**EOAS PI Request to Restart Research – Stage 2**

**Prior to restarting on-campus research: Complete this form and submit together with the Access Agreement form to the EOAS Head’s Coordinator (headsec@eoas.ubc.ca). Once approved, this form and the Access agreement must be posted on each lab door.**

**If you did not apply to restart research in Phase 1, you should complete this form in its entirety. For those who did previously apply, please update and resubmit your Phase 1 application including the names of the additional personnel you are requesting to add in Stage 2, any new research locations (and any offices) that will be used, and update any items that have changes from Phase 1. All changes should be in yellow highlights. Of particular concern is how your lab specific safety plan will be changing to accommodate the extra personnel being added in Stage 2 (if any). Also please refer to Question 4 below. Some training of personnel in labs may be possible under Stage 2.**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department/Institute:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone# (current work location):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternative Phone (non-UBC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Briefly outline proposed experiments/research that require on-campus access:**

**2. Building name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. For each room occupied by the PI, indicate the room number, the total number of personnel who usually work in that space, the total number of personnel who need to access the room, and the maximum number who will work in the room at once. Note that UBC is aiming for 1/3 building occupancy during Phase 1, and 2/3 building occupancy in Stage 2 and that there must be space for physical distancing in each room.**

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| **Room #** | **Total # of personnel (usual)** | **Total # of personnel who need access to the space in Stage 2** | **Max. # at one time during Stage 2** |
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**4. It was mandatory for Phase 1 that all research personnel already have appropriate certified training for tasks they will perform. Under Stage 2, some training can occur with careful planning. Are all personnel from your group accessing the lab certified?**  Yes / No

Identify each of the personnel below who will require access to on-campus space:

e.g. John Smith PhD student

e.g. Harriet Tanaka Post-doc

**4a. If training will occur, what procedures will be implemented so this can be done safely?**

**5. Is your lab space shared?** Yes / No

**If yes,** indicate how you will coordinate with adjacent labs or personnel.

**6. Describe how you will ensure physical distancing within your lab.**

**7. How will you schedule occupancy of your lab space?** e.g. online sign up, weekly discussion in lab meeting to prepare a schedule together, other? Ensure that people on the same shift are not in conflict for the same resources in their own lab. Include an example plan with the application. Schedules should be posted on the lab door weekly.

**8a. Will any research personnel be working alone?** Yes/No.

**If Yes**, have you filled out a UBC Working Alone Risk Assessment (see <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>) and are you now maintaining that record as required by WorkSafe BC regulations Yes/No

**8b. Outline plans to address working alone regulations.**e.g., through a checkin / checkout contact with the PI or designate.

**9. Identify high-contact points that need to be sanitized (doorknobs, fridge handles, switches, communal keyboards, etc.) and all multi-user instruments and equipment in your lab(s), their location, sanitization protocols:** this includes items only used by your lab group. This should be posted as a checklist at the entrance for research personnel to complete before and after each shift. We hope to coordinate ordering of PPE (nitrile gloves, face shields, N95 and surgical masks, hand sanitizer, disinfectant wipes, etc.) through EOAS Stores, details still TBD.

**10. Are there any tasks where physical distancing cannot be maintained?** Yes / No

**If yes**, frequency and duration of tasks? What safety measures will be taken?

**11. Is equipment in your lab space used by personnel from other labs?** Yes / No

**If yes,** explain how you will arrange for other users to access this equipment while maintaining physical distancing. How will this equipment be sanitized between users?

**12. Will you need to access equipment located in other research labs, or your lab equipment housed in shared equipment rooms in your building?** Yes / No

**If yes**, list the equipment or room numbers and how will this be arranged? How will this equipment be sanitized between users?

