



# COVID-19 Building Safety Plan - Resumption of Research Activity

## UBC Life Sciences Centre

2350 Health Sciences Mall, Vancouver, BC V6T 1Z3

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## Introduction to LSC Research Resumption Plan

The Life Sciences Centre (LSC) is home to the Life Sciences Institute (LSI), the Centre for Blood Research (CBR), the Centre for Disease Modelling (CDM), the UBC Medical Undergraduate Program (MDUP), and other occupant groups.

Following curtailment in March 2020, UBC is implementing a phased resumption of on-campus research from the beginning of June, adopting a gradual approach over the summer months. On-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. As a reminder, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue working remotely, wherever possible. For more information, visit

<https://research.ubc.ca/planning-phased-resumption-campus-research-scholarship-and-creative-activities>.

At full occupancy, the LSC can house approximately 1300 researchers, predominantly on the upper floors of the building. Stage 2 of the resumption of research limits the occupancy of the research areas of the building (primarily the upper floors and basement spaces of the building) well below this level, in keeping with guidance from the UBC VPRI office.

The resumption of administrative and teaching activities in the building will follow a separate process and timeline as defined by different Faculties' guidelines, and are not included as part of the research resumption plan. The layout of LSC facilitates that the re-entry of these activities can occur with minimal impact on the research areas of the building.

This COVID-19 Building Safety Plan will provide assistance for supervisors and occupants who wish to continue or resume operational activities within the LSC. This plan will include a review of LSC operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19. This document will be updated per government and / or University mandated requirements are changed. <https://covid19.ubc.ca/>

## General Procedures

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19.

The prioritization guidelines of on-site activities is as follows:

- COVID-19 research
- Current research activity exemptions as approved previously (no new research or additional related activities).
- Clinical trials concurrent with clinical care
- Graduate students who need to be on-site to complete lab work for graduation as determined by the student's Supervisory Committee for completion of thesis.
- Positions required to run core research facilities that are essential for approved on-site research.
- Upcoming time sensitive activities that cannot be done remotely and require on-site research access.
- Equity considerations for those that cannot work from home for various circumstances.
- Non-time sensitive activities that cannot be done remotely for limited access.

It is expected that all requests to resume research at LSC will satisfy the priority requirements as set out by the faculties of Medicine and Science. The demand and need for on-site access will be high amongst labs that meet the priority criteria. For this reason, the LSI has established personnel occupancy limitations per research unit ([Appendix 1](#)), to allow access to LSI whilst maintaining adequate social distancing and overall occupancy constraints. Due to ongoing COVID-19 research and other exempted activities, LSC has had ongoing occupancy during the curtailment period, with a total of 189 LSI members being covered under existing exemptions (approved by VPRI). The maximum occupancy at one time in LSI laboratories is defined in [Appendix 1](#), totalling 530 in stage 2, including all previously exempted individuals. This represents a “net new” increase in occupancy of only 341 personnel. The process of opening up a lab to research will begin with the PI completing a “Request to Restart Research” form ([Appendix 2](#)).

Your self-compliance with the guidelines set out in this document is of the utmost importance. Additionally, each unit is responsible for adhering to policies put in place by their respective Faculties and Departments, and UBC. Failure to adhere to these policies increases the risk of an outbreak in our community, and lack of compliance could ultimately lead to closure of the facility.

We also ask that the community do their best to be flexible as we all adapt to new ways of operating. Whilst we understand that some measures will be inconvenient, the health and safety of our community is priority number one.

### 1. Getting to Work

Private methods of transportation are preferred –parking permits are available at [parking.ubc.ca](https://parking.ubc.ca). Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to

maintain social distancing at all times, wear a mask and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

## 2. LSC Workplace Traffic Flow

- **Building Entrances** – Building entrances will remain locked 24/7. Users with programmed card access can enter the building via entrances that are equipped with card scanners. Card scanners can be found at the West (off Health Sciences Mall) and East (facing Wesbrook Mall) entrances of the building, as well as the entrance off of Agronomy Rd (beside Cafe Perugia). Do not let others enter behind you.
- **Elevators** – LSC elevators have been assigned maximum occupancy ratings (maximum of either 1 or 2 occupants, based on elevator size) and corresponding signage has been posted at elevator doors on all levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or for transporting materials to prevent bottlenecks in the building. Occupants are not to exceed these temporary occupancy ratings. Elevator occupancy information is presented on each floor's individual COVID Safety Floor Plan (see [Appendix 3](#)).
- **Stairwells** – Where practicable, LSC stairwells have been assigned "Up Only" or "Down Only" (flow direction) designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction. Stairwell direction information is presented on each floor's individual COVID Safety Floor Plan (see [Appendix 3](#)).
- **Hallways** – Some of the narrower hallways in LSC are close to 2 metres in width. Occupants should be mindful of their surroundings, and keep a 2 metre distance when passing other occupants in the halls by stepping into alcoves or similar as necessary.
- **Traffic flow in high-occupancy areas** – High occupancy spaces, such as large lecture theatres and other venues now have temporary designated entry and exit points to determine traffic flow. Corresponding entry and exit signage has been posted for these spaces. Occupants are to enter and exit these spaces in accordance with posted signage. Entry and exit flow information for these large spaces is presented on the LSC (Main Floor) COVID Safety Floor Plan (see [Appendix 3](#)).

## 3. Working Hours

The general operating hours for the LSC will be Monday thru Friday, 7am to 6pm. Within these times, you can schedule your personnel however you see fit, as long as you maintain the occupancy limits and social distancing measures as defined in the LSC resumption plan. "Shifts" arranged at the research group level within the general operating hours are acceptable. Work outside of these times, will be considered as "afterhours".

It is recognized that some researchers have scientifically justified research protocols that require maintenance of research materials/sampling/observations/data collection over an extended period of time and beyond regular working hours. The protocol for work between 6:00 pm – 7:00 am on weekdays will be as follows:

1. The PI must notify their department head / director and building administrator ([Sophia.wang@ubc.ca](mailto:Sophia.wang@ubc.ca)) that there will be work continuing beyond the regular hours.
2. Building administrators should notify security ahead of who will be working extended hours (including time, date, location) so that they can be given access if they forget or misplace their access card.
3. The researchers will post a notice on the lab door that late-night work is underway, indicating name(s) and working hours.
4. The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.
5. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.
6. Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful on custodial staff working in other areas of the building while researchers are in their labs afterhours.

