



COVID-19 Building Safety Plan

This building safety plan will assist Department Heads and Department and Building Administrators who wish to continue or resume research activities in their building. This plan will include a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices which can be found, along with information about UBC's response to the pandemic at. <https://covid19.ubc.ca/>.

Name of Building EOS-South
Address of Building 6339 Stores Road, Vancouver, BC V6T 1Z4

Introduction

The Earth and Ocean Sciences-South Building contains 49 offices (of from 1 to 4 capacity), together with 1 single occupancy washroom and a small shared lounging space on each floor (except the basement). There is an enclosed breezeway (open at the bottom) joining each floor of EOS-S with EOS-M, and one main internal staircase connecting all floors. Please see appendix at the end of this document for a set of floor plans identifying directional flow of traffic inside EOSS and in stairwells, as well as occupied spaces.

The Earth and Ocean Sciences-South Building was not open during Phase 1 of the Return to On-Campus Research. For Stage 2 of the return, as EOSS contains only offices, it will be permitted occupancy to a maximum of 25% during this Stage with the approval of the Head of Department

Occupants must adhere to UBC rules for scheduling occupancy (M-F 7:00 am – 6:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean labs and other spaces. Any occupant wanting to work on a shift basis will need to make a request through their Building administrator. It may not be possible to accommodate all requests.

Weekend work will be permitted, but researchers must ensure that working alone procedures are being followed. PIs are responsible for ensuring that their research staff is trained in appropriate cleaning protocols for their office space. As with occupancy during weekdays, weekend occupancy has to be approved by the Head of Department and scheduled through the Department.

Reference Documents:

The following guidance documents and resources on the [Safety & Risk Services COVID-19 Website](#) were used in the development of this plan:

<https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/>

<https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/>

<https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/>



General Procedure:

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:

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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. Violations are considered to be against UBC SC6 Scholarly Integrity Policy (see end of document), and will have negative consequences (i) for research personnel, such as loss of building access, and (ii) PIs, potentially leading to investigations of scholarly misconduct by the VPRI.

Procedures:

Return to active work will be gradual, to comply with BC Health guidelines. A re-start 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/teaching 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 will be provided at the building entrance and must be used when entering or leaving the building.
3. PPE (Personal Protective Equipment):

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.
4. Social distancing and safe working-alone procedures:
 - Always maintain a minimum distance of 2 metres to the next person.
 - Avoid in-person interactions: No small meetings, seminars, or journal clubs, etc.
5. Common areas:
 - Strictly observe a minimum 2-metre safety distance
 - Follow designated stairwells for ascending and descending between floors and directional signage for flow of traffic through corridors; these will be clearly marked with appropriate signage



6. Office/Social space use:

- Regular office use is currently not permitted (Faculty of Science directive).
- Single occupancy faculty office space may be permitted to be occupied up to a maximum of not more than 25% on any given day and only with the approval of the Head of Department. A google doc scheduling sheet will also maintained by the Department to ensure the mandatory maximum of 25% office usage at any one time. The prioritization for approval shall be: (i) Faculty who absolutely cannot work at home for personal reasons (e.g., children at home) and are required to be on campus to continue their research, (ii) Faculty who require access to technical facilities that are not available at home; (iii) Faculty who are currently teaching, or who will be teaching in the upcoming term and require access to their office for lectures or other preparations; (iv) Faculty who are physically participating in experiments in their lab; (v) Faculty who must come to campus to provide on-going supervision to research personnel that cannot be done from home; (vi) All other Faculty. Consideration will also be given to seniority, with preference being given towards untenured faculty. A weekly schedule of approved occupied offices will be published on the EOAS Website. A check-in/check-out schedule shall be posted on all offices approved for use in Stage 2.
- 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 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.
- All lounges, lunch and kitchen areas will be closed for the duration including fridges and microwaves. Absolutely no food or drink preparation will take place in the building. Kitchens/corridor sinks may be used for hand washing, if there is no other suitable place available.
- Food consumption should occur only in the Foood Café, lounge 2009, and 4011 in ESB or in Room 336 in EOSM – one person per table while ensuring you are not sitting within 2-metres of another person.

7. 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 such as a telephone or cell phone comes in contact with your face.

Communications Plan

This document will be disseminated electronically to all occupants of the Earth and Ocean Sciences-South Building. In addition a printed copy will be posted at the main EOSS south entrance and on the department website under the 'Safety' Tab.

