COVID-19 Safety Plan: LIFE SCIENCES INSTITUTE
Stage 2 Amendment

This document describes changes in the LSI that are planned to occur with progression from Stage 1 to Stage 2 of the return to on-campus research. All other aspects of the LSC/LSI Safety Plan remain unchanged. As with stage 1, all work that can be done away from the institute, must continue to be done away from the institute.

1. Updates to laboratory occupancy limits:

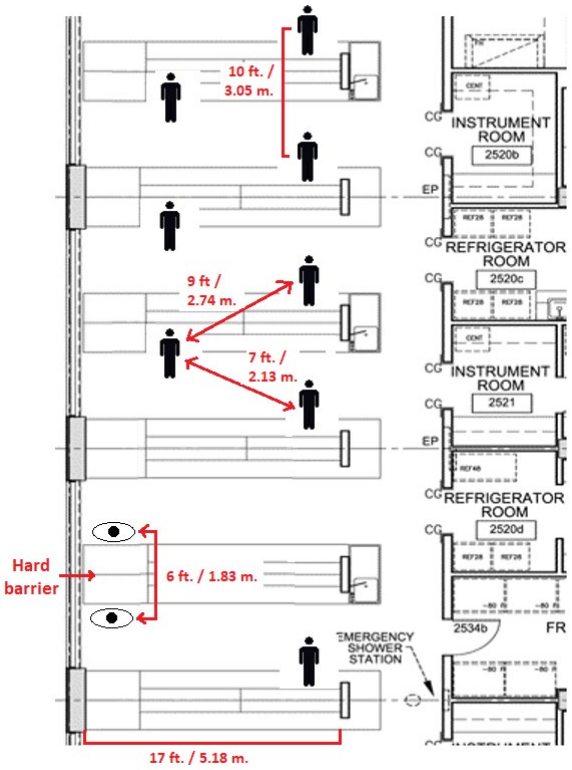

Figure 1 - Schematic showing two researchers per bay while maintaining social distancing 2+ metres

The occupancy guideline for Stage 1 translated to a "one researcher per bay" rule that applied to all labs within the institute. Fortunately, the layout of the Life Sciences Centre upper floor lab spaces allows for expansion of this rule to allow "two researchers per bay" while still maintaining social distancing at a minimum of 2+ meters. This will mean a straightforward rollout of the LSI's move to Stage 2 of ROCR at UBC. See Figure 1.

Within the lab occupancy limits corresponding to "two researchers per bay", use of instrument rooms/ante rooms/tissue culture rooms will remain at 1 person at a time. Per the FoS Stage 2 safety plan, where there is a requirement for 2 people to be working in close proximity such as training of new or existing lab personnel in laboratory procedures, 2 person occupancy will be permitted while following safety guidelines for training in close proximity.

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 Phase 1 plan.

No changes are needed to the LSI safety plan with respect to common areas.

3. Updated Supervisor/Manager Plans:

The LSI PI/Supervisor/Manager plans submitted to the LSI and dually signed by the academic departments make direct reference to the "one researcher per bay" rule as relevant to the Stage 1 occupancy guideline. In order to expand occupancy to "two researchers per bay", PIs will need to confirm via email to their department head and the LSI (aryannah.rollinson@ubc.ca) that they will adhere to their revised occupancy limits for stage 2, and confirm any changes to their safety plan.

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 will be limited in stage 2. All returning faculty must complete the mandatory safety training and must request to use their office.

A shared spreadsheet will be maintained, detailing the recurrent days for which faculty members have requested and been granted access to their offices. For each given day of the week, running totals will be calculated to ensure we are limiting the number of faculty members who have simultaneously been granted access. Departments of M&I, ZOOL, CAPS, BIOC, MEDGEN, CBR will be able to update the spreadsheet as they allow access to faculty offices. All other departments will go to LSI for approval of faculty use of offices.

Prioritization of faculty office usage requests will be given to (1) faculty with significant caregiver responsibilities (child care, elder care for instance), (2) faculty who have existing exemptions due to inappropriate home work environments, (3) faculty who are currently teaching or teaching in the upcoming term (4) faculty who are physically participating experiments in their labs or have advanced computational equipment in their office that cannot be done remotely.

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.

For the regular work week, operating hours and after hours access protocols will remain unchanged. With respect to weekends, work will be allowed without special approval, with the working personnel in charge of sanitizing high touch points in the lab per usual. Custodial services are not provided to LSI on the weekends, and thus weekend activity will not impede custodial services whatsoever.