Notifications are not required for work on the weekend in stage 2 of the research resumption. The working personnel will be responsible for sanitizing high touch points in the lab per usual. Since custodial services are not provided to LSC on the weekends, weekend activity will not impede custodial services whatsoever, however it will increase the onus on research personnel to sanitize high touch points.

#### 4. LSC Space Occupancy Restrictions

- **LSC laboratory / research spaces**

Various types of laboratory / research spaces may be assigned maximum occupancy ratings (based on COVID social distancing requirements).

Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces.

This is generally done at the local level, among the users of those particular spaces.

Areas / rooms that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on "[Sanitization of surfaces](#)".

- **Offices and open concept workstations**

As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of LSC offices and open concept workstations should continue to be kept to an absolute minimum.

Please refer to the section on Workspace Specific Operation Activities that is relevant to your area. LSC office spaces should not exceed 1 person (at a time).

Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on “Sanitization of surfaces”.

- **Meeting rooms**

Meeting rooms (Lanterns) are not to be used to hold meetings (such as lab meetings) but will remain available to occupants for eating lunches, etc.

Occupants using lanterns for lunch must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. The maximum occupancy of the lanterns (2.310, 2.510, 3.310, 3.510, 4.307, 4.510, 5.510) is 4 people. Surfaces should be wiped down before and after use by each occupant/user.

- **Common kitchens and “pods”**

These areas are not to be used to hold meetings but should remain available to occupants for eating lunches, etc.

Occupants using lunch pods must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

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.

- **Washrooms**

Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time). Showers will remain available for use; however, users are responsible for wiping down and sanitizing handles/faucets/contact points before and after use.

- **LSC atria**

Occupants using these spaces must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

- **Classrooms and other academic learning spaces**

Adjusted occupancy limits for classrooms and other academic learning spaces have been developed. The exact number of people allowed in an academic learning space will depend on a number of factors including the square footage and furniture layout of each room and the circulation needs of the activities associated with that room:

Faculty of Medicine [recommended adjusted occupancy limits](#)

LSI [recommended adjusted occupancy limits](#)

All in-person education activities have to following their corresponding Faculty's process for education resumption and obtain appropriate approvals.

## 5. Meetings

According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization). Virtual meetings should be arranged whenever possible. Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements and all LSC space-use restrictions must be strictly observed. Please refer to [SRS guidance on meetings and trainings](#). [In stage 2, research specific training is permitted under specific guidelines – please refer to Appendix 6.](#)

## 6. Handwashing/Sanitizing Stations

As per health authority recommendations, the best protection is provided by washing hands with soap and water for 20 seconds at a time. All LSC laboratories, kitchen areas, and washrooms are equipped with sinks and soap dispensers. Please wash your hands to protect yourself, and others, especially before and after touching surfaces that are difficult to sanitize or are frequently touched.

Hand sanitizer dispensing stations are located inside all main LSC entrances.

Custodial Services will refill these dispensers regularly. If you notice a dispenser is empty, you can note the time and location and place a trouble call via 604.822.2173.

Additional hand sanitization stations will be placed throughout the building by LSI Operations, in key areas such as in or near elevators and alternate building entrances. These will be periodically checked and refilled.

## 7. Sanitization of Surfaces

Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled.

For research based applications, Public Health Agency of Canada's biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective. Ethanol is available at LSI Stores (requires dilution to achieve 70%). Consult [SRS's SOP](#) on cleaning procedures for more information.

Keyboard covers that allow spray-down are highly recommended to facilitate sanitization.

Follow manufacturers' guidelines for cleaning and sanitization of electronics and other specialized pieces of equipment.

## 8. Personal Protective Equipment (PPE)

Non-medical masks are now required in all indoor shared spaces at UBC, per [UBC's COVID-19 Campus Rules](#). At the LSC, this means that masks are required everywhere except in the case of approved

single occupancy of an office. If you must remove your mask in order to take a food/drink break, ensure you keep an adequate distance from those around you, and replace your mask as soon as possible.

The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic.

These resources are attached in [Appendix 4](#).

All occupants of the LSC are to refer and adhere to these policies, standards, and practices.

## **9. LSC Shipping & Receiving**

The shipping & receiving for LSC remains open; however, labs should continue to pick up packages from the loading bay, where shipping & receiving staff can maintain proper distancing measures. Labs will be notified of package arrival and pickup time can be arranged appropriately.

## **10. Custodial Services**

Custodial Services continues to operate in LSC with a reduced staffing level, keeping our facility clean and sanitized in high traffic and high touch-point areas. The B2 custodial office will continue to be used for daily sign in and out of workers for UBC campus. Typically they sign in around 3:30-4pm and 6:30-7pm; Sign out at 11:45-midnight.

Custodial services will not be cleaning areas of the building that remain occupied when they arrive to clean. If any building operations workers need to attend to your area, please vacate to ensure the safety needs of these workers can be met and that the building can be serviced appropriately.

## **11. LSC Security**

LSC Security has been and will be continuing operate as normal to provide 24/7 security services. The B2 security office can be reached at 604-822-3734.

## **Responsibilities of Department Heads and Directors**

- Responsible for the development and maintenance of this safety plan.
- Responsible for communicating the safety plan to faculty and research personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview.
- Responsible for approving PI safety plans for their labs that ensure physical distancing and safe working practices, and for making it clear that PIs must enforce the measures taken.



## Responsibilities of Principal Investigators (Faculty, in conjunction with senior HQP)

- Responsible for developing a laboratory safety plan for their space, and communicating this to all group members
- Responsible for establishing a process for [daily active self-assessments](#) for their research group, and ensuring it is adhered to. See [Appendix 7](#) for more information.
- Responsible for posting on the doors to their lab areas the “Access Agreement” showing the maximum number of occupants for their lab, as defined in Appendix 1. Where a lab is shared by multiple PIs, the total maximum occupancy of the area must be posted.
- Responsible for scheduling shifts / rotations of researchers as needed to ensure that physical distancing can be practiced and that the lab is no more than ⅓ occupied (Phase 1). Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the Head/Director can decide the schedule.
- Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.
- Ensure the availability of gloves, lab coats and other necessary PPE.
- Ensure that working alone procedures are followed appropriately.