In addition to all people returning to work in EOSS reading and following the requirements of the EOSS COVID-19 Building Safety Plan, they are also required to take an on-line COVID-specific training course that is currently being produced by UBC Safety and Risk Services.



There will be signage at the main EOSS south entrance that describes the symptoms of COVID-19 and advises personnel to not enter if they have these symptoms. See – [WorkSafe BC](#).

Monitoring

According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level. However, all workers are responsible for ensuring they are in a safe environment and are encouraged to discuss potentially unsafe issues with their supervisor or other designated department members as outlined in the Access Agreement.

There will be at least one established “responsible person” on-site each day (9 am to 6 pm, M-F) available for emergency situations, chosen from a group of senior research personnel (PIs, lab managers and research scientists) according to a published weekly schedule.

Emergency Procedures:

Building Emergency Response Plan (BERP)

All people returning to work in the EOSS should be familiar with the EOSS Building Emergency Response Plan that can be found on-line at <https://www.eoas.ubc.ca/about/resources/safety>. During Stage 2 of the return to research at EOSS, the number of Floor Wardens who will be in the EOSS at any point in time will be significantly reduced although as described above there will be at least one “responsible person” on duty during normal business hours. In the event of a building fire alarm sounding, building occupants are expected to follow the directions indicated in the EOSS EOSS BERP and Evacuation Plans located near the building elevator and stairwells.

New Amendments:

Effective September 16, 2020 UBC introduced a new campus wide Mask Policy. Please see [here](#) for a copy of the UBC COVID-19 Campus Rules that include the terms of the new Mask Policy.

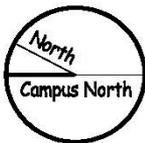
Effective December 10, 2020, the Department of Earth, Ocean and Atmospheric Sciences implemented a revision to the sign-in/out sheet system to incorporate a process by which every day before coming to work, all personnel are required to confirm the completion of a COVID-19 self-assessment using the BC self-assessment tool. See copy of the revised sign-in/out sheet [here](#).

List of Units Occupying Building

| Name Unit Administrator | Email & Phone # |
|-------------------------|---|
| Renee Haggart | rhaggart@eoas.ubc.ca 604-822-3212 |



