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 an 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 maximum occupancy of our Lab. allocated at AMPEL 141, including 141A (Lab. 141), will remain as Phase 1. The circles in Fig. 1 indicate workstation spaces considering each individual will be able to keep a 2 meter (2m) distance.
2. Updated Access List for Laboratory Space:
How many researchers and others normally have access to the laboratory space?

17 individuals, from the AFML group (12 members) and the other labs (5 visitors), typically have access to Lab. 141.

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.

At this time, we plan to return 2 more lab members:
1) Zenan, a postdoctoral fellow, returns to work after her maternity leave.
2) Farhad, a Ph.D. degree student from Mechanical Eng. program under Dr. Ko’s co-supervision, needs to complete his dissertation project experiments using Lab. 141 equipment.

Table 1 shows the daily work-shift plan of the Lab. 141 members. The morning shift starts at 7:30 am and ends at 12:30 pm, and the afternoon shift starts at 1:00 pm and ends at 6:00 pm. The lab space will be cleaned and sanitized thoroughly for 30 minutes between the morning and the afternoon shifts. As a result, the maximum occupancy of Lab. 141 will be maintained at “4 persons” in any time. Table 2 is the daily lab access plan during the winter break from December 28, 2020 to January 08, 2021. They are aware of that there won’t be custodial staff in the AMPEL building during the winter break. For any building concern or emergency, they will phone Campus Security (604-822-2222), mobile first aid (604-822-4444), or UBC Building Operations (604-822-2173, servicecentre.buildingops@ubc.ca).

Table 1. Daily work-shift plan from January 11, 2021.

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<tr>
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<th>M:07:30-12:30</th>
<th>Max. working hours/ week</th>
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Table 2. Daily work-shift plan during the winter break (December 28, 2020 to January 08, 2021)

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<th>M:07:30-12:30</th>
<th>Max. working hours/week</th>
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<td>Lab 141 daily users</td>
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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?

NO. We have practiced Zero Tolerance approach to work in close proximity.

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.

In order to mitigate the hazards and COVID-19 risks, our work plan covered in the sections of 4.6 (Cleaning and Hygiene) - page 18; 5.9 (Communication & Training Strategy for Employees) - page 19; and 5.10 (Signage) - page 21.

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?

The graduate students, Maddie (Master), Diana (Master), and April (Ph.D.), need more lab-access time to meet their graduation schedules, so they would like to work in the lab during weekends. The maximum lab occupancy number of 4 will be maintained by not letting the others enter Lab.
141. Those who need to work during weekends must let Taesik know their work plan by 6 PM on Friday. They are required to send Taesik the lab-self-assessment form for weekend lab access sign-in before leaving home to the lab. They must send a text message to Addie, every 30 minutes, in case of working alone.

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.

Taesik, April, Maddie, and Diana may stay in Lab. 141 during After Hours on weekdays. They will post the signage (Working in Progress) on the lab entrance door when working during After-Hours and weekends. The maximum occupancy limit of 4 will keep as shown in Table 1.

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.

Table 1 shows the rescheduling of the AFML members in Lab. 141. This work schedule has been shared among all members through Google Spreadsheet and posted on the lab entrance door. In general, more than 1 person will stay in the lab throughout the day. If working alone, the person is required to contact Dr. Addie Bahi, every 30 minutes, through text message. The lab users also share their emergency contact information to report any uncommon circumstances. During weekends, 4 lab members may access the lab. If anyone works alone, he or she must contact Addie, every 30 minutes. Those who need to work during weekends must let Taesik know their work plan by 6 PM on Friday, to prevent anyone from working alone for a long period of time.

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.

Prof. Frank Ko, is not returning to the office in Stage 2.

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.

We do not need to use office space in Brimacombe.

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. Occupancy limits will also be posted in each space.

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

Name: Frank Ko  
Signature: *signed*  
Date: December 21, 2020

Additional PI/Manager (copy as needed)

Name:  
Signature:  
Date:

Approvals

Director of AMPEL or Designate

Name:  
Signature:  
Date:

Department Head or Designate

Name:  
Signature:  
Date: