



## COVID-19 Safety Plan: Stage 2 Amendment EOS-M Building

### 1. Updated Department-Specific Sign In/Sign Out Protocols:

Laboratory building loads opened during Phase 1 should not be greater than ~2/3 of “normal” occupancy at any time (primarily office buildings at 25%), and it is essential to keep track of building occupants so the capacity is not exceeded. List any updates to **Appendix C** in the *Faculty of Science COVID-19 Safety Plan*, which details your department/unit sign in/sign out system. The Safety plan is available at:

[https://science.ubc.ca/sites/science.ubc.ca/files/faculty/UBCSscience\\_COVID19SafetyPlan.pdf](https://science.ubc.ca/sites/science.ubc.ca/files/faculty/UBCSscience_COVID19SafetyPlan.pdf)

and Appendix C begins on page 22.

The paper-based sign-in/sign out sheet system for laboratory spaces established in Phase 1 will be maintained for Stage 2. The roster of ‘responsible persons’ will be maintained, with these individuals (senior research technicians / research associates) conducting building sweeps at the end of each day. A maximum of 2/3 normal building occupancy rate will be maintained. If approval is given by the Head of Department, a sign in/sign out form must be posted on the office door, and a google sheet schedule will be maintained by the Department to ensure the mandatory maximum of 2/3 normal building occupancy at any one time.

### 2. Updated Description of Laboratories/Office Areas and Common Areas by Building for Spatial Planning Purposes

List any updates for **Appendix D** in the *Faculty of Science COVID-19 Safety Plan*. This may include new buildings that will be opened or it may detail changes to your Stage 1 plan.

We will be permitting limited food preparation and consumption in EOSM-336 with a maximum occupancy of 4 persons. Appropriate signage will be placed to advise the maximum occupancy and the required sanitization process. People will be advised to sanitize all high touch areas such as handles, counter and table tops, touch pads/controls, etc. All supplies needed for sanitization (paper towels and ethanol squirt bottles) will be supplied.

Please see appendix at the end of this document for a set of floor plans identifying directional flow of traffic in stairwells, locations of exterior building entrances/exits, locations of hand sanitizer stations, as well as occupied spaces.



The EOAS Workshop will be reopening in Stage 2. Access to the Workshop is by appointment only. No one should proceed to the Workshop without first contacting Joern Unger ([junger@eoas.ubc.ca](mailto:junger@eoas.ubc.ca)) or phone 604-721-8648.

Social distancing of 2 metres will be maintained at all times. Where it is not possible to physically distance, then the FoS Guidelines for Procedures When It Is Not Possible to Physically Distance in the Workplace will be followed.

Equipment and material that are brought to the Workshop will be sanitized upon arrival.

Equipment in the Workshop will be sanitized at the beginning and end of the day.

### 3. Updated Supervisor/Manager Plans:

How will your department/unit change your current PI/supervisor/manager plans so that the building loads should not be greater than ~2/3 of “normal” occupancy at any time.

All faculty who will be increasing the number of research personnel in their lab spaces from Phase 1, and first-time applicants requesting return in Stage 2, will be required to update/complete their EOAS PI Request to Restart Research and Access Agreements. Increased occupancy will only be permitted in laboratory spaces with sufficient space to enable the required 2 metre physical distancing at all times. Any changes in maximum room occupancy, or requests for new locations not included in Phase 1 applications will be clearly identified in the applications. Any required changes to individual lab Safety Plans must also be identified.

The Head of Department will review the applications. If approved, the applicant will be provided a signed copy of the Access Authorization form which must be posted on the appropriate doors to research spaces.

### 4. Faculty (Research & Teaching) Office Space

Faculty (research & teaching) who can work from home are expected to continue to work from home. However, with permission of the head/director, faculty will be permitted to use their offices occasionally. The number of faculty returning should not exceed 25% in stage 2. All returning faculty must complete the mandatory safety training and must apply to use their office. Detail how your department/unit plans to keep track of office usage so that not more than 25% are in use at a time. Also detail your prioritization plan for faculty access.

Shared offices (for faculty or research personnel) may be permitted to be occupied up to a maximum of 1 person at a time with the permission of the Head of Department. A google doc scheduling sheet will also be maintained by the Department to ensure the mandatory maximum of 25% office usage at any one time. Upon arrival and leaving, occupants must wipe common touch points, doorknobs, desks, etc. Disinfectant



wipes must be available in all offices approved for occupancy. A check-in/check-out schedule shall be posted on all offices approved for use in Stage 2.