Please refer to [Appendix 2](#) (Request to Restart Research at LSI), where Principal Investigators will address the above responsibilities and seek approval from the LSI Director and their Academic Department Head to restart research.

Please refer to section heading ‘**Compliance Monitoring**’ and [Appendix 5](#) for details on the accountability structure and reporting procedures for non-compliance.

## Compliance Monitoring

According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level. The LSC will continue to follow the university's accountability structure as laid out in the university safety policy. A faculty member will be appointed as a monitor for each wing in the building. Non-compliance will be reported to the relevant academic department head and LSI Director. Per the Request to Resume Research form ([Appendix 2](#)), failure to uphold the commitment confirmed on the form could result in the loss of research access privileges.

Additionally, LSC occupants who have concerns about compliance, or have any related questions, can contact members of their Local Safety Teams (LSTs). A list of the LSTs in the LSC and corresponding contact information can be found [here](#). Trainees who have concerns regarding their own health and safety during the resumption period are encouraged to contact their department head or graduate program advisor.

The organizational chart for the LSI can be found in [Appendix 5](#).

## Communications Plan

This document will be disseminated electronically via units within LSC, and posted on [www.lsi.ubc.ca/covid-19](http://www.lsi.ubc.ca/covid-19)

A physical copy of this document will be available on the bulletin board located on the main floor of LSC, located in the main colonnade, near the entry points to LSC1 and the West Atrium.

All UBC community members will be required to complete the online course [Preventing COVID-19 Infection in the Workplace](#) produced by Safety and Risk Services (SRS).

## Emergency Procedures:

In the event of an emergency, standard LSC emergency procedures are to be followed, while adhering, as best as possible, to social distancing practices.

The LSC Emergency Response Procedures can be found at:

<https://mednet.med.ubc.ca/ServicesAndResources/Facilities/LSC/Health-Safety/Pages/Emergency-Contacts-Procedures.aspx>

## Workplace Specific Operational Activities

### 1. Life Sciences Institute (LSI) & Centre for Blood Research (CBR)

*Guidelines for the Phased Resumption of Workplace Activity during the On-Going COVID-19 Pandemic*

***A gradual re-start does not mean a return to normal workplace conditions.***

Time spent at the workplace must still be kept to a minimum. This is likely to continue until the provincial government declares that the pandemic is over and that regular workplace activities can resume. All staff must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. Always comply with the latest guidelines and hygiene rules. The health and safety of all of our staff and trainees is our #1 priority!

*The guidelines in this document apply to all LSI and CBR researchers, including those who have existing exemptions for currently ongoing work related to COVID-19. All researchers working with SARS-CoV-2 are to operate under the appropriate approvals and biosafety clearances for their research.*

#### Steps and Considerations:

1. Establish a list of the most critical personnel who need to physically come into the workplace.
2. All other staff are to be encouraged — and supported — to continue working from home as much as possible (until provincial authorities indicate otherwise).
3. Before you come to work, monitor your health status. Per WorkSafeBC requirements and the UBC Broadcast issued November 26<sup>th</sup> 2020, Faculty, staff and students who are on campus are now required to directly confirm to a supervisor (or designate) that they have completed a daily self-

assessment for symptoms of COVID-19 on arrival at their workplace. Please use the BC self-assessment tool at <https://bc.thrive.health/>. See [Appendix 7](#) for more information.

According to the WHO, the common symptoms of COVID-19 are:

- Fever
- Dry Cough
- Tiredness
- Loss of sense of taste/smell
- Sore throat

**4. Always maintain a minimum distance of two metres (6 feet) between persons.**

This applies regardless of whether you are in an office or any common or shared space.

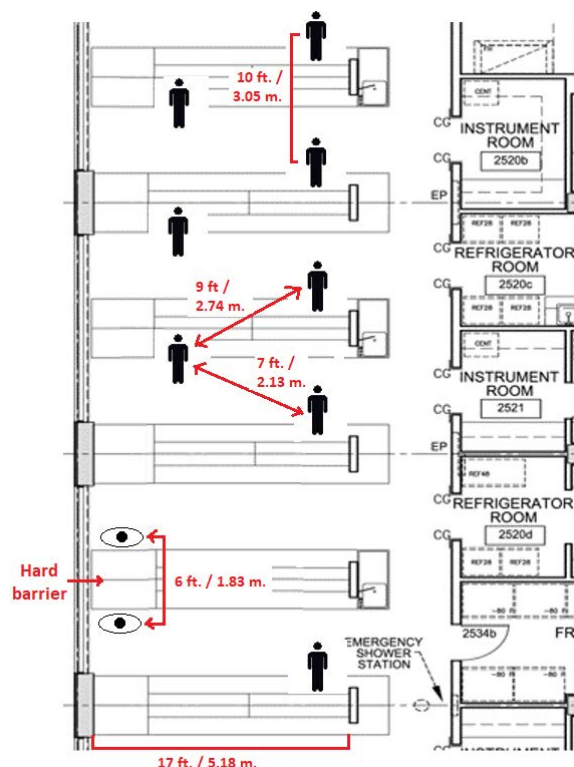
The training and ability to work without supervision must be considered by the supervisor in relation to social distancing. Individuals who require research specific training that cannot be completed while adhering to social distancing are must follow the guidelines in [Appendix 6](#).

Volunteers (high school, undergraduate) will not be permitted at this time.

**5. The number of persons allowed in specific spaces is to be defined — based on adherence to social distancing requirements — and must not be exceeded.**

Work areas are to be assigned a maximum number of people allowed at any one time.

Examples include:



*Figure 1: Social distancing in open research lab "bays"*

**Open research lab "bays"** – occupancy is not to exceed 2 persons (at a time). See [Appendix 1](#) and [Figure 1](#).

**Tissue culture rooms** – occupancy is not to exceed 1 person (at a time).

**Shared instrument rooms** – occupancy is not to exceed 1 person (at a time).

**Freezer farms** – occupancy is not to exceed 1 person (at a time).

**Cold rooms** – occupancy is not to exceed 1 person (at a time).

**Autoclave/Glasswashing rooms** – occupancy is not to exceed 1 person (at a time).

**Access and usage of core facility areas** will be strictly by appointment only to ensure that appropriate social distancing can be maintained.