**13. Will you need to access equipment or services in other buildings?** Yes / No

**If yes**, List. e.g. BiF, Chem Stores, liquid nitrogen if you aren't in Chem, collaborators

**14. Explain below how you will prioritize research personnel in your group to access lab space. In the event that we have to significantly reduce the number of people permitted in labs, how will you decide who has access to the lab?**

I agree to abide by the rules I have described above during UBC’s Phase 1 of research resumption. I acknowledge that failure to uphold the commitment confirmed here could result in the loss of research access privileges.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UBC Return to Research Training Log**

All persons working on campus during the UBC return-to-on-campus-research Phase 1 (1/3 building occupancy) and phase 2 (2/3 building occupancy) must read and understand the plan for EOAS buildings (ESB and/or EOAS-Main) and the plan for the individual labs they will be occupying.

The building plans are available on the department web site under ‘Safety’, and also posted on the main building entrances. Individual Lab plans should be communicated with you by the lab PI and are posted on lab entrances.

“I have read and understood the EOAS building plans for ESB and EOS-Main, as well as the plans developed for the rooms I am permitted to use under a Return to Research request submitted by my research supervisor. I agree to abide by these rules and I understand that access to UBC may be revoked if these rules are not followed”:

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| PI’s Name: | | |
| Name | Signature | Date |
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**EOAS Access Agreement to Resume Research**

**Stage 2**

**This form must be completed and submitted together with a Request to Restart Research form by all EOAS PIs who wish to resume limited on-campus research.**

**Purpose:** To implement a Department-wide work plan that minimizes the number of people in EOAS research facilities at one time to maintain physical distancing. The COVID-19 virus remains a serious concern during the phased ending of research curtailment, and thus we will need to adopt new habits that (i) allow us to continue our work, while (ii) minimizing the risk of acquiring and spreading the virus. The health and safety of all students, trainees, staff, and PIs is paramount.

**Monitoring your health.**

Common symptoms according to WHO include fever, dry cough, tiredness, loss of sense of taste/smell, sore throat. If you are experiencing any of these symptoms, **stay at home**. Use the BC Health Self-Assessment tool to determine if you require further testing or medical care:<https://bc.thrive.health/>.

If members of your immediate family/roommates (i.e., a member of your household) are ill, you should also remain at home in quarantine. If you or someone from your household falls ill, you should inform all colleagues that you have come into contact with, and they too should go into self-isolation and monitor signs and symptoms for 14 days. People from the same household are deemed to be in the single “bubble”, hence if two household members work in the same lab, then they are allowed to be closer contact than the 2 metre rule.

Be aware that **people without symptoms may still be infected**. Even if you or your co-worker feel fine, you should assume that either of you may be an asymptomatic carrier, and take all due precautions, such as frequent hand-washing, maintaining appropriate physical distance. The use of face masks is strongly suggested.

**Key principles of the restart plan:**

1. BC Health guidelines are the law in BC; all who return to work must comply with the guidelines.
2. No one with symptoms should leave their home.
3. Always maintain a minimum distance of 2 metres to the next person.
4. The number of persons allowed in each room is defined and must not be exceeded.
5. Avoid social contact by keeping your distance and minimizing contact in common spaces.
6. Building specific rules (e.g., ESB, EOSM/EOSS) should be respected, but the general principles outlined here apply to all EOAS Department PIs and personnel in their labs.
7. PIs and trainees are responsible for coordinating individual/shared lab space to minimize interpersonal conflict.
8. No one is to enter laboratories without explicit written authorization of the PI.
9. It is the responsibility of PIs to set procedures that allow safe lab work, and the responsibility of all research personnel to observe all rules and procedures. PIs or their designate should check periodically to ensure that procedures are being observed, and adjust flexible aspects (as needed, but observing general principles).
10. Violations are considered to be against UBC SC6 Scholarly Integrity Policy (see end of document), and will have negative consequences (i) for trainees, such as loss of building access, and (ii) PIs, potentially leading to investigations of scholarly misconduct by the VPRI.

**Procedures:**

Return to active research will be gradual, to comply with BC Health guidelines. **A re-start (when it comes) will not initially mean a return to normal work**. Time spent in the building must still be kept to the bare minimum required to achieve research goals.