## 5. Expanded Hours

In Stage 2, weekend work is allowed, so long as it does not conflict with custodial services. Detail the department/unit plan expanded hours plan, which must ensure that the custodians are given time / space to do their job.

Laboratories that plan to be active on weekends must amend their Request to Restart Research and Access Agreement to include plans for weekend work. This includes a cleaning protocol for high-touch surfaces, and working alone procedures. There will be no Custodial cleaning during weekends.

## 6. Food Preparation

In stage 2, food preparation will not be encouraged, but it will not be expressly forbidden. What policies will your department/unit put in place to ensure proper cleaning of shared cooking equipment.

As described above, food preparation will be permitted in Stage 2 in lounge EOSM 336 (max 4 people). Appropriate signage will be placed on both doors to advise the maximum occupancy and the required sanitization process. People will be advised to sanitize all high touch areas such as handles, counter and table tops, touch pads/controls, etc. Sanitization supplies (paper towel and ethanol squirt bottle) will be provided.

## 7. Plan for Department-Controlled Teaching and Meeting Spaces:

Classrooms, laboratories, and meeting rooms can be made available for the preparation of course materials. These rooms can also be used for essential, small in-person meetings (e.g., safety training that cannot be completed online) as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom, and meets all of the requirements outlined in the SRS “UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance”: (<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>). Departments/units requesting to do this must submit a plan for the room layout in this amendment.

No meeting rooms or research laboratories will be used in EOSM for preparation of course materials. ESB Lecture Theatre 2012 has been designated as a campus recording room (by appointment only through the UBC IT AV HelpDesk). No in-person group meetings will be held in any spaces.

Faculty wishing to use student teaching labs and sample prep rooms for preparation of course materials must send a request to the Head of Department including the following information:

- (i) A description of the work to be conducted and by whom,
- (ii) All locations where the person(s) will need access,
- (iii) The expected duration of the work,
- (iv) How the working area(s) and equipment being used will be sanitized before and after use,



(v) How social distancing will be maintained,

(vi) A copy of the certificate of completion of the “Preventing COVID-19 Infection in the Workplace” for each of the persons participating.

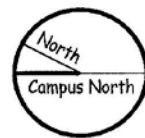
(vii) If personnel will be working alone, please confirm that you have filled out a UBC Working Alone Risk Assessment (see <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>) and will be maintaining that record as required by WorkSafe BC regulations.

All work should be limited to within the hours of 7 am to 6 pm, Monday to Friday.

All personnel involved in working in EOAS should get a copy of the EOSM COVID Safety Plan. The supervising teaching faculty member is responsible for going over the Plan with them to ensure they fully understand the Plan requirements.