**LSI stores will remain open** — deliveries will not be made to individual labs. Lab personnel may visit the stores at their convenience, while maintaining social distancing.

Temporary reminder signage may be posted in critical spaces.

Due to limited space and access (including doorways) most individual offices cannot effectively meet required social distancing requirements and therefore cannot accommodate more than one person at a time. Whilst usage of offices for storage of personal effects or brief breaks will be permitted, the usage of offices for work is not allowed unless exceptional circumstances apply, and only with approval from the Director. In such cases, maximum occupancy of LSC office spaces should not exceed 1 person (at a time).

Offices and workstations that are shared in any fashion should be sanitized at the start, and at the end, of every usage period. See section on [“Sanitization of surfaces”](#).

**6. Minimize time spent at the workplace by working from home whenever possible.**

A re-start does not mean a return to normal work. Time spent at the institute must still be kept to a minimum.

**7. Avoid all up-close social contacts.**

Communicate via digital means.

Keep a minimum 2-metre safety distance from your colleagues.

Minimize physical interaction: e.g., no in-person meetings, seminars, journal clubs, or personal discussions.

Minimize physical social interactions: e.g., no socializing in a kitchen. Eat your lunch at a safe distance from others.

**8. Work routines must be coordinated in both time and space**

If several people need to work in a shared space where social distancing cannot be reliably accommodated, the unit can establish a shift system.

Coordinate shifts within and between groups so all areas remain below the established maximum occupancy.

Coordinate use of common areas or shared resources, with a booking system, if needed.  
Follow all established regulations and guidelines

**9. The use of Personal Protective Equipment (PPE, such as gloves and masks)**

Non-medical masks are now required in all indoor shared spaces at UBC, per [UBC’s COVID-19 Campus Rules](#). At the LSI, this means that masks are required everywhere, except in the case of approved single occupancy of an office. If you must remove your mask in order to take a food/drink

break, ensure you keep an adequate distance from those around you, and replace your mask as soon as possible.

PPE is considered “the last line of defense”. Other methods of protection, such as social distancing, good hygiene practices, and administrative steps (such as, work shift rotations) etc. are superior. See [Appendix 4](#).

The LSI has purchased non-medical, washable face masks. These masks are available at LSI Stores, free of cost. The usage of masks of any kind does not alleviate the requirement to adhere strictly to social distancing measures put in place by the university.

Personnel are reminded to remove gloves when exiting the laboratory and that proper laboratory attire includes closed-toe shoes and full-length pants.

**10. Shared workspaces must be disinfected (with approved products) at the end of a shift, and at the start of a shift.**

LSI stores will make available ethanol (which can be diluted to 70%) and spray bottles for disinfection of work surfaces and door handles etc. in your area. To avoid damaging building finishes such as doors with direct spray, paper towel should be sprayed and then used to wipe.

Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled. These include light switches, door handles, countertops, mobile devices, and keyboards.

Special care should be used in common spaces like lunchrooms, if these are used at all.

**11. Your supervisor is responsible for enforcing compliance with these rules.**

According to university directives, monitoring of compliance with COVID safety plans will be at the supervisor level. The LSI will continue to follow the university's accountability structure as laid out in the university safety policy.

Additionally, LSI members who have concerns about compliance can contact members of their Local Safety Teams (LSTs). A list of the LSTs in the LSC and corresponding contact information can be found [here](#).

## 2. Prion Laboratory

This plan will be updated / modified as new information arises and BC Health guidelines change. This plan includes all research activities in the Prion Laboratory in the Life Sciences Centre (Rm B2437).

Prion Lab Contact: Catherine Cowan, Laboratory Manager and Research Associate:  
[Catherine.Cowan@ubc.ca](mailto:Catherine.Cowan@ubc.ca).

## Occupancy Restrictions

The Prion Laboratory will be restricted to **a maximum of 2 occupants** so physical distancing can be maintained. All other prion laboratory SOP's will remain in place.

Prior to resuming work the manager must:

- Ensure there is sufficient PPE available if required; Non-medical masks are now required in all indoor shared spaces at UBC, per UBC's COVID-19 Campus Rules.
- Ensure daily self-assessment are done. Per WorkSafeBC requirements and the UBC Broadcast issued November 26<sup>th</sup> 2020, Faculty, staff and students who are on campus are now required to directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace. Please use the BC self-assessment tool at <https://bc.thrive.health/>. See [Appendix 7](#) for more information.
- Ensure the workers understand the working plan for the lab's physical space. Maximum occupancy can never be exceeded regardless of the number of lab members that may return.

Once the lab is prepared, shift work may commence.

- Coordinate shifts within shared spaces to remain below maximum occupancy
- If anyone develops symptoms of COVID-19, do not come to work, self-isolate and call 811. Contact tracing will be done according to Public Health Guidelines

### 1. Open Lab Space

There must be no more than one person per bay in the open lab space. Be mindful that there is not a full 2 meters distance across lab benches; do not work directly opposite another person.

### 2. Tissue culture and freezer room

Internal rooms for laboratory research are small with restricted space. **Their occupancy limit is set at one.**

### 3. Vestibule

To reduce the risk of transmission, the vestibule (change area) will have an occupancy limit set at one. Door handles and surfaces will be sanitized with 70% ethanol after each use of the vestibule.

## Monitoring

It is the manager's responsibility to monitor compliance with this COVID-19 safety plan, in accordance with University directives.

If anyone has concerns regarding compliance, they may contact the manager or members of the local safety team.

## Emergency Procedures

In the event of an emergency, follow Prion Lab SOPs for emergency procedures, while maintaining appropriate physical distancing as best as possible.

### 3. UBC MRI Research Centre (MRI)

#### *Guidelines for the Phased Resumption of Workplace Activity during the On-Going COVID-19 Pandemic*

##### ***Location: Suite B3710, Life Sciences Centre***

The MRI facility at LSC provide service to UBC researchers, and therefore can be considered a core facility. A number of our users will be applying soon to resume their projects and thus the facility needs to start operating to ensure these projects can continue. In addition, several graduate students require access to our scanner in order to complete their research projects that will allow them to graduate on time. The number of people working in the facility is small (not more than 4 at any given time) and thus it is very easy to ensure physical distancing. In addition, the facility is located in the basement at the B3 level, and it is the only facility on this side of the building. The access to the facility is restricted, and thus the facility staff will be the only persons who can access it. The staff will strictly follow all the UBC rules and guidelines.

