**COVID-19 Brimacombe Building Phase I Safety Plan**

This building safety plan will guide the AMPEL Director and occupants in Brimacombe, including those who are members of the Stewart Blusson Quantum Matter Institute, Directed by Andrea Damascelli, to continue or resume research activities in the building. This plan includes a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. The 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/>. More specific references are given below.

|  |  |
| --- | --- |
| Name of Building | Brimacombe |
| Address of Building | 2355 East Mall |
|  |

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Building drawings showing rooms that will be unused in Phase I

**Introduction**The Brimacombe building is home to the Advanced Materials and Process Engineering Laboratory (AMPEL), which includes the Stewart Blusson Quantum Matter Institute (SBQMI). The building is primarily a research facility, but also houses the SBQMI administration. There are no classrooms. Researchers are from the faculties of Science and Applied Science, mostly in Physics, Electrical Engineering, Materials Engineering, Mechanical Engineering and Materials Chemistry.

**Reference Documents**

The following guidance documents and resources on the [Safety & Risk Services COVID-19 Website](https://srs.ubc.ca/health-safety/health-safety-covid-19/) were used in the development of this plan: [Prevention](https://srs.ubc.ca/covid-19/health-safety-covid-19/prevention/), [Working Safely on Campus](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/) including [Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/), [Using Non-Medical Masks](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/), and [UBC Employee COVID-10 Guidance document](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf), in addition to the [BC CDC website on masks](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks), physical distancing and other practices. Building services provides custodial services, whose specific procedures are outlined [here](http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/). Other documents relevant to working on campus are [Risk Assessment and Safe Work Procedure](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) and [Essential in Person Training and Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf).

**General Procedures**

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in this Building plan:

This document provides supplementary site-specific instructions for implementing the guidance provided in the documents listed above. The underlying principle is to promote safe working conditions through reduced building occupancy, physical distancing, surface cleaning and personal hygiene. No one may visit or work onsite without the express written permission of their immediate supervisor and director. The building will be open to researchers and research support staff from 7 AM to 6 PM Monday to Friday on a limited basis, subject to pre-approval of a workspace plan, including a list of authorized personnel and clear plans for implementing physical distancing and sanitation in laboratories and other workspaces. It is understood that those granted onsite permission will carry out tasks that cannot be done elsewhere. Time spent onsite must be kept to a minimum. It is expected that those who do not have permission to work onsite will continue to work remotely. Occupants will maintain a minimum of 2 m distance unless specifically excused from doing so, with measures proposed for mitigating risks. Traffic flow in common spaces in the building is arranged in order to allow for such physical distancing. Tape and signage are provided in hallways, stairs, common areas and washrooms in order to ensure that traffic flow and distancing rules are clear. UBC Custodial Services cleans common areas and washrooms once a day on weekdays, provides soap and paper towels in the washrooms, and refills the two hand sanitizer stations at each of the two main entrances to the Brimacombe building (East Mall and Engineering Lane). In addition to custodial staff cleaning, disinfectant spray bottles (TRITON HAND SANITIZER 80% ALCOHOL 20L PAIL) plus paper towels, are provided (by AMPEL and SBQMI) in common areas including the lunchroom (211), the seminar room (311), and common areas on each floor. Meeting rooms are closed for the duration of Phase I. Personal protective equipment (nitrile gloves, face shields and goggles) will continue to be worn to protect researchers and staff from hazards in laboratory environments. Occupants of the building may wear cloth or disposable, non-medical grade masks. Face shields, gloves, goggles and a mask will be worn when occupants need come within 2 m of each other in order to perform critical research tasks where such proximity is unavoidable (e.g. filling of liquid nitrogen dewars). Any operations at close quarters will require special permission – as outlined in the Workspace approval document.

Before coming to UBC, all employees, students and visitors must monitor their health status. If you are feeling unwell in any way, do not come in, and follow medical advice. COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. According to WHO,

**Common symptoms:**

* fever
* dry cough
* tiredness

**Less common symptoms include:**

* aches and pains
* sore throat
* diarrhea
* conjunctivitis
* headache
* loss of taste or smell
* a rash on skin, or discolouration of fingers or toes

**Serious symptoms include:**

* difficulty breathing or shortness of breath
* chest pain or pressure
* loss of speech or movement

If you are experiencing any of these symptoms, use the BC Health Self-Assessment tool to determine if you require further testing or medical care:<https://bc.thrive.health/>. No one with symptoms should leave their home. If you develop symptoms while at work, you are to leave immediately for home where you are to self-isolate and monitor your symptoms and/or seek medical attention in accordance with Public Heath directives. You may return to work once your symptoms resolve. Follow instructions on reporting in below section.

**Physical Distancing** Onsite in-person interactions must maintain a minimum physical distance of 2 m. All persons working onsite must practice physical distancing -- be mindful, respectful and patient when interacting with others of the 2 m rule. In circumstances where physical distancing cannot be maintained, supervisors must put in place other protective measures (refer to SRS UBC Employee COVID-19 Physical Distancing Guidance.)

**Other General Considerations**

**Surface Cleaning** Users are expected to wipe down any frequently touched surfaces before and after use with spray disinfectant or wipes. Disinfectant spray and paper towels will be provided in shared spaces. It is the responsibility of the PI for each lab to provide adequate supplies for their lab. Surfaces include benchtops, handles, chairs, knobs, switches, table tops, multiuser equipment, desktops, shared computers and instruments, etc.

**Hand Washing/Sanitizing** Hand sanitizer is provided at the main building entrances and exits. You must sanitize your hands when entering or leaving the building. Wash/sanitize your hands frequently and anytime you move between areas; i.e., from lab, office, and common areas. Avoid touching your face.