Appendix



EXISTING BLDG

"Down" only Stairs

"Up" only Stairs

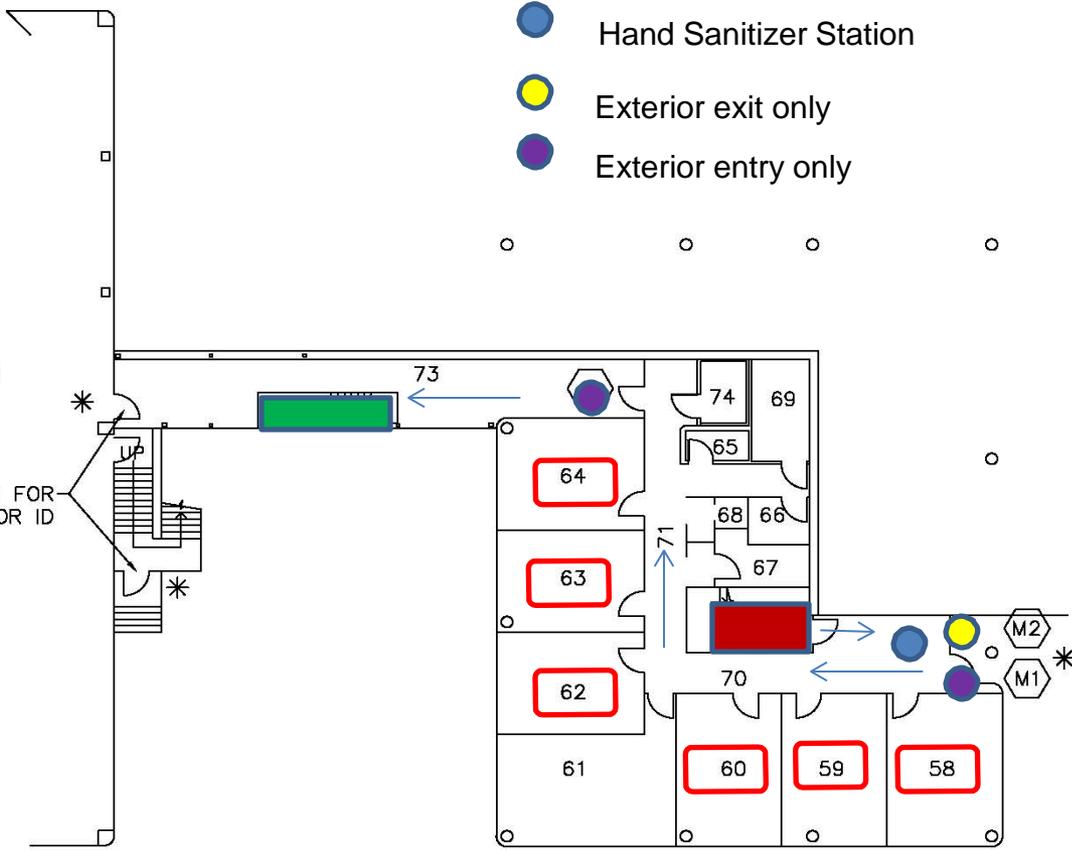


Occupied Space

- Hand Sanitizer Station
- Exterior exit only
- Exterior entry only

EARTH & OCEAN SCIENCES – MAIN
SEE FILE #402

SEE FILE #402 FOR DOOR ID



* DENOTES LAST REVISION

| No. | DATE | PROJ. No. | DWG. No. | BY |
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| 03 | 22 JAN 04 | UNP-00403-1 | | DCB |
| 02 | 17 MAY 02 | | | DCB |
| 04 | 23 APR 13 | EXTR DOOR ID | | PL |

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KEYPLAN BY CAMPUS & COMMUNITY PLANNING

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| | BUILDING | | ADDRESS | | CONSTRUCTION DATE | |
| | EARTH & OCEAN SCIENCES – SOUTH | | 6339 Stores Road, V6T 1Z4 | | 1974 | |
| FLOOR | | SCALE | | KEYPLAN DATE | | DRAWN |
| BASEMENT | | 1:250 | | JUL 92 | | MET DIG |

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EXISTING BLDG

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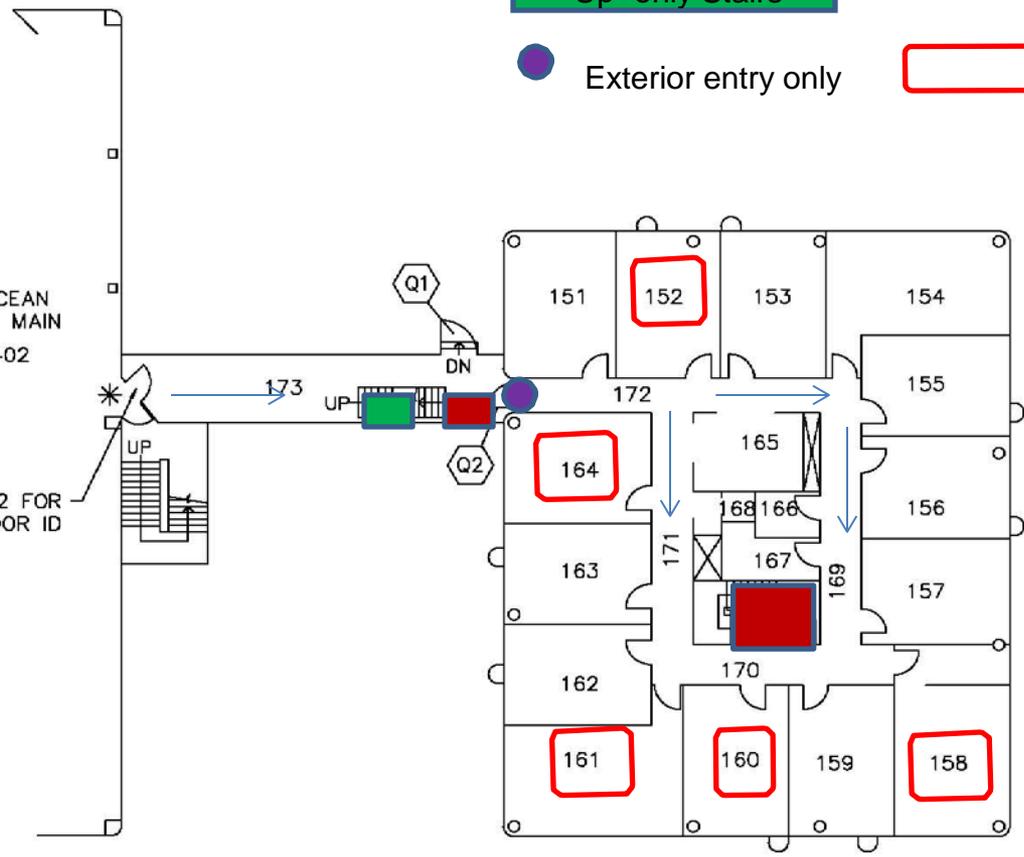
“Up” only Stairs