##### **The following persons need access to the facility on regular bases:**

Piotr Kozlowski – head of the facility  
Andrew Yung – scientific engineer  
Kirsten Bale – scanner operator  
Michelle Lam – MSc student

##### **Steps and Considerations:**

1. Establish a list of the most critical personnel who need to physically come into the workplace.
2. All other staff are to be encouraged — and supported — to continue working from home as much as possible (until provincial authorities indicate otherwise).
3. Before you come to work, monitor your health status using <https://bc.thrive.health/> and confirm to your supervisor that you have done so. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool. See **Appendix 7** for more details.
4. Always maintain a minimum distance of two metres (6 feet) between persons.
5. The number of persons allowed in specific spaces is to be defined — based on adherence to social distancing requirements — and must not be exceeded.  
Work areas are to be assigned a maximum number of people allowed at any one time.  
**Room B3711** – occupancy is not to exceed 1 persons (at a time).  
**Room B3712** – occupancy is not to exceed 2 persons (at a time).  
**Room B3713** – occupancy is not to exceed 1 person (at a time).  
**Room B3714** – occupancy is not to exceed 1 person (at a time).  
**Room B3715** – occupancy is not to exceed 1 person (at a time).  
Temporary reminder signage may be posted in critical spaces.
6. Minimize time spent at the workplace by working from home whenever possible.
7. Avoid all up-close social contacts.
8. Work routines must be coordinated in both time and space
9. The use of Personal Protective Equipment (PPE, such as gloves and masks) — Non-medical masks are now required in all indoor shared spaces at UBC, per UBC's COVID-19 Campus Rules.
10. Shared workspaces must be disinfected (with approved products) at the end of a shift, and at the start of a shift.

11. Supervisor is responsible for enforcing compliance with these rules.
12. According to university directives, monitoring of compliance with COVID safety plans will be at the supervisor level. MRI will continue to follow the university's accountability structure as laid out in the university safety policy. Additionally, MRI members who have concerns about compliance can contact members of their Local Safety Teams (LSTs).



## Appendix 1: LSI & CBR Lab and 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
	<b>TOTAL NUMBER of STAFF ALLOWED at ONE TIME</b>	<b>308</b>	<b>530</b>	
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	50
3W	Rideout	3	6	
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	50
3W	Weidberg	3	6	
2E	Thompson	2	3	
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	50
2E	Gaynor	3	5	
2E	Fernandez	3	5	
2C	Allan	3	6	
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	

# Request to Resume Research at the LSI

**Complete this form and obtain signatures from the LSI Director and your Dept Head prior to restarting research. Once approved, you must complete and sign an Access Agreement and post it on each lab door.**

PI Name	Department	Email	Phone

Briefly outline proposed experiments/research that require on-campus access

<p><b>How will you schedule occupancy of your lab space?</b> (ie. shared calendar or other process)</p> <p>Weekly schedules should be documented and available upon request. A process by which personnel sign in when they arrive, and out when they leave should be in place.</p> <p><i>**Note the LSI resumption guidelines “1 researcher per bay rule” and other max occupancy limits must be followed at all times.</i></p>
<p><b>Indicate how you will coordinate with adjacent labs or personnel.</b></p>

<b>If you or your laboratory staff members will be working alone or in isolation, outline what plans you have to meet the requirements of working alone regulations. Consider those working outside of typical hours of 7:00am to 6:00pm as requiring working alone provisions.</b>

<b>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.</b>

<b>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?</b>

**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?

**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?

**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

**Due to COVID-19 social distancing requirements lab personnel will be required to work independently so it is mandatory (during Phase 1) that all research personnel accessing LSI labs have completed ALL required laboratory safety courses.** This will include, but may not be limited to, Laboratory Chemical Safety, Biological Safety (where required) and Radiation Safety (where required).  
**Do you have records that verify that all personnel from your group accessing the lab have completed this required training?** Yes / No

Identify each of the personnel below who will require access to on-campus space<sup>2</sup>:



## SIGNATURES

I, as Principal Investigator, 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.

PI NAME(S) <sup>3</sup>	PI SIGNATURE(S)	DATE(S)

<sup>3</sup>Add rows for additional PI signatures as required if submitting as a group with multiple PIs

<b>LSI DIRECTOR SIGNATURE</b>	
<b>NAME</b>	Josef Penninger
<b>DATE</b>	

<b>DEPARTMENT HEAD SIGNATURE</b> Or CBR DIRECTOR IF APPLICABLE	
<b>NAME</b>	
<b>DATE</b>	
<b>DEPARTMENT HEAD SIGNATURE</b> IF NEEDED <sup>4</sup>	
<b>NAME</b>	
<b>DATE</b>	

<sup>4</sup>Add rows for additional Department Head Signatures as required if submitting as a group with multiple PIs from different Departments.