**Wearing Nonmedical Masks** Wearing a non-medical mask while inside the building **is not mandatory, but it is allowed**. Working from home, physical distancing or the use of engineering solutions such as physical barriers are the first lines of defense. Masks are effective only when used in combination with frequent hand-cleaning. Guidance on the wearing of medical and non-medical masks is available from UBC (see reference above) and [Public Health Canada for non-medical wearing masks](http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html). It is critical that masks not be worn if may adversely affect health. Note that if persons must work in close proximity, then they must obtain approval from the local safety committee (contact [Gary.Lockhart@ubc.ca](mailto:Gary.Lockhart@ubc.ca) ). Such activities may be allowed if there is wearing face shields in combination with a well fitted non-medical mask, along with googles, and lab coats or gowns. Please follow instructions found in the reference on the handling and disposal of PPE, lab coats and non-medical masks, as they may otherwise put the user and others at greater risk.

**Social Interactions:** Occupants should minimize social interactions in the building. Maintain physical distancing when interactions are required. Speak quietly, cough or sneeze into your elbow, and away from others, and practice frequent hand washing. Please remember always to **“be kind, be calm and be safe” (Dr. Bonnie Henry.)**

**Application for Research Restart in Phase I**

Principal investigators will be provided instructions on how to apply for access to Brimacombe for the purposes of partially resuming their group’s research activities. PIs will provide a completed Workspace Safety Plan to the Director of AMPEL. The Director of AMPEL will evaluate the plans on the advice and the Brimacombe Local Safety Team Co-chair – in addition to the Director of SBQMI and to the SBQMI Operations Manager in the case of SBQMI space. In addition to addressing safety requirements and training, plans will need to indicate how scheduling will be done, and explain the prioritization of research. The plans will need to be consistent with maintaining building occupancy below 33%, and perhaps 20% or lower as currently indicated in the Applied Science plan. Forms and approval procedures will follow those of the Faculty to which the lead principal investigator submitting the form belongs. Records of the application documents and procedures will be kept, and available for presentation to WorkSafe BC and others as needed. Workspace plans will be posted by researchers on the main entrances of all laboratories, along with occupancy limits. PIs will maintain records of occupancy over Phase I, along with certificates of training for all members. The building will also keep paper copies of occupancy of the building during Phase I, until 2 weeks following the end of Phase I, at which point the records will be shredded, unless they are needed for an official investigation or for contact tracing.

For shared facilities including the SBQMI/AMPEL Nanofab, an application will be made by the lead PI or director of the facility. The procedures will be evaluated on the same criteria as for individual workspaces. For example, as in regular laboratories, booking procedures should be arranged to ensure clear physical distancing. In addition, each user should have their own personal protective equipment, and a separate location to store it. Where gowns are used, a cleaning procedure should be specified. The responsibilities of users, staff and administrators should be described: this should include responsibilities for monitoring, discipline, and cleaning. Training of new users will not be allowed in this phase. Principal investigators must apply to the facility for permission for existing trained users in their group to access the facility. The facility must specify how applications will be evaluated, including for safety and prioritization of research. The applications will be evaluated by the Director of AMPEL, with input from the Co-Chair of the Local Safety Committee, and, where matters concern SBMQI, the Director and Operations Manager of SBQMI.

**Common Area Plans**

The following common area safety plans must be followed:

**Washrooms:**

Washrooms are a high-risk space. Extra care in hand-washing, not touching your face with unwashed hands and respecting physical distancing measures is crucial. In multi-user washrooms (normally appropriate for 2 users), doors to washrooms will be propped open to minimize the number of high touch surfaces. Only one occupant may use a washroom at a time. For multi-user washrooms in the original wing of the building, users are expected to look into the washroom before entering and only enter if the washroom there is no one present. Single user washrooms lock and have an occupied sign. Paper towels are provided in order to avoid direct contact with the door knobs. Instructions are posted at the entrances. The basement shower and the shower across from the high head area are single occupancy. Follow the same procedures used for washrooms. Do not leave personal items behind. Place your clothing and towel on the chair or stool provided, and wipe down the chair before and after use with disinfectant and paper towels.

**Hallways:**

All hallways are approximately 2 m wide. Given the reduced occupancy of the building, we do not anticipate a lot of traffic. In cases where two people are headed in opposing direction, in order to pass safely, one person must step aside to the right into the nearest hallway recess in front of a lab door and wait for oncoming people to pass.  Please adhere to the following passing etiquette – persons going South have priority, and persons going North will have to step aside.  Additionally, persons going East have priority and persons going West will have to step aside.  As a reminder, priority directions will be marked with taped arrows on the floor. Hallways must be kept clear of clutter at all times. No extraneous items (e.g. crating materials, boxes, furniture) shall be stored in the hallways.

**Entrances/Exits:**

All persons entering and exiting the building must use the main East Mall entrance. Entry through other doors is not permitted at this time, and card access has been deactivated for all other doors. Do not attempt to circumvent a deactivated door by wedging it open. You may exit by any perimeter door in an emergency. 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. When entering and leaving, sign in and out using the paper sheet present at the main entrance. Please use the hand sanitizer that is present next to the sign in order to minimize the opportunity for virus transmission.

**Elevators:**

Brimacombe has one large freight elevator. Use of the elevator is intended for those needing to transport materials and those who need assistance going up and down between floors.  Those who can readily manage the stairs should avoid using the elevator as it is a poorly ventilated, confined space. A maximum of two persons are permitted to use the elevators at the same time, as has been posted by UBC Safety and Risk Services.