● Exterior entry only

▭ Occupied Space

EARTH & OCEAN SCIENCES – MAIN
SEE FILE #402

SEE FILE #402 FOR
DOOR ID



* DENOTES LAST REVISION

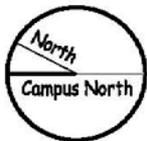
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| | BUILDING EARTH & OCEAN SCIENCES – SOUTH | | ADDRESS 6339 Stores Road, V6T 1Z4 | CONSTRUCTION DATE 1974 |
| | FLOOR GROUND | SCALE 1:250 | KEYPLAN DATE JUL 92 | DRAWN MET DIG |

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EXISTING BUILDING

"Down" only Stairs

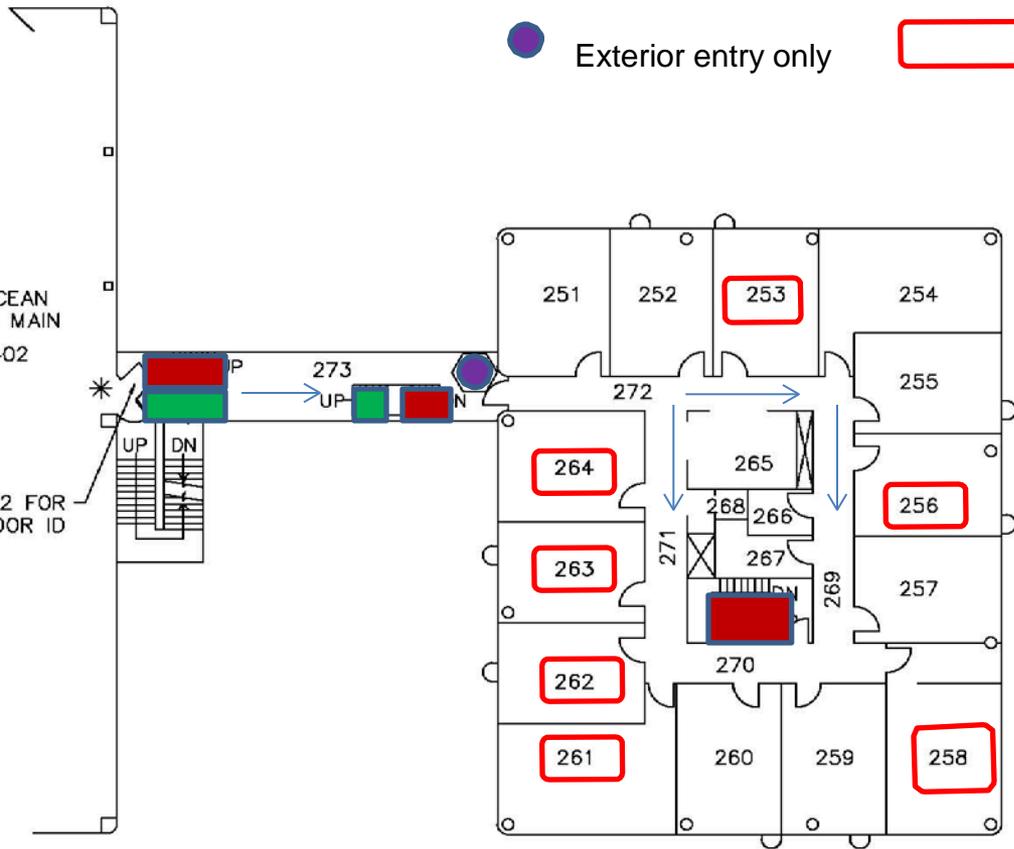
"Up" only Stairs

● Exterior entry only

▭ Occupied Space

EARTH & OCEAN SCIENCES – MAIN
SEE FILE #402

SEE FILE #402 FOR
DOOR ID



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| 01 | 17 MAY 02 | | | DCB |