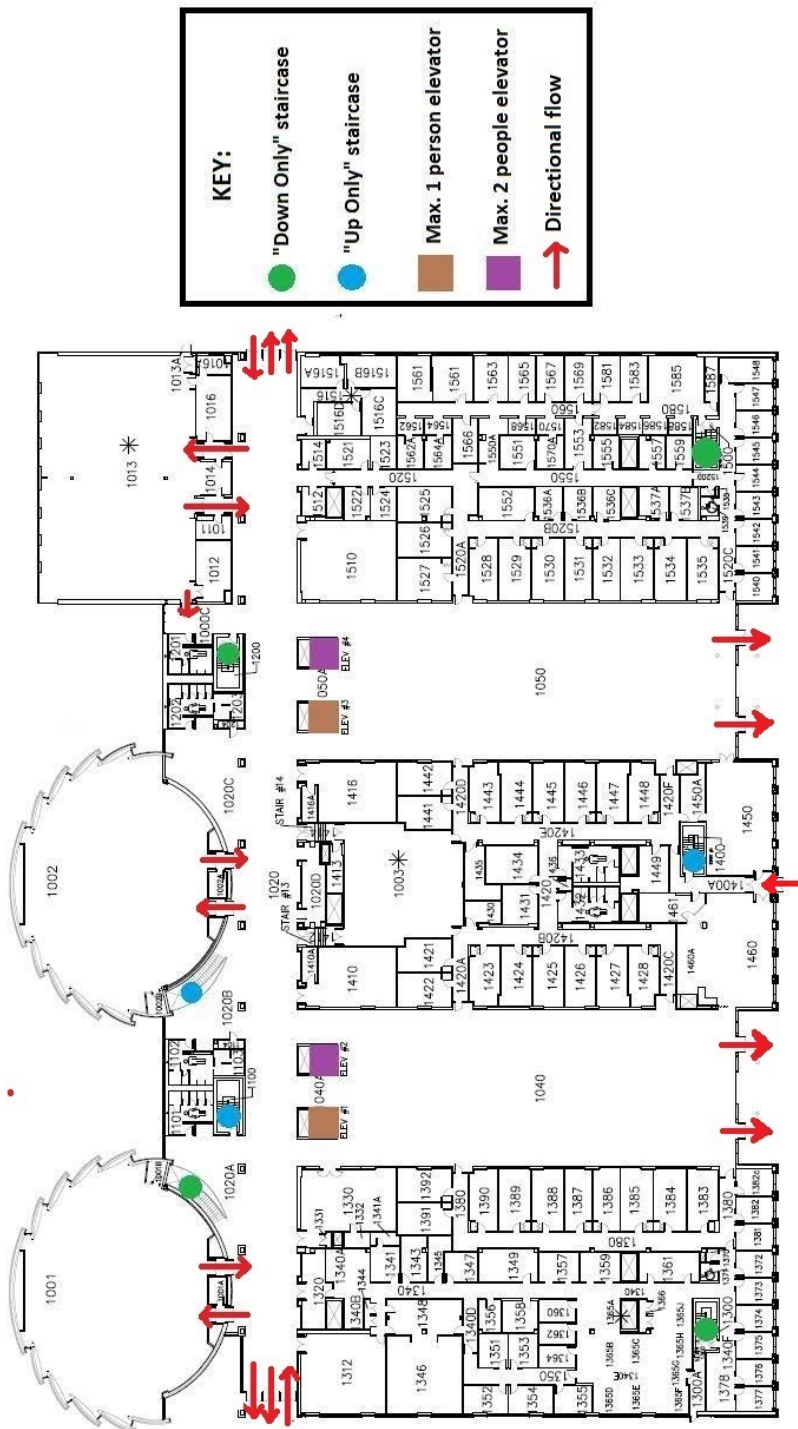
**Return signed forms to Aryannah Rollinson, LSI HR & Operations Manager, [aryannah.rollinson@ubc.ca](mailto:aryannah.rollinson@ubc.ca)**



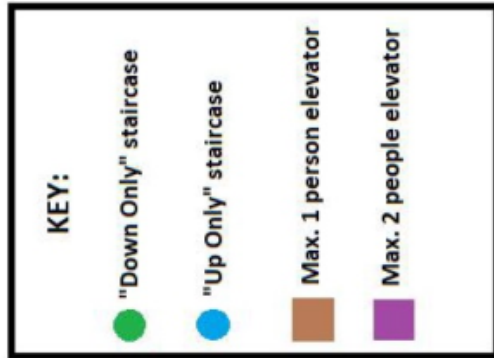
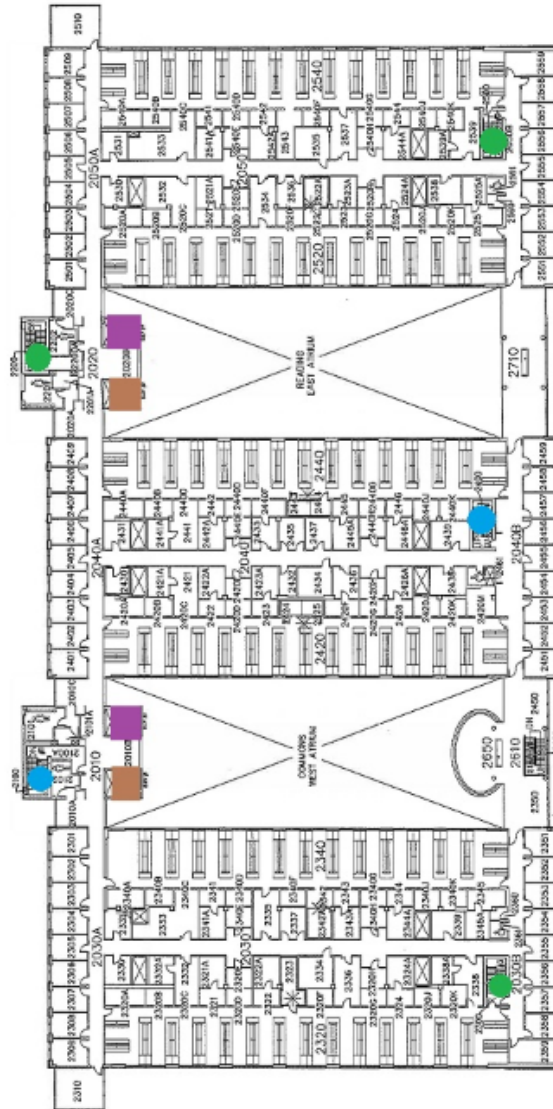
## Appendix 3: LSC COVID Safety Floor Plans