**Stairwells: (if applicable)**

The stairs in the Brimacombe building do not allow a full 2 m distancing. Since the main stairs next to the main entrance in the new extension and the adjacent East stairwell of the original building are close in proximity, their use has been coordinated for “up only” for the main extension stairwell and “down only” for the East stairwell. Signs and floor markings are provided to notify occupants of this expectation. For all other stairwells, please adhere to the following passing etiquette – persons going down have priority. In other words, persons going up are to yield to persons heading down by stepping aside onto the landings. Please follow the directional signs and instructions.

**Lunch rooms & Kitchen:**

The lunch room (Brimacombe 211) is open on a limited basis. Please bring non-perishable food with you as use of fridges and microwaves will not be allowed during Phase I. Maximum occupancy is 4 persons at a time (as noted on the door) – assuming 1 person seated at each of the 3 large tables (with chairs placed at the locations indicated by tape on the floor to ensure maximum spacing of well over 3 m) and 1 person behind the counter. Please be patient and consider adapting your schedule or eating outside. Hands are to be washed on entry and again on exiting the lunchroom. No hot food preparation is permitted, including from the espresso machine and microwaves, which will be disconnected and unavailable for the duration of Phase I. Use of the fridges is also not allowed. Users must disinfect all touched surfaces with the disinfectant provided by the building. Please be sure to wash your containers and implements at the sinks of the lunchroom or one of the two building kitchenettes, not in the washroom sinks. Building provided shared utensils and dishes should not be used during this period (they have been put away). All dishes and utensils should be brought from home. Personal dishes, cups and utensils that are washed should be dried immediately and not left in the drying rack or anywhere in the room. Soap and paper towels will continue to be provided. Seminar room 311 will also be open for eating lunch. The same cleaning procedures should be applied as in 211. Occupancy (normally 30+) will be limited to 6 by reducing the number of chairs and table to 6. Occupancy limits will be posted. For both spaces, priority should be given to the person exiting in the event that someone is entering when another is leaving. The glass doors and walls make it easy to check occupancy before entering.

One person may use kitchenettes at a time (1st floor next to reception area and 3rd floor wide opening in the hallway next to common area near the stairs). The sink is available for use in hand washing and for cleaning of personal utensils and containers, with soap and paper towels provided. The small countertop area may also be used temporarily. Do not use the small fridges, kettles, utensils and dishes, and do not leave behind any personal items. Wipe down surfaces using paper towels and warm soapy water before and after use.

**Open Common Areas including Lobbies and Reception:**

There are several common areas that normally can accommodate multiple people and where individuals sometimes congregate. These are the lobbies at the two main entrances (East Mall and Engineering Lane), as well as open areas on the first, second, third and fourth floors next to the two main stairwells leading up from the two lobbies. In normal situations these areas could accommodate about 30 people if they were standing close together. Minimum 2 m physical distancing must be maintained in these areas. These areas are passageways, and should be kept clear. All personnel should pass through the areas without stopping. Notices will be posted to this effect. There are two exceptions. These areas have tables and chairs that seat between 4 and 6 people. The tables will remain, but be reduced to one chair. The tables are placed such that it is easy to maintain ample physical distance for those passing through. The tables may be used for a single person to have lunch or to relax while awaiting a return to research – for example while waiting for a vacuum system to pump down a chamber. One chair will be left at each table. Spray bottles with disinfectant and paper towels are available at the nearby kitchen, kitchenette or placed on the table so that cleaning can be done before and after use of the table. Hands washing should be done immediately before and after using these areas.

The second exception is the reception area next to the East Mall entrance, which has a long counter, behind which there are three desks, mail slots and filing cabinets. Only one person at a time will be allowed into the area behind the counter. Typically, this will be the AMPEL administrative assistant, Irina Romanova, who will be present three afternoons a week to receive non-hazardous packages and to collect and sort mail, as well as to deal with access requests. Courier packages are received in a contactless manner, similar to home pizza deliveries. Mail is collected from the UBC central mail centre, also in a contactless manner. Hand sanitization is performed before and after collection and distribution, with hand sanitizer available from UBC in the reception along with a personal supply that will be provided to Irina by the building. Irina will also give mail to those who request it, again in a contactless manner. The metal cage that normally encloses and secures reception after hours will be kept in place in order to ensure safe distancing. The cage is made of fine metal wire with large gaps, making communication through it easy. It will cover most of the reception, except where the half door barrier entryway is. The barrier will be kept closed, and a no-entry notice placed on it. Typically, there is no queuing for reception so waiting dots are not expected to be necessary. We will adapt if needed and on Irina’s advice.

Those who are still working off-campus will be permitted to come to reception to collect urgent mail items, subject to approval from their supervisor and one of: the Director of AMPEL (John Madden, [ampel.dir@ubc.ca](mailto:ampel.dir@ubc.ca) ), the Director of SBQMI (Andrea Damascelli, [andrea.damaschelli@ubc.ca](mailto:andrea.damaschelli@ubc.ca) ), the building manager (Gary Lockhart [gary.lockhart@ubc.ca](mailto:gary.lockhart@ubc.ca) ) or the SBQMI Building Operations Manager (Pinder Dosanjh [pinder.dosanjh@ubc.ca](mailto:pinder.dosanjh@ubc.ca) ). Requests will be made by email. Brief visits to collect items from offices or labs will also be allowed on the same basis, and with justification and a specific time window. These visits must also be scheduled in coordination with the PI in charge of the space, to make sure maximum occupancy levels are respected for specific workspaces.

**Balconies: (N/A)**

**Shipping and Receiving:**

Gas cylinders, liquid nitrogen and large packages will be received and delivered at the loading dock that is in the parking lot. Gas and liquid nitrogen delivery drivers have key access to the dock and so no contact delivery is done. Other use of the loading dock will be done in coordination with the Pinder Dosanjh and Gary Lockhart. Where physical distancing cannot be maintained during delivery, requests for approval must be made in advance by email to the local safety committee. The requests must be justified based on urgency, the measures taken to minimize risks of transmission, along with overall safe moving procedures. Timing must also be specified. Requests must be approved by one of the Directors.