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.

No changes are required in this respect. The currently approved LSI plan does not forbid the use of microwaves etc., but requires that users sanitize this equipment before and after use.

Existing text: *"Whenever possible, occupants are encouraged to bring food that is properly contained and ready to eat without the need for refrigeration, heating, or preparation in common kitchens. Water fountains will be closed for use. Surfaces should be wiped down before and after use by each occupant/user. Custodial staff will clean the kitchens and pods once daily."*

7. 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.

The main floor meeting rooms/classrooms and upper floor meeting rooms will remain closed for meetings. If essential in-person meetings/trainings are required in meetings or classrooms, these will need to be approved ad hoc by the LSI. The classrooms on the main floor have been mocked-up and rated for maximum occupancy during social distancing by the Facilities Planning – Academic Learning Spaces unit (under the purview of Jodi Scott), in anticipation of such events and in planning for the fall semester for any courses that are approved to occur in person rather than online.

Note that offices are all rated for a maximum occupancy of 1, and are not to be used as in-person meeting spaces.

Appendix 1: LSI & CBR Lab/Wing Personnel Allowances for Stage 2

Allowances have been determined based on space assignments, and the number of bays assigned to each researcher. Principal Investigators in each wing are encouraged to work together to plan usage of space in the wing, whilst strictly abiding by the constraint of 2 individuals working per bay during stage 2.

FLOOR	LABORATORY	STAGE 1 (1 researcher/bay)	STAGE 2 (2 researchers/bay)	# of Researchers per Wing in STAGE 2
	TOTAL NUMBER of STAFF ALLOWED at ONE TIME	**308**	**530**	

CBR	Brooks/Kizhakkedathu	6	12	89
CBR	Kim	4	6	
CBR	Ma	3	6	
CBR	Overall	9	14	
CBR	Pryzdial	3	6	
CBR	Scott	4	4	
CBR	Cheung	4	8	
CBR	Conway	4	7	
CBR	Devine	4	8	
CBR	Strynadka	15	18	
5E	Penninger	5	10	50
5E	Teves	3	6	
5E	Lefebvre	3	5	
5E	Van Raamsdonk	3	5	
5E	Sadowski	4	5	
5E	Howe	3	5	
5E	Lorincz	3	6	
5E	Brown	4	8	
5C	Roberge	5	3	33
5C	Cullis	5	10	
5C	Jan	5	10	
5C	Kelleher	3	4	
5C	Duong	4	6	
5W	Kieffer	6	12	46
5W	Kieffer (iPSC Core)	3	6	
5W	Johnson	6	12	
5W	Yip	3	6	
5W	Molday	5	10	
4E	Mohn	5	8	43
4E	Murphy	5	7	
4E	Mcintosh	4	5	
4E	Eltis	7	13	
4E	Beatty	3	4	
4E	Bromme	4	6	
3E	Johnson	6	6	45
3E	Abraham	4	7	
3E	Horwitz	4	8	
3E	Harder	3	6	
3E	Tropini	3	6	
3E	Osborne	3	6	

3E	Jean	5	6	
3C	Vogl	1	2	47
3C	Nabi	4	8	
3C	Kopp	3	6	
3C	MacDougall	1	2	
3C	Richman	3	6	
3C	Gold	5	10	
3C	Matsuuchi	2	3	
3C	Roskelley	3	6	
3C	Pante	3	4	
3W	Rideout	3	6	50
3W	Gordon	3	6	
3W	O'Connor	3	6	
3W	Auld	3	6	
3W	Weinberg	3	6	
3W	Viau	3	6	
3W	Moukhles	2	2	
3W	Cembrowski	3	6	
3W	Weidberg	3	6	
2E	Thompson	2	3	50
2E	Av-Gay	5	10	
2E	Redfield	3	6	
2E	Hallam	4	8	
2E	High-Throughput Facility	2	4	
2E	Tocheva	4	6	
2E	Davies	2	3	
2E	Gaynor	3	5	
2E	Fernandez	3	5	
2C	Allan	3	6	50
2C	Bamji	3	6	
2C	Loewen	3	6	
2C	Tanentzapf	4	8	
2C	Moerman	3	6	
2C	Mizumoto	3	6	
2C	Sugioka	3	6	
2C	Sean Crowe	3	6	
2W	Accilli	3	3	27
2W	Van Petegem	3	6	
2W	Hammond	4	2	
2W	Fedida	5	8	

