



# COVID-19 Safety Plan: Stage 2 Amendment Earth Sciences 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.

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](#).

## 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 ESB in lounges 2009 and 4011, with maximum occupancy of 2 in 2009 (equipped with two kitchenettes) and 1 in 4011. 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. 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.

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.

### 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.

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. Once approved, the faculty member must post a sign in/sign out form on their doors. 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. The sheet will automatically indicate when the 25% cap is seen, and no more offices are available. Faculty members will be encouraged to sign up in advance to access their use of on-campus offices.



Prioritization for office approval will be based on the following ranking (from highest to lowest):

1. 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;
2. Faculty who require access to technical facilities that are not available at home;
3. Faculty who are currently teaching, or who will be teaching in the upcoming term, and require access to their office for lectures or other preparation;
4. Faculty who are physically participating in experiments in their lab;
5. Faculty who must come to campus to provide on-going supervision to research personnel that cannot be done from home;
6. All other Faculty.

Consideration will also be given to seniority, with preference being given towards untenured faculty.

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 lounges ESB 2009 (max 2 people) and 4011 (max 1 person). 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 laboratories will be used in ESB 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.



# Appendix