1. Minimize time at UBC; work from home whenever possible. Those with suitable remote work should stay working remotely.
2. Personal hygiene measures:

* Wash hands/sanitize when entering or leaving any space.
* Hand sanitizer should be provided at entrances to all labs. Hands should be washed/ sanitized any time you move between areas (labs, common areas, etc.).
* Hand sanitizer will be provided at the building entrances and must be used when entering or leaving the building.

1. PPE (Personal Protective Equipment):

* Use of PPE, such as N95 masks and lab coats, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines (<https://srs.ubc.ca/health-safety/research-safety/general-lab-safety>).
  + Face masks

Face mask (such as cloth mask mouth-nose protection) usage will be according to BC Health guidelines. Bringing and using your own cloth masks is permitted provided it does not interfere with you safely carrying out your duties. UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks.

1. Social distancing and safe working-alone procedures:

* Always maintain a minimum distance of 2 metres to the next person. Only personnel required to complete an experiment should be in the lab at a given time. To avoid tying up lab space during long experiments, alternate space can be identified for use during experiments.
* In cases where personnel must work together less than 2 metres apart (e.g., moving a piece of heavy equipment, working on equipment that requires two operators), full PPE must be worn at all times (gloves, facemasks, lab coats)
* Avoid in-person interactions: No small meetings, seminars, or journal clubs, etc.
* When trainees/lab/unit personnel work alone, they should make arrangements with a contact person (e.g. PI or lab manager) to make sure someone knows when they enter and leave the lab. PIs should have an emergency contact list for fire, first aid, emergency response, etc. Should your lab/unit not have a Working Alone Policy, and workers will be working alone, it is required that a written lab/unit policy be created before allowing them to work alone. Please refer to <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/> for details as to how to create such a policy.

1. Lab/facility occupancy:

* All rooms will be sign-posted with the maximum occupancy based on area of room, and a list of authorized personnel
* **Each PI will establish occupancy procedures** on who can be present in the lab area at a given time, to facilitate appropriate social distancing (see point 4)
* Each lab will either establish work shifts or a flexible scheduling system (e.g., a sign-up schedule using Google Docs) for common space/equipment between 7 AM and 6 PM.
* Occupancy will be coordinated between labs with shared space (e.g., common lab space shared with other research groups)
* Precautions will be taken when moving through lab common space and building hallways (point 6) to allow for proper physical distancing.
* Shared equipment including computers should be wiped down with disinfectant before and after use (being careful to protect the computers from liquid damage).

1. Common areas outside labs:

* Strictly observe a minimum 2-metre safety distance
* Follow designated stairwells for ascending and descending between floors; these will be clearly marked with appropriate signage
* Use elevators only for heavy loads and accessibility needs if possible; elevators must be limited to two persons at a time (as signified by the signage posted by elevators on every floor).

1. Office/Social space use:

* Regular office use is currently not permitted (Faculty of Science directive). When approval use of offices is finalized, occupancy scheduling and UBC-sanctioned protocols will be required and followed (e.g., to restrict occupancy to observe physical distancing).
* Some lounges, lunch and kitchen areas closed for Phase 1 including fridges and microwaves, may be available in Stage 2 for food preparation and consumption. Kitchens may be used for hand washing, if there is no other suitable place available.
* Food consumption will continue to occur in the FooooD Café and EOSM 336 – one person per table while ensuring you are not sitting within 2-metres of another person.
* Common bathrooms should have a notification system, if occupied.

1. Surface cleaning:

* Disinfectant (80% ethanol, Virox, or equivalent) should be used to wipe down any common surfaces or equipment prior to and after use, especially if the equipment comes in contact with your face, such as microscopes or phones.
* A checklist for lab cleaning of commonly used equipment, tools, etc. will be established by each lab to document cleaning between shifts.