### 1<sup>ST</sup> FLOOR

LSC COVID Safety Floor Plan - Main Floor

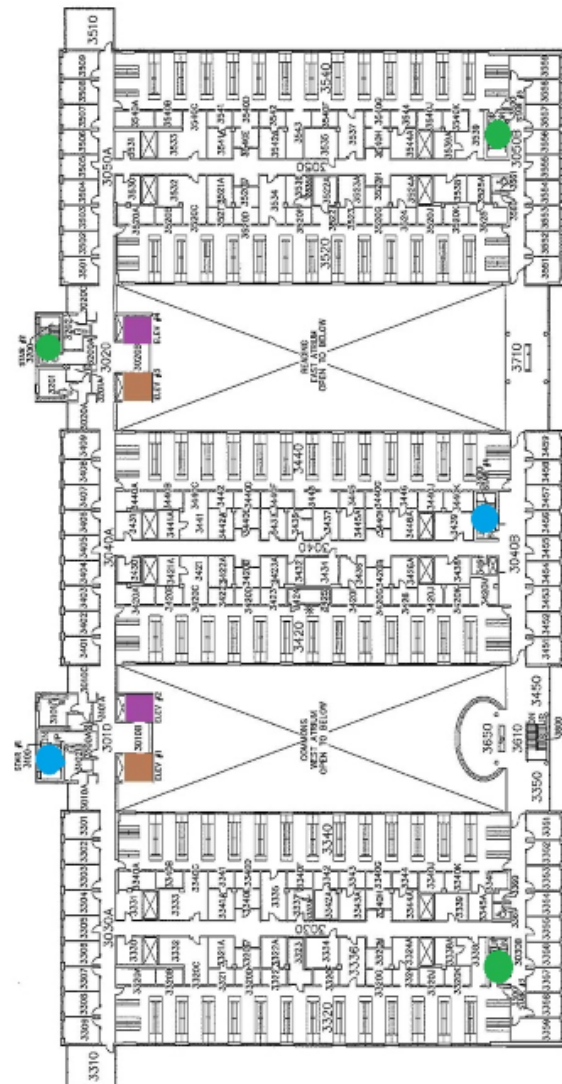


# LSC COVID Safety Plan - Second Floor



# 3<sup>RD</sup> FLOOR

## LSC COVID Safety Plan - Third Floor

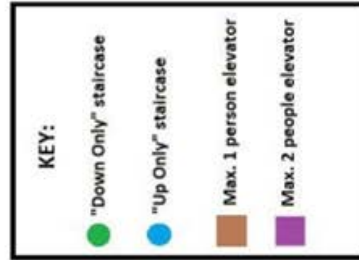
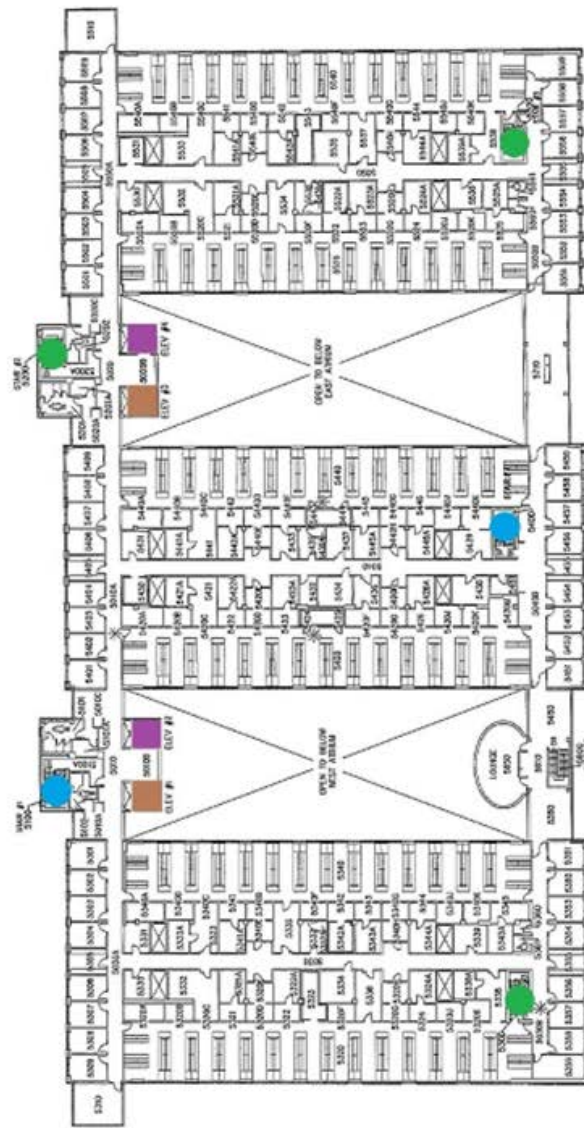