**Communications Plan**

All building related plans will be communicated with all occupants of the building via the building wide email list ([Brimacombe-all@lists.ubc.ca](mailto:Brimacombe-all@lists.ubc.ca)). A paper copy of this plan and other relevant safety related materials will also be available on the table in the reception area and posted on informational bulletin boards. Documents will be posted on the building website ([www.ampel.ubc.ca](http://www.ampel.ubc.ca) ), once approved, along with links to important documentation listed above. The Building Manager, Gary Lockhart, has led the development of this plan. He is available to respond to questions about the plan by email, by phone 2-2955, and, along with floor wardens and the SBQMI Operations Manager, will relay information in person but at a distance, if an urgent need arises.

**Hours**

Normal operating hours for research within the building are between 7 AM and 6 PM Monday to Friday. In exceptional circumstances, and based on urgency as well as impossibility of resuming research in normal hours, after-hours access may be granted. In order to obtain an afterhours exemption:

1. The PI must notify the AMPEL Director and the Brimacombe Local Safety Team Co-chair that they want to work beyond the regular hours. This need must be justified, and safety procedures that will be followed must be outlined. In cases where the request is made for SBQMI space, the Director of SBQMI and the SBQMI Operations Manager must also be contacted to request the exemption.

2. Security will be notified before the start of afterhours work, indicating who will be authorized to work extended hours (including time, date, location).

3. The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s) and working hours.

4. The researchers should not work alone in the building (i.e., two-person working principle – where the two people must be in the same building. There must be a safety plan to ensure that there are regular checks on researchers.

5. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other areas within their labs on weekends. They will also be responsible for ensuring that common areas that they use are clean. For example this may be by sanitizing hands before making any contact, and by spraying and wiping down surfaces after they use them. The procedure used should be specified.

6. Researchers must not at any time impede the work of custodians servicing of labs and common spaces.

**Monitoring and Enforcement**

The overall building monitoring will be led and performed by Gary Lockhart, Emergency Coordinator, Co-chair of the local safety committee and building manager. Pinder Dosanjh, the Operations Manager of the SBQMI will support this monitoring. Both will be present in the building daily in any case due to their building maintenance and research support roles. Floor wardens will also be available to supervise: 1st floor:  Sebastian Medrano, 1st Floor (shops/high head):  Harish Gautam, 2nd Floor:  Gary Lockhart 3rd Floor:  Dan Bizzotto, 4th Floor:  Mario Beaudoin. Daily monitoring will be performed by this team, who will check common spaces, and look out for labs and common rooms exceeding their posted occupancy limits. They will also check that hand sanitizer, disinfectant, paper towel and other stocks are kept up, and restock or close down areas where stocks have run out. They will also check that regulations are posted, and that hallways are clear. Significant or repeated violations of occupancy limits, physical distancing requirements, cleaning practices, access restrictions including limited hours, laboratory safety rules including working alone rules, and of other measures, will be reported to the Safety Co-chair and the Director. Violations risk removal of access privileges for individuals and of entire laboratories for the duration of the pandemic. A zero-tolerance policy may be instituted where mandated by either or both of the Faculties. Individuals may also report violations to the Safety Co-Chair.

**Emergency Procedures**

Building Emergency Response Plan (BERP)

The BERP is available on the website, and a paper version is at reception. Safety information is also posted in the Engineering Lane lobby display case. The purpose of the plan is to explain procedures to be taken in case of emergency. Addition procedures and responsibilities are as follows.

**Incident/Accident Reporting RElevant to COVID-19**

**Faculty, Staff and Students** If you believe you have been exposed to COVID-19 in the workplace notify your supervisor immediately. The supervisor will then notify UBC Safety and Risk Services using the contact information in section 2.2. (If you are exposed outside of work, follow instructions at bccdc.ca ).

**Supervisors Health and Safety Resources and Support:** Contact Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.

**Claims Reporting:** If a worker reports that they have been exposed to COVID-19 in the workplace, please contact Workplace Health Services by emailing aidan.gregory@ubc.ca. Aidan, WSBC Claims Associate, will ask a series of questions to help determine if UBC needs to report a claim to WSBC.

**Responsibilities**

**Faculty Members (PIs) and Facilities Managers**

* Must complete a workplace safety plan specific to your group and all spaces assigned to your group. In the case of multiple PI in a shared space, one PI can submit on behalf of the combined team.
* Establish research, personnel and maintenance schedule for the lab.
* Ensure all personnel under their supervision have read and understood all policies pertaining to their research site, have completed safety training and understand that they need to adhere to all the Federal/Provincial regulations and UBC policies
* Keep records of the completed training courses for all personnel under their supervision, and the signed statement that the personnel have read and understood the building, university and WorkSafe policies relevant to the Phase I restart.
* Provide a contact list of personnel entering the lab to the building manager (e.g. via the Request to Return to Research form).

**Staff and students**

Are responsible to:

* Read, understand and signoff that they consent to following all the Federal/Provincial regulations and UBC policies pertaining to performing research during COVID-19;
* Be up to date on training including pandemic specific training required by UBC;
* Report concerns regarding COVID-19 to supervisors, as appropriate in the context of UBC and BC privacy regulations.