Research Personnel: What to do if you have concerns:

**Concerns about reporting to work**. If you feel that reporting to work creates unacceptable risk to your health, or the health of those in their household, do not report to work and contact your supervisor. In addition, you can also contact one of the following: **graduate students** should contact the chair of the graduate committee, Uli Mayer (umayer@eoas.ubca); **staff** can contact Renee Haggart (rhaggart@eoas.ubc.ca); **faculty and postdoctoral fellows/RAs**, Daphne Fogelman ([dfog@mail.ubc.ca](mailto:dfog@mail.ubc.ca)) for assistance. PIs and research personnel shall work in a manner that is cooperative, respectful and friendly to minimize (and if necessary) resolve interpersonal conflicts related to access to shared space. Any confidential concerns can also be sent to EOAS Head, Philippe Tortell ([head@eoas.ubc.ca](mailto:head@eoas.ubc.ca)).

**Responsibilities**

**Department Head is responsible for:**

* Developing the building plan, and implementing those aspects of the plan that involve public/common areas and overall departmental policies.
* Establishing and implementing procedures for approving individual lab plans developed by department faculty.

**Faculty members are responsible for:**

* Establishing and implementing procedures that adhere to these guidelines.
* Establishing research, personnel and maintenance schedules for their lab, and coordinating with other PIs on shared areas, as needed.
* Deciding who has authorization to work in the laboratory.
* Posting contact info and these forms on all lab entrances.
* Providing contact information for themselves and all personnel who will be entering the lab to Kimberley Tietjen (ktietjen@eoas.ubc.ca).
* Ensuring all personnel under their supervision have read and understood this document and all policies pertaining to their research site, and adhere to all relevant Federal/Provincial regulations and UBC policies.
* Ensuring availability of necessary PPE (We hope to coordinate ordering PPE through EOAS Stores).
* **Non-compliance by Principal Investigators, including condoning/not acting on research personnel misbehavior, will be considered a violation of UBC Policy, and may result in disciplinary action**. The Scholarly Integrity policy (SC6-section 2.1.1) states that the PI is responsible for “…*complying with the requirements of all applicable funding applications and agreements, University and other policies, standards of the relevant profession or discipline, and laws and regulations*.”

**Research personnel are responsible for:**

* Following all social distancing, safe-work and working-alone procedures.
* Reading, understanding and consenting to following all Federal/Provincial regulations and UBC policies pertaining to performing research during the return to work.
* Reporting concerns regarding these procedures to their supervisor, the chair of the graduate committee, or the Department Head.

**Non-compliance by research personnel will be reported to the supervisor and Head, and may result in the research personnel losing access to their laboratory and other consequences.**

**NOTE: Compliance will be monitored by key card access, periodic checks by floor wardens (or others assigned to the task), and so on.** Anyone with concerns about non-compliance should contact the Head or designates above.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to comply with all safety protocols in place in my Department / Faculty while conducting research and scholarly activity on the UBC-Okanagan or UBC-Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

I confirm that safety protocols to address the following issues are available and have been implemented in rooms and spaces bearing this notice (*indicative list*):

1. In keeping with guidance from the Provincial Health Officer:
   1. Personnel will stay at home if they are sick with cold or flu symptoms
   2. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
   3. Personal hygiene: regular hand washing, covering coughs and sneezes
   4. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
2. Personal protective equipment: Any PPE required to undertake this research is available to meet the needs of the people present;
3. The maximum number of personnel in ROOM # \_\_\_\_\_ at any one time will be no more than

X People

1. *Space is left for the PI and/or Department to add unique elements of the safety protocol for this space.*

**ACKNOWLEDGEMENT**

By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:

* Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
* Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
* It is my responsibility as the Principal Investigator to ensure that I along with all faculty, staff and students engaged as part of my research activities are aware of and comply with the relevant COVID-19 and other safety protocols.
* Only those people essential for the activity to be performed in this space will be asked to return to work;

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| Name | Signature | Date |

Department / Faculty Approval

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