2W	Naus	2	4	
2W	Moore	2	4	

Appendix 2: GUIDELINES FOR PROCEDURES (e.g., TRAINING) WHEN IT IS NOT POSSIBLE TO PHYSICALLY DISTANCE IN THE WORKPLACE

(Note: In this document, research personnel = students, post-docs, RAs, staff, technicians, etc. for research, but not faculty)

Background

Many research projects in laboratories require close, hands-on training of new research personnel, especially undergraduate students, where physical distancing is not possible. During Phase 1 of UBC's research resumption, the Faculty of Science Guiding Principles stated that only research personnel who were already fully trained can undertake research in a laboratory. In Stage 2 and Stage 3, more undergraduate students as well as other new trainees (e.g., graduate students, post-docs) will work in research labs. As well, in practical undergraduate labs that are able to run, there may be interactions between teaching assistants, lab managers, and students where physical distancing is not possible. This document sets out the guidelines for work and training that requires close interactions (< 2 m physical distancing) in the Faculty of Science.

Scope

These guidelines impact all research personnel who are working in labs and undergraduate students carrying out laboratory experiments in the Faculty of Science on campus at UBC during COVID.

Purpose

This work instruction covers the mandatory use of Personal Protective Equipment when the required job duties prevent individuals from practicing physical distancing (i.e. individuals working together are unable to maintain a 2 metre distance). These may be necessary as part of hands-on training of research personnel and must be approved by the research supervisor (PI).

Safety Precautions

- Avoid working, socializing, or taking breaks within a 2 metre radius of any other person at all times, unless approved.

- Wash your hands frequently for at least 20 seconds using soap and water.
- Avoid touching your eyes/nose/mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow and then wash your hands.
- Any employee or investigator team member not feeling well or experiencing signs of illness will stay at home and self-isolate as directed by the Provincial Health Officer and/or a physician.

Procedure

While physical distancing is one of the primary measures to prevent viral transmission, there may be laboratory situations where maintaining a full 2 m of physical distance is not feasible. When 2 research personnel (or a PI + research personnel) need to work in close proximity where physical distancing is not possible, the overarching objective of keeping exposure to individuals outside of your household as low as reasonably achievable remains by organizing tasks and work environments to minimize the duration spent in close proximity.

In addition to standard controls, it is recommended that the researchers wear something that will cover their mouth and eyes (e.g., a face shield and/or goggles). The Public Health Agency of Canada (PHAC) has recommended wearing non-medical masks*** or face coverings when it is not possible to consistently maintain a two-metre physical distance from others.

* ***Note that not all face shields provide the same level of transmission reduction. Also, the face shield must be clearly labeled as a COVID-19 control so it is not mistaken for a PPE face shield.***

****The researchers must be trained in the proper SOP for the use and disposal of disposable, non-medical masks. For further information, see:***

https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/

*****Please note that since nonmedical masks are not constructed to an approved certification standard, they must not be assumed to provide a known level of protection – and must not be treated as a better option than hand washing and social distancing.***

Where procedures require Personal Protective Equipment (PPE) independent of COVID-19 prevention measures, the required PPE must be donned prior to commencing the task. Where that procedural PPE supplants conflicts with the recommendation of masks above, the procedural PPE should take precedence. For instance, if the task requires the use of an N95 respirator please follow the work instructions associated with that procedure or task.

It is also recommended that individuals wear lab coats and gloves unless other PPE have determined to be more appropriate.

Doffing of the PPE at the end of the task should be in the order as follows:

1) Remove gloves
2) Wash hands with soap and water for 20-30 seconds (or 90 seconds if working with pathogens)
3) Remove face shield or goggles
4) Remove face mask by the straps
5) Repeat hand washing

Reusing PPE

The day to day reuse of face masks is not encouraged. The mask can be reused for the day only. If a mask has become moist or soiled throughout the day, it should be changed out for a new one. If it is not needed continuously throughout the work day, store it in a paper bag labelled with your name in between uses. Ensure that the inside of the mask is not touched with unwashed hands when placing or removing the mask from the bag. Dispose of the mask and the bag at the end of the day.

The day to day reuse of goggles and face shields is encouraged. The goggles and face shields should be wiped down (visor, lens, strap, headband) with disinfectant (e.g., 80% ethanol) before and after each use.

Approval and Revision History

This guideline will be reviewed annually, or when the requirement for physical distancing in the workplace is changed.