**AMPEL Director**

• Ensure that Safety information, the Building/Common Areas Plan and the Faculty Plan is shared with faculty, students, and other researchers in the Brimacombe building

• Approve Building Safety Plans developed by the Local Safety Committee and pass it on for approval at the Faculty level

• Approve PI Lab Safety Plans under the advice of the local safety committee co-chair, and, for SBQMI applicants, the SBQMI Director and the SBQMI Operations Manager

* Approval will also consider prioritization for those with more urgent needs such as untenured faculty, students close to graduation, post-docs near the end of their appointments, research projects and industrial contract work that has strict deadlines, needs for major funding opportunities and COVID-19 related research.

• Communicate to everyone, with the help of the safety committee, the safety training requirements.

• Implement a plan to monitor compliance with safety measures and approve occupancy limits in conjunction the Brimacombe Safety Committee co-chair and the SBQMI operations manager. This will involve monitoring of the building by the co-chair, the operations manager and by floor wardens that have been designated for each of the 5 floors.

• Work with the safety committee co-chair and SBQMI to deal with violations of the common area and workspace requirements.

• Coordinate with the Associate Deans of Research in Science and in Applied Science, and communicate plans, as well as share information on PI workspace proposals with Heads of affiliated departments (Physics, Electrical & Computer Engineering, Materials Engineering, Chemistry, Mechanical Engineering, as well as Chemical and Biological Engineering)

• Handle conflicts in AMPEL and report issues to the RRC committee

**List of Units Occupying Building**

| Name Unit Administrator | Email & Phone # |
| --- | --- |
| Advanced Materials & Process Engineering Laboratory (AMPEL) | John D Madden, Director, [ampel.dir@ubc.ca](mailto:ampel.dir@ubc.ca), 778 840-9417, 604 221-9416  Gary Lockhart, Building Manager and Safety Committee Co-chair, [gary.lockhart@ubc.ca](mailto:gary.lockhart@ubc.ca), 604 822 2955.  Within AMPEL, SBQMI is a large center, working to ensure a safe return to research. The Director and Operations Manager are working with John and Gary, using the same plans and approval processes. They will also be involved in evaluating return to work requests, communicating building plans, and overseeing implementation.  Andrea Damascelli, Director, [andrea.damascelli@ubc.ca](mailto:andrea.damascelli@ubc.ca)  Pinder Dosanjh, Operations Manager, [pinder.dosanjh@ubc.ca](mailto:pinder.dosanjh@ubc.ca) |

### **Appendix**

On the following pages: **Black and red areas** are lab spaces, meeting rooms and student desk spaces that **will not be opened during phase I**. These are:

Basement: 2,3,41,42,46,47A, 61C/D,70 A/B/C, 73, unfinished shell space.