# Appendix



“Down” only Stairs

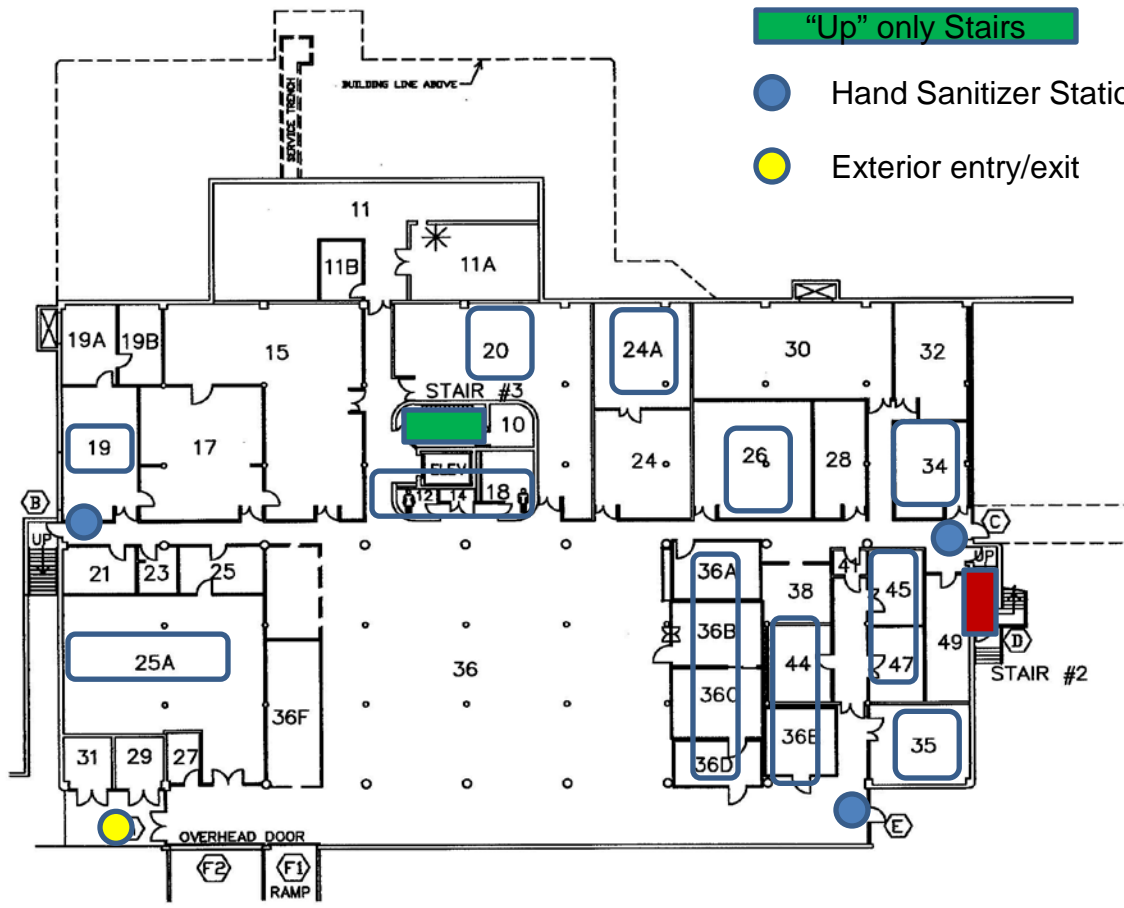
“Up” only Stairs

● Hand Sanitizer Station

● Exterior entry/exit



Occupied Space



EARTH & OCEAN SCIENCES – SOUTH  
SEE FILE #403

\* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
10	05 OCT 12	-	STANDARDIZED	RO
08	29 JUN 10		402-07-026, 27	EC
11	01 FEB 13	RM#11A	402-07-037	PL

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KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

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EARTH & OCEAN SCIENCES – MAIN

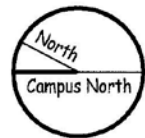
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“Down” only Stairs

