COVID-19 Child Plan/Workspace Safety Plan Stage 2
Amendment for:
AMPEL 318 & 342

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. It will be signed off by the relevant department head.

Resources to Consult
The following guidance documents and resources were used in the development of this plan:

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- WorksafeBC

Along with the Brimacombe Safety Plan/Intermediate plan (updated for Stage 2), as well as the Faculty of Science and Applied Science Safety Plans (Parent plan in the case of Applied Science).

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 an approved as part of phase I. Stage II refers to the next phase (Stage 2 follows Phase 1). NB: red indicates addition for Phase 2, green are updates

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.

AMPEL 342: increase from 2 to a total of 4 people (3 researchers and the PI). The laboratory has capability of accommodating 4 people, but the limitation is the student office space that is located in the same room as the lab space (see map in appendix). Our approach will be to limit the occupancy of the student office space to one person at a time. Students will use this space to keep bags and coats etc, or to take a break during experiments. Cleaning procedures will have to be increased, but the amount of room available in the student offices approaches the 2m distancing requirement which reduces the opportunity for cross contamination of the spaces since occupancy time is small, and since the space is easily cleaned during the day, virus transfer is strongly mitigated.

The floor plan (appendix) shows the lab layout and identifies the workstations (WS 1 – 5), the microscopes (Mic 1 & 2), and the AFM. A 2m dia circle is overlaid onto the floor plan. It is clear that only some work areas can be occupied at the same time. Exclusions are: WS2 & AFM, WS1 & WS4. The preferred direction of travel (in case of conflict) is indicated.
AMPPEL 318: DB will be using this office as a place to rest between expts and between technical support for the researchers in the lab. This will relieve stress on the student offices, at the same time as maintaining social distancing. The work done in this office will be answering e-mails, eating (lunch & snacks), and resting between expts. All office related duties will be done when at home.

2. Updated Access List for Laboratory Space:
How many researchers and others normally have access to the laboratory space?
Six (6)

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.
Four (4)

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

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

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 anticipated to occur during problem solving sessions during measurements. In these cases, double protection (face mask and/or shield and gloves) is used and triple protection (face mask, face shield and gloves) would only be required if the discussion / problem solving will last longer than 5 min. Usually, discussions are quick (< 5min) and a 2m separation can be re-established as one person works on the measurement with the 2nd person watching from > 2m. This is sufficient in > 90% of cases. Rarely do two people need to be working together, and if so, triple protection will be used. The previous work plan indicated that lab coats, goggles, face mask/shield and gloves are
worn in the lab at all times. Gloves are sanitized regularly (every ~ 2hrs). These procedures will mitigate issues with short term problem solving (eg < 5 min).

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?
YES, on the weekends

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.

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. The records of lab usage will be maintained on a Google calendar as outlined in Phase 1 documentation.

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.

We will use the same procedure as outlined in Phase 1 documentation – buddy system through WhatsApp. Communication frequency will be dependent on the risk assessment. The majority of activities are very low risk, so measurements and sample preparation will only require communication every ~ 3-4 hr. Acid washing is the activity with the largest risk and this will require communication before starting and after finishing (usually only takes ~ 1hr). Undergrad researchers will not be working alone in the lab.

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.

DB requests use of office (AMPEL 318) as a respite from lab activities (~ 50% of the time) and usual office activities (50%). Typically, office use will be ~ 50% of the day, 2-3 days per week. Technical support is provided by DB as well as being a monitor for the 3rd floor.

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.

8. High Risk
Activities are considered high risk for COVID-19 if they meet any three risk considerations below. Please note, the risk assessment is done before the risk mitigations are in place.

- Risk #1 – public facing units (interactions with 10+ people who are not your regular colleagues)
- Risk #2 – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes
- Risk #3 – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
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)

Do 3 or more of these situations potentially apply to any of your activities and spaces within Brimacombe?

NO (only #3 & #4)

If maybe or yes, please discuss these with the AMPEL Director and the Local Safety Committee. If certain risks cannot be eliminated then an alternate review path will be needed.

A. Appendix

(preferred direction of travel (emergency use only) - - - - - - - - -

(scaled map of AMPEL 342 preferred movement of personnel and working zones)
Signatures

I/We agree to abide by the procedures described in the approved phase I workspace plan, as amended by this document. I/We will ensure that all researchers and staff who have access to the spaces covered in this document are aware that they also need to abide by these procedures, and that they complete safety training, including COVID-19 training, before returning to work. They have been made aware of physical distancing requirements, procedures for working in close proximity (where relevant), scheduling, working alone procedures and other safety considerations. I/We will arrange to keep track of and maintain records of occupancy during the period of COVID-19 restrictions. I/We will arrange for records of completed training and of the procedures (workspace plan and this amendment) to be accessible from the workspaces. All users of my space will complete the Brimacombe user access agreement (copy below). Occupancy limits will also be posted in each space.

Principal Investigator (Director or Manager in case of shared facilities)

Name: Dan Bizzotto  
Signature: 
Date: Sept 16, 2020

Additional PI/Manager (copy as needed)

Name:  
Signature: 
Date:

Approvals

Director of AMPEL or Designate

Name: John D Madden  
Signature: 
Date: 16 September 2020

Department Head or Designate

Name: Michael Wolf  
Signature: 
Date: Sept 16, 2020

Version: August 13th, 2020
Brimacombe Access Agreement/Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Brimacombe building in general and workspace in particular. The building guidelines have been co-developed by the LST. All students, staff and faculty who are permitted to resume activities in the Brimacombe building are required to complete the following requirements. The signed form is to be stored such that it can be readily accessed from the spaces for which this plan is developed.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the workspace safety plan including this amendment</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to the lab supervisor or the manager of the space.</td>
<td></td>
</tr>
<tr>
<td>[List any other specific training you require]</td>
<td></td>
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</tbody>
</table>

Your name: _______________________  Date: ________  Signature: _____________

Faculty/Dept. ____________   Your main room no. _______

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

Supervisor Name: ________________

By your signature you agree that you:

- Will check-in and check-out (FOB and QR code access) of the Brimacombe building
- Will protect yourself and others against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- Will not enter the building unless authorized by the schedule set up by your group/supervisor
- Know the guidelines for entry/exit to/from the building and getting around it
- Understand access rules for washrooms and the photocopy room
- Understand the eating and common area guidelines
- Will clean and disinfect commonly touched surfaces and shared equipment/tools, and complete the sanitization checklist, following the procedures of your workspace plan
- Know who to contact for safety and interpersonal concerns/problems
- Will abide by the working alone policy for your lab
- Know and follow the building evacuation procedures in case of emergency
- Know what to do if someone shows signs of respiratory illness
- Understand that not following the procedures can put yourself and others at risk, and may result in loss of building and campus access