve all requests. Prioritization will be based on (in order): 1) Floor wardens or similar roles, 2) Those who do not have access to appropriate working environments elsewhere, 3) Those performing research in the lab, especially early career researchers, and 4) Those with other strong justifications.

N/A

7. Staff and Researcher Office Space

Researchers and office staff who can work from home are expected to continue to work from home. Please contact the AMPEL Director if you have a need to use office space in Brimacombe.