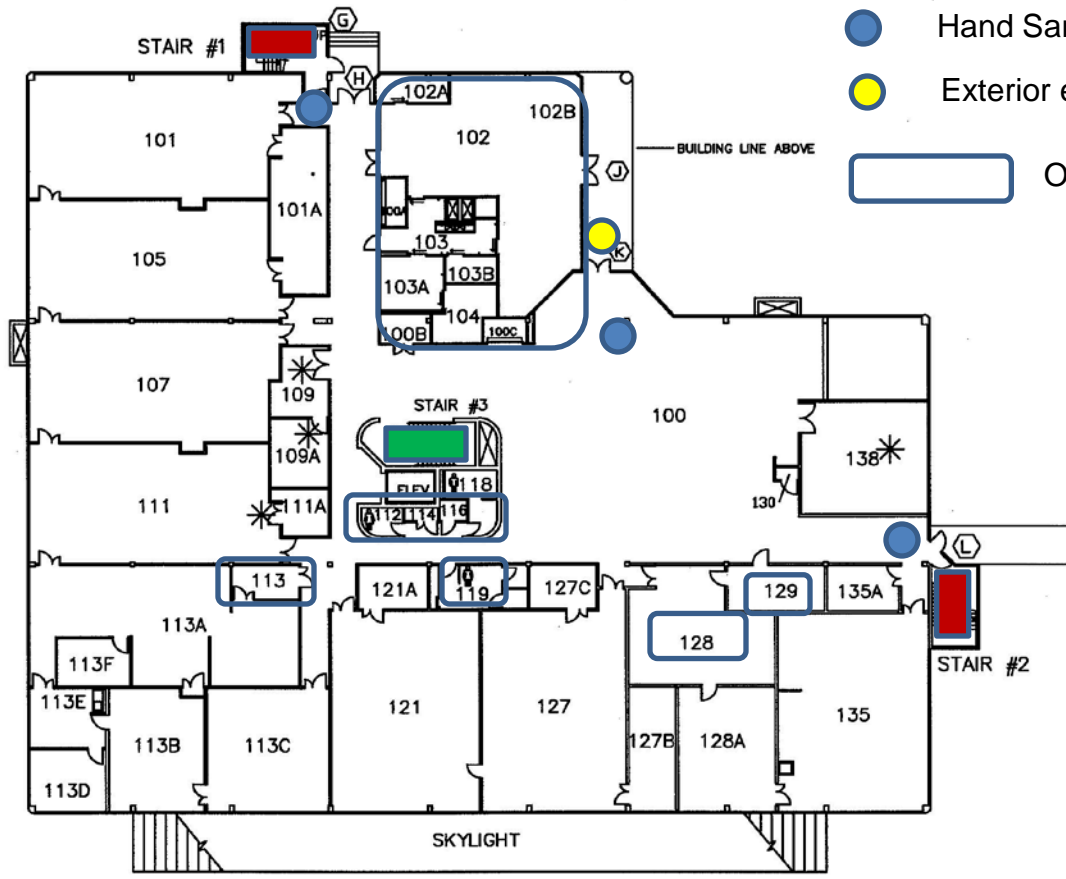
“Up” only Stairs



● Hand Sanitizer Station

● Exterior entry/exit

▭ Occupied Space



EARTH & OCEAN SCIENCES – SOUTH  
SEE FILE #403

\* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
09	17 JAN 13	RM107A&RM111	A100	PL
08	11 APR 12		406-06-090	PL
07	17 NOV 11	SITE VISIT	S. TSENG	HGH

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BUILDING

EARTH & OCEAN SCIENCES – MAIN

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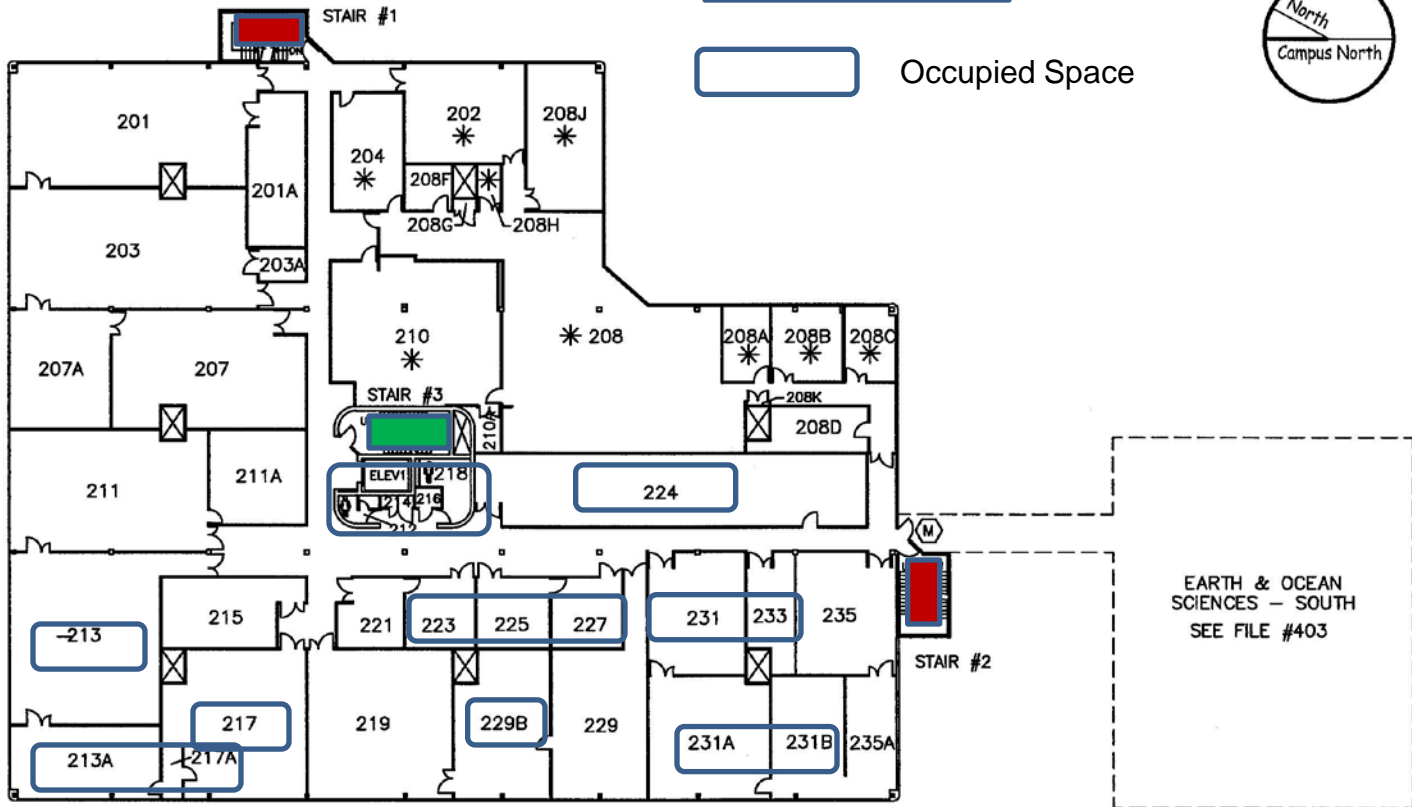
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“Down” only Stairs