First floor: Meeting room 188, 103, 124B,

Second floor: Meeting room 203,288

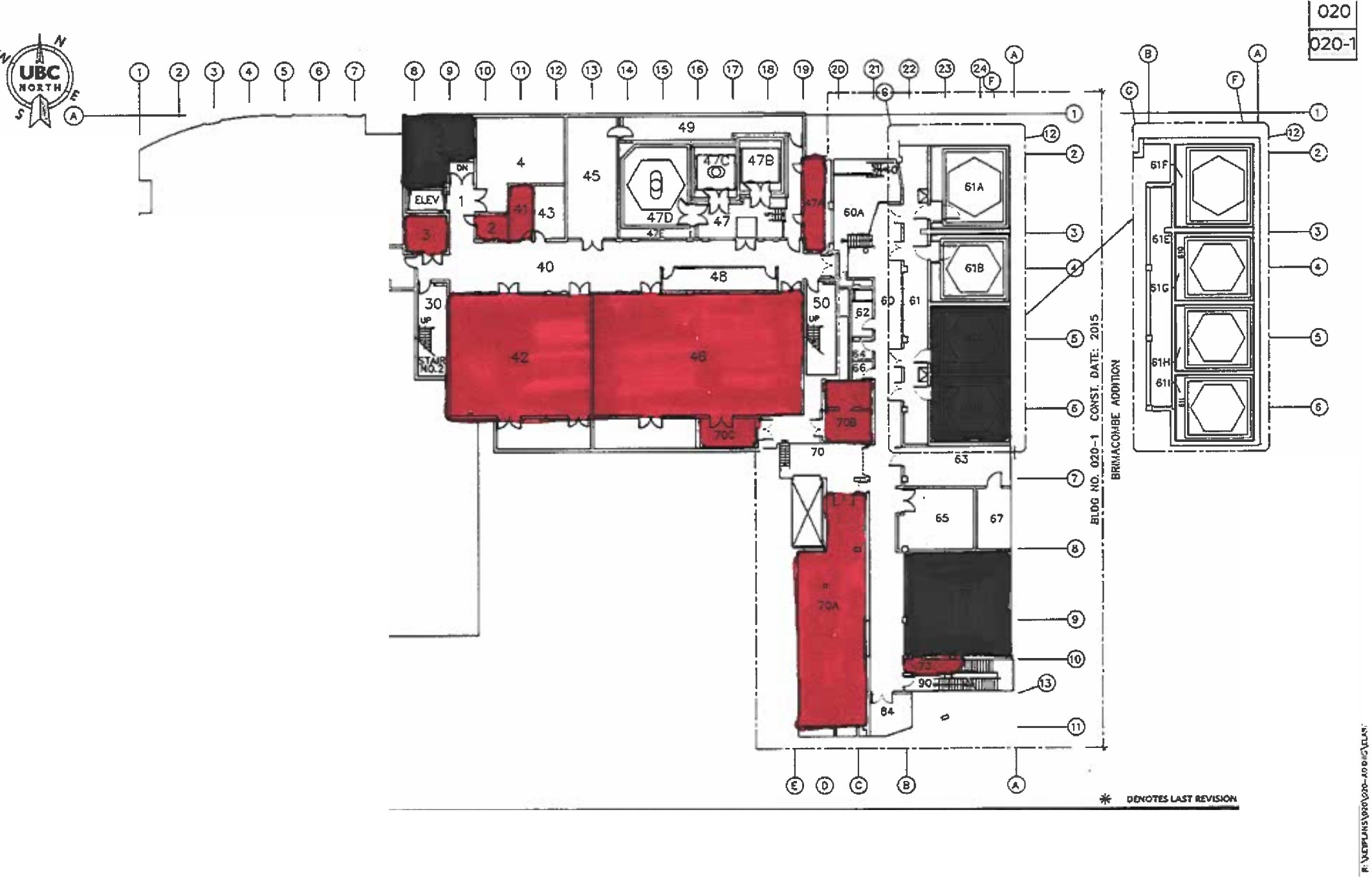
Third floor: 303,322,388

4th Floor: Meeting room 488

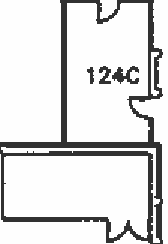
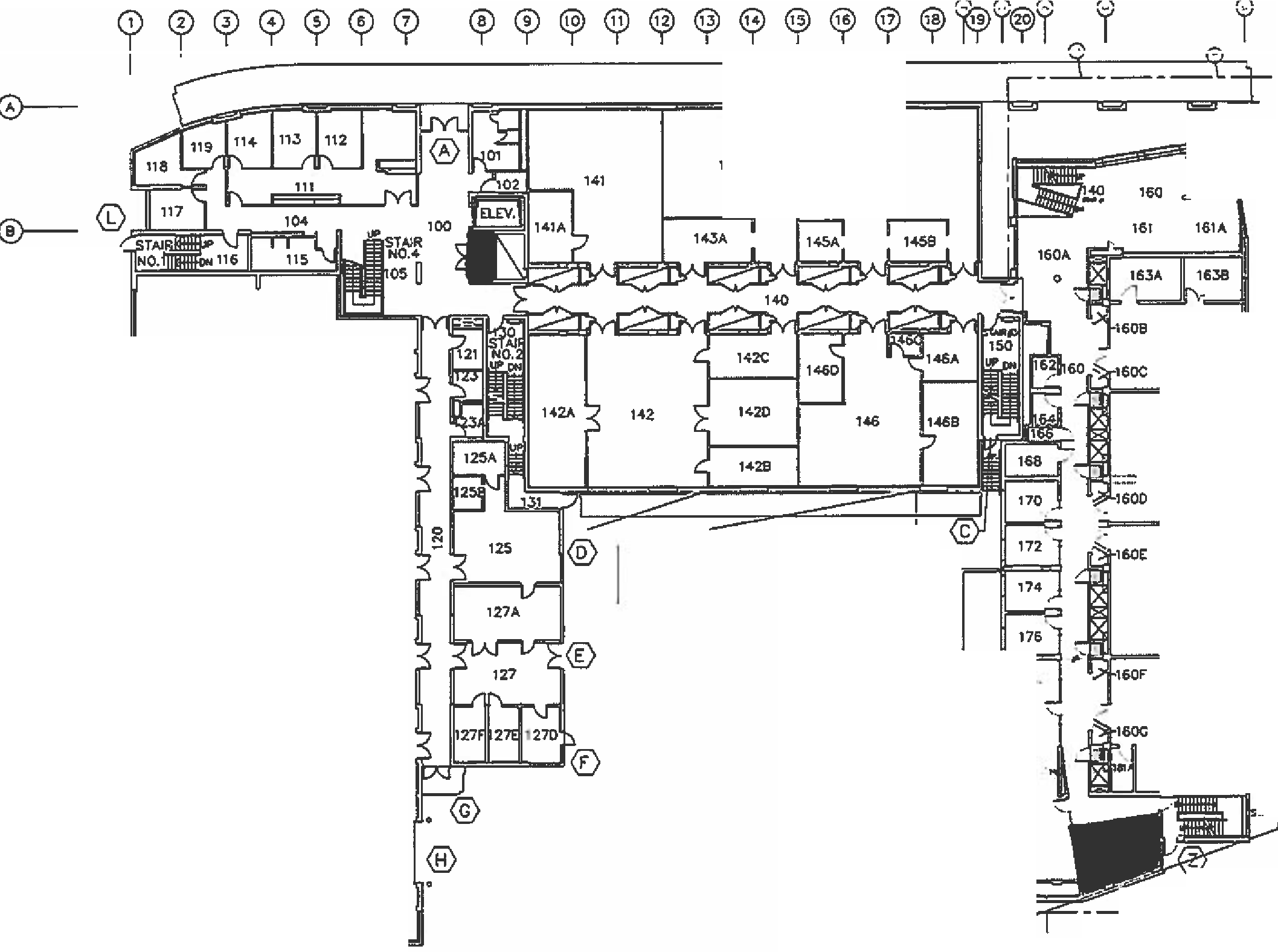
Fifth floor: Mechanical

In addition, most offices and office spaces will not need cleaning. The **exceptions are**: 117,161, 161A,219,318,417, 468-478 (will remain open for occasional single occupancy use, for technical staff, building manager, clear room director, SBQMI Operations Manager).