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BUILDING

EARTH & OCEAN SCIENCES – SOUTH

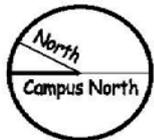
ADDRESS 6339 Stores Road, V6T 1Z4

CONSTRUCTION DATE 1974

FLOOR SECOND SCALE 1:250

KEYPLAN DATE JUL 92

DRAWN MET DIG



EXISTING

“Down” only Stairs

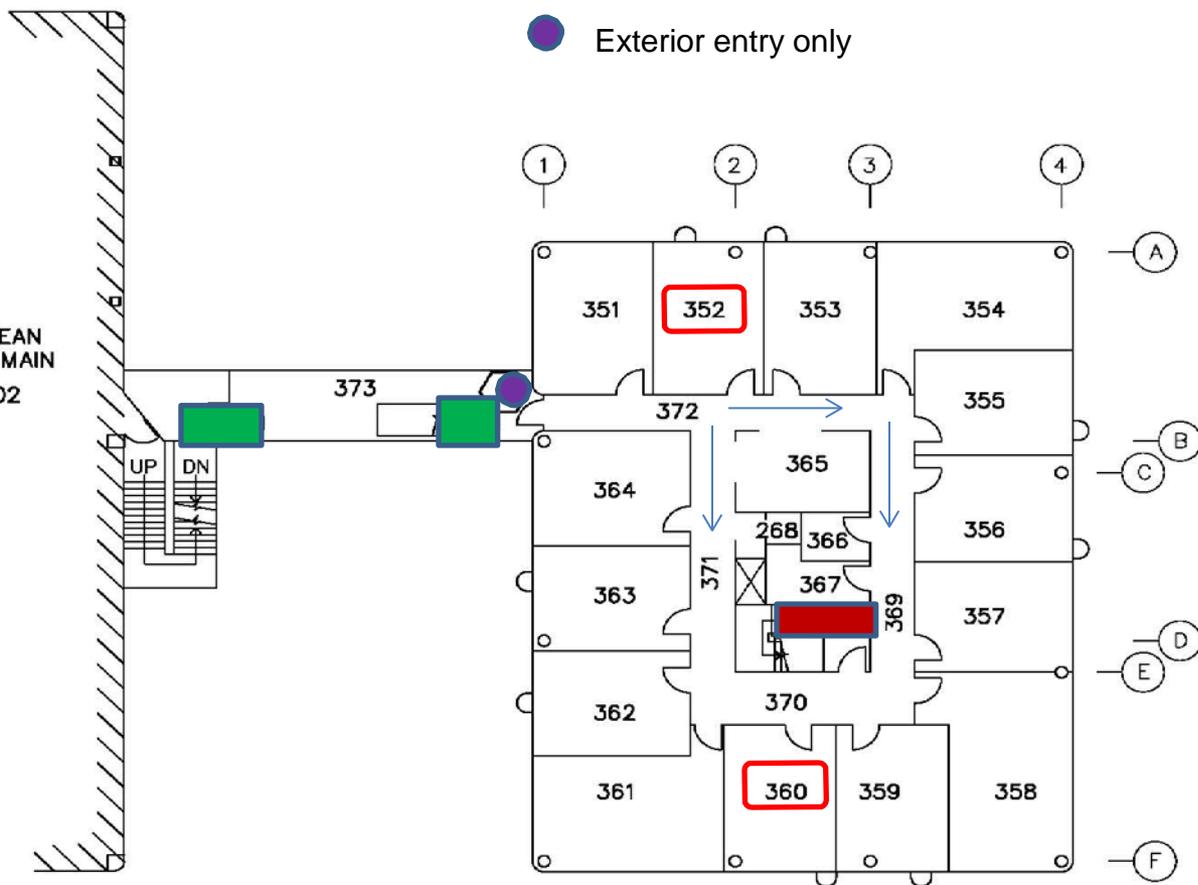
“Up” only Stairs



Occupied Space

● Exterior entry only

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EARTH & OCEAN
SCIENCES – MAIN
SEE FILE #402



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