“Up” only Stairs

Occupied Space



EARTH & OCEAN SCIENCES - SOUTH  
SEE FILE #403

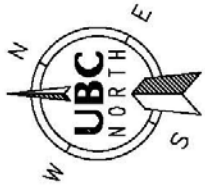
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No.	DATE	PROJ. No.	DWG. No.	BY
06	13 MAY 09	Site Visit	Guy Champagne	HGW
08	10 MAY 13	RM 202, 208	01/15/2013 IFC plan from architect	PL
07	15 FEB 10	C32578	402-06-088	JEL

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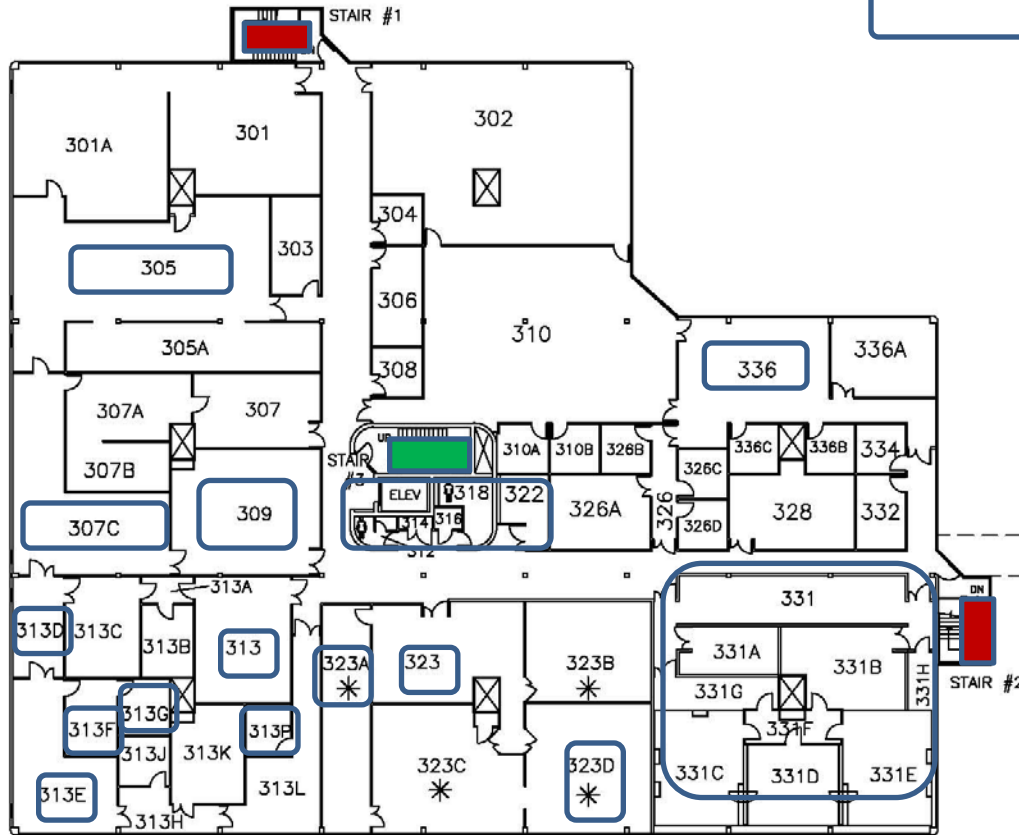




“Down” only Stairs

“Up” only Stairs

Occupied Space



EARTH & OCEAN SCIENCES - SOUTH  
SEE FILE #403

\* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
06	07 OCT 14	SITE CHK.	J. JETHWA	EL
07	05 JUL 17	-	RM. NUMBERING	EL
04	15 NOV 11	SITE VISIT	S. TSENG	HGH

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KEYPLAN BY CAMPUS & COMMUNITY PLANNING

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	BUILDING		ADDRESS		CONSTRUCTION DATE	
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