Basement



1st Floor



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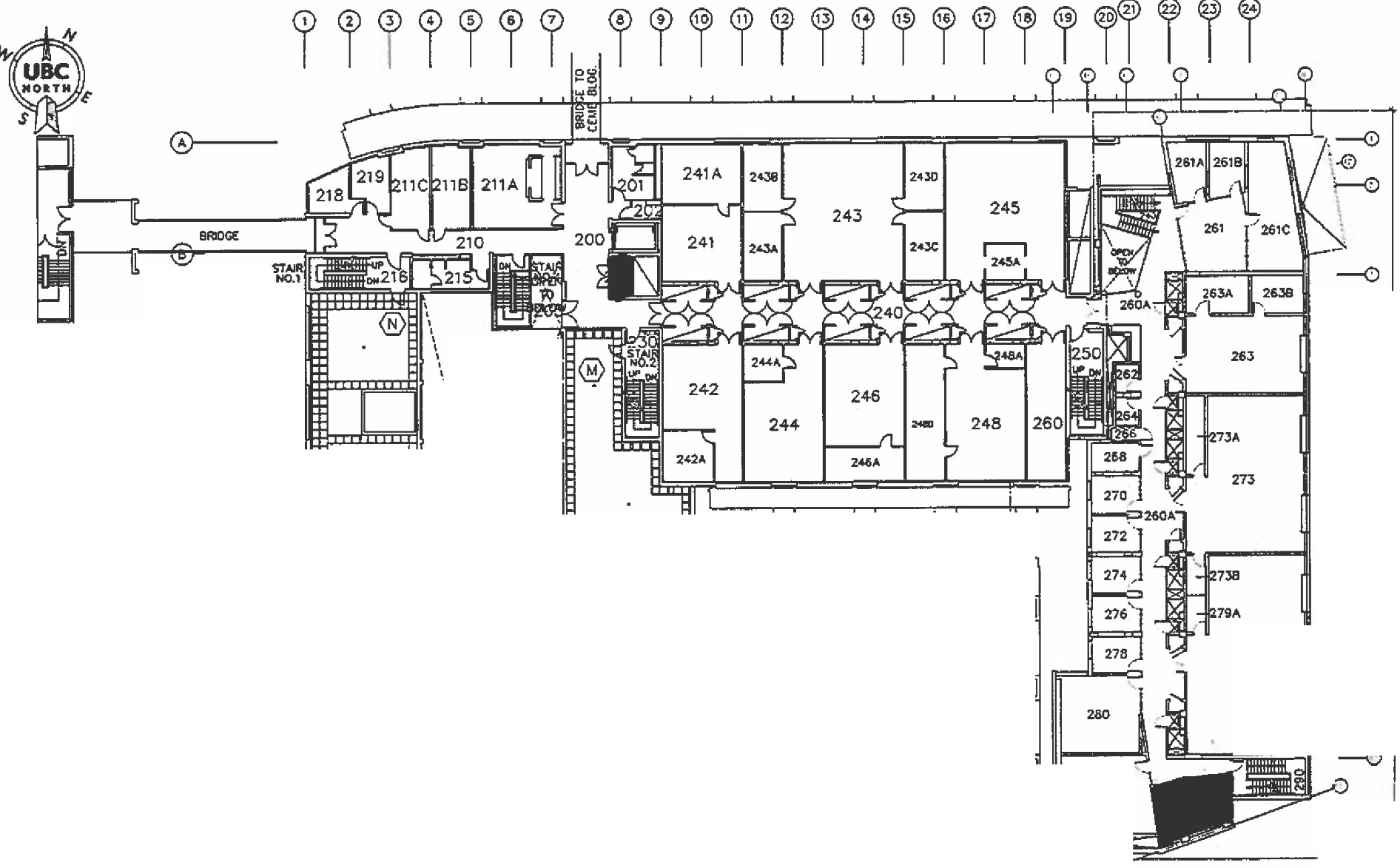
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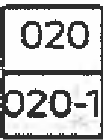
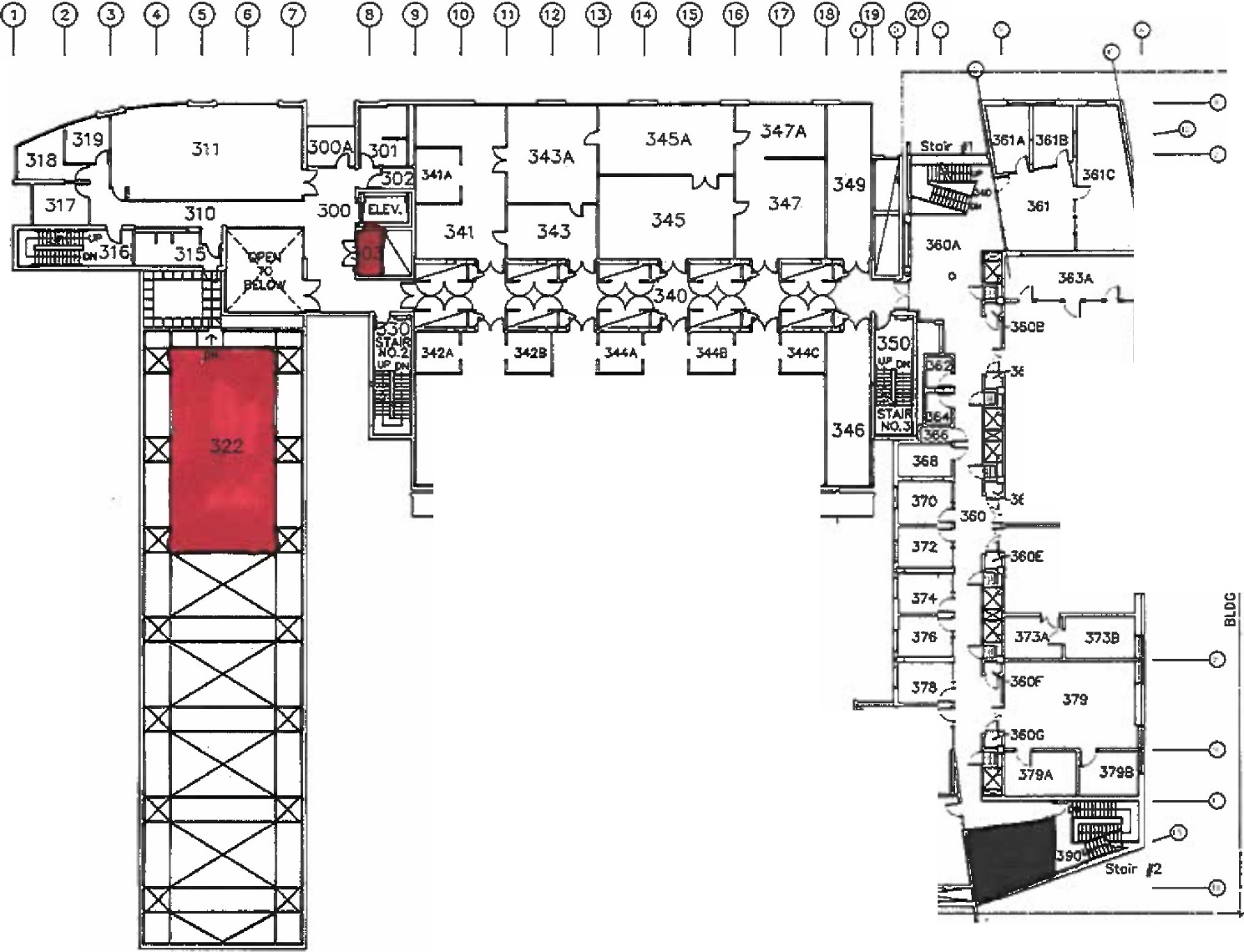
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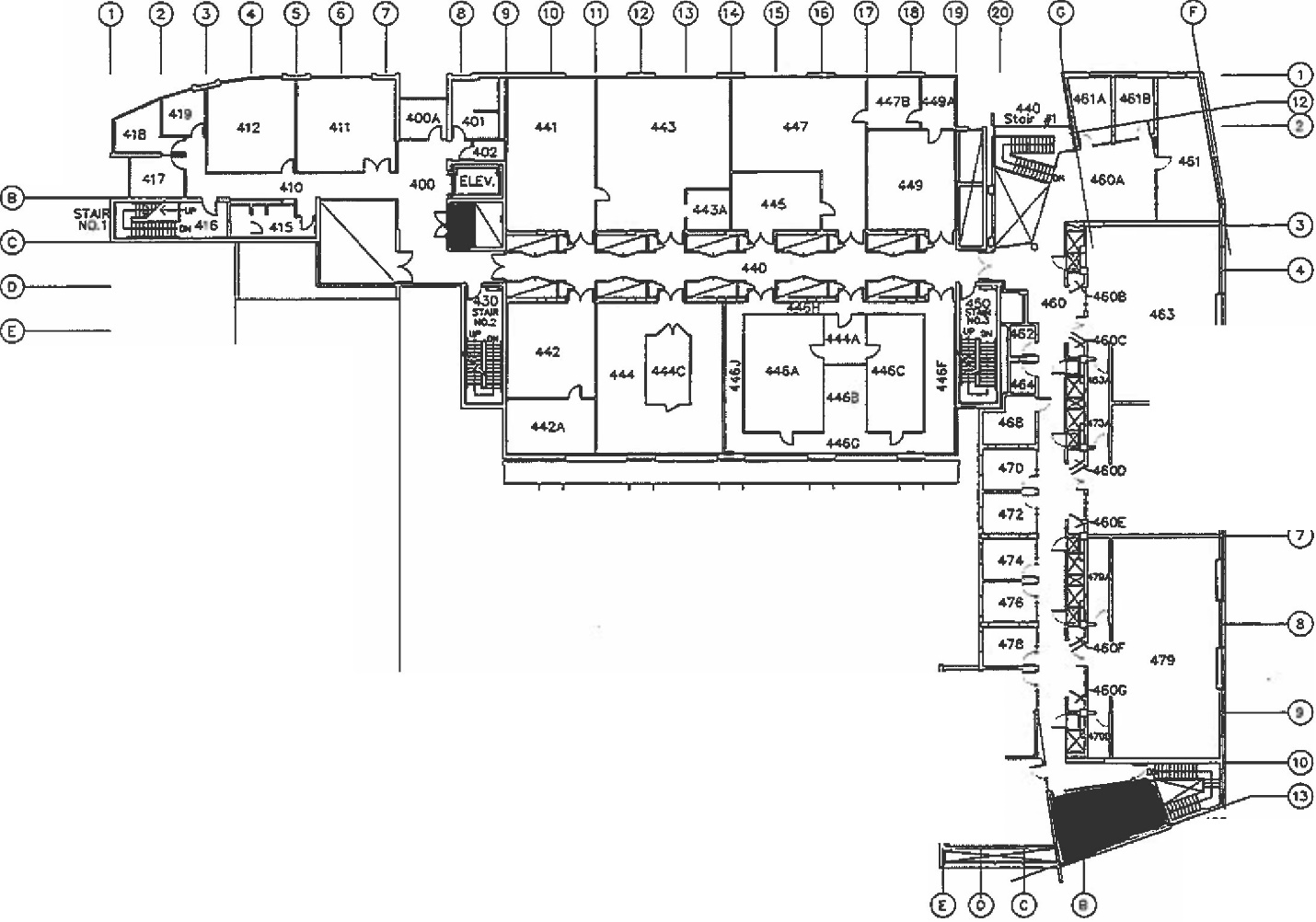
Second Floor



Third Floor



Fourth Floor



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Fifth floor (Mechanical)