# 4<sup>TH</sup> FLOOR

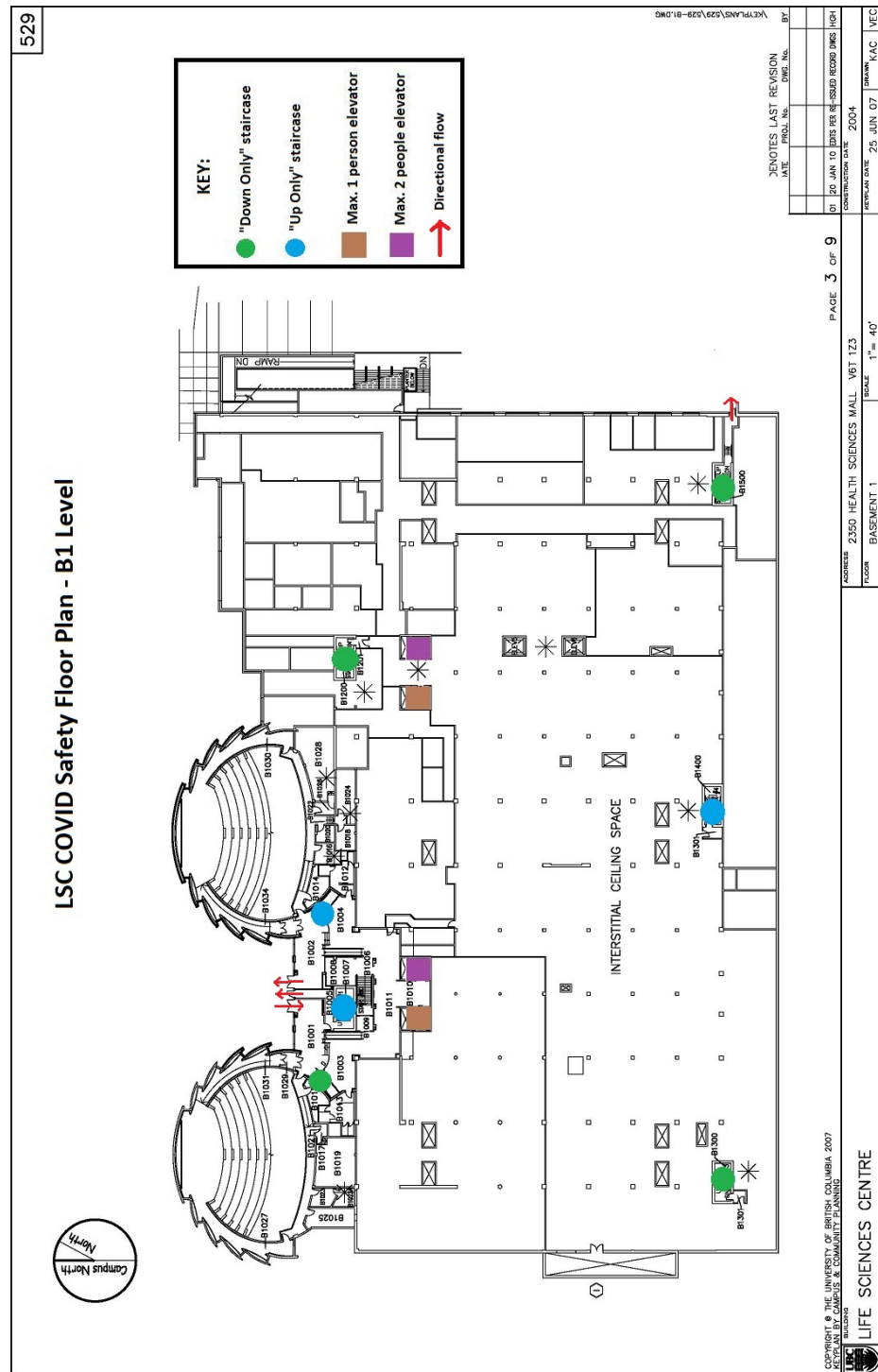


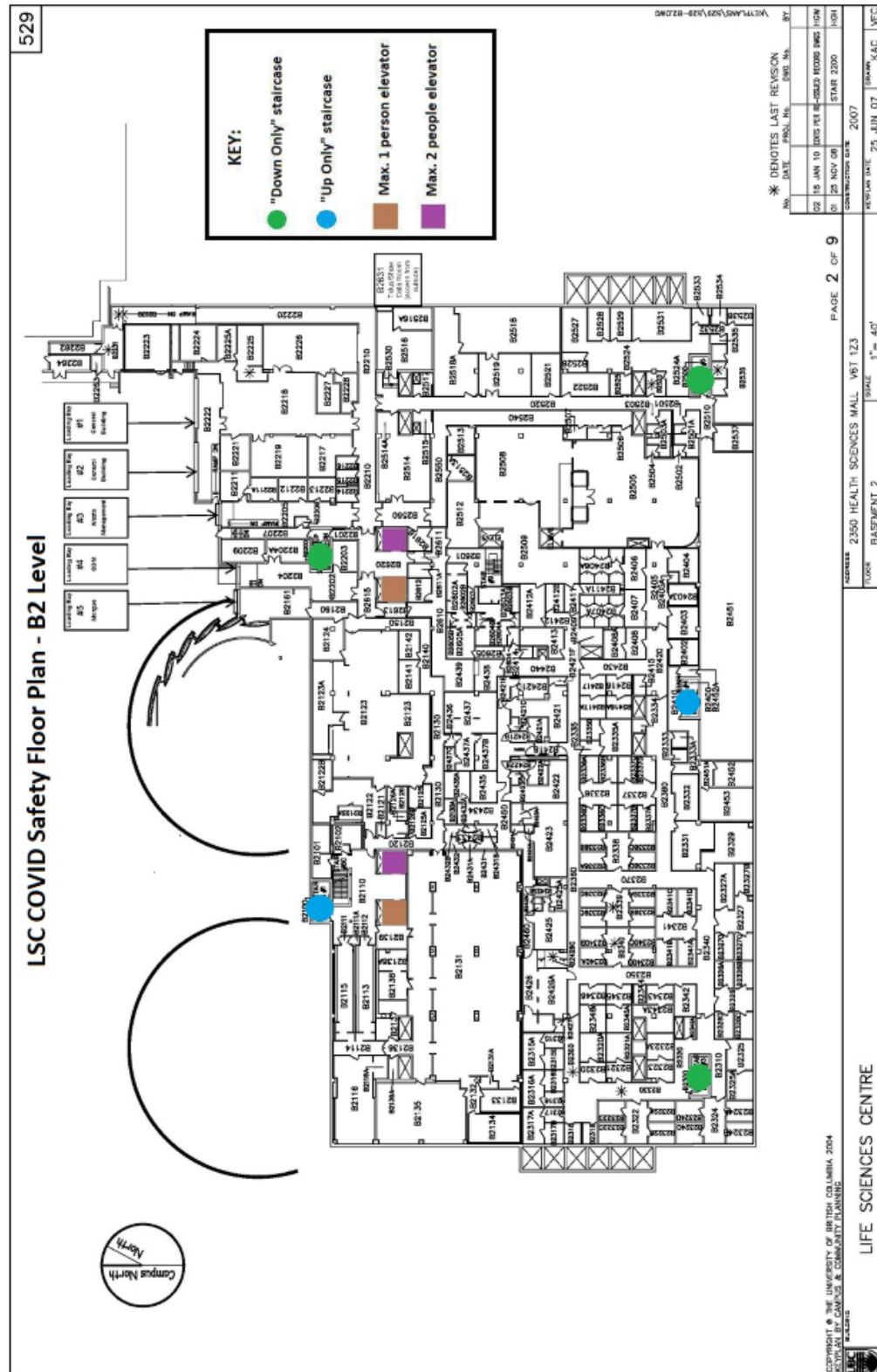
# 5<sup>TH</sup> FLOOR

## LSC COVID Safety Floor Plan - Fifth Floor













## Appendix 4: UBC COVID-19 Personal Protective Equipment (PPE) Guidance Document

Version dated September 2020, available [here](#).

### UBC Employee COVID-19 PPE Guidance Overview

This document provides guidance about UBC's stance on employee Personal Protective Equipment (PPE), including industry standard face masks/respirators, gloves, homemade and non-surgical masks, and other PPE in relation to COVID-19 and other infectious diseases.

Visit [ubc.ca/covid19](https://ubc.ca/covid19) for more information about UBC's response to COVID-19, including frequently asked questions.

### Current health guidance related to PPE

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

As this document has been developed, the current health guidance from the above agencies can be summarized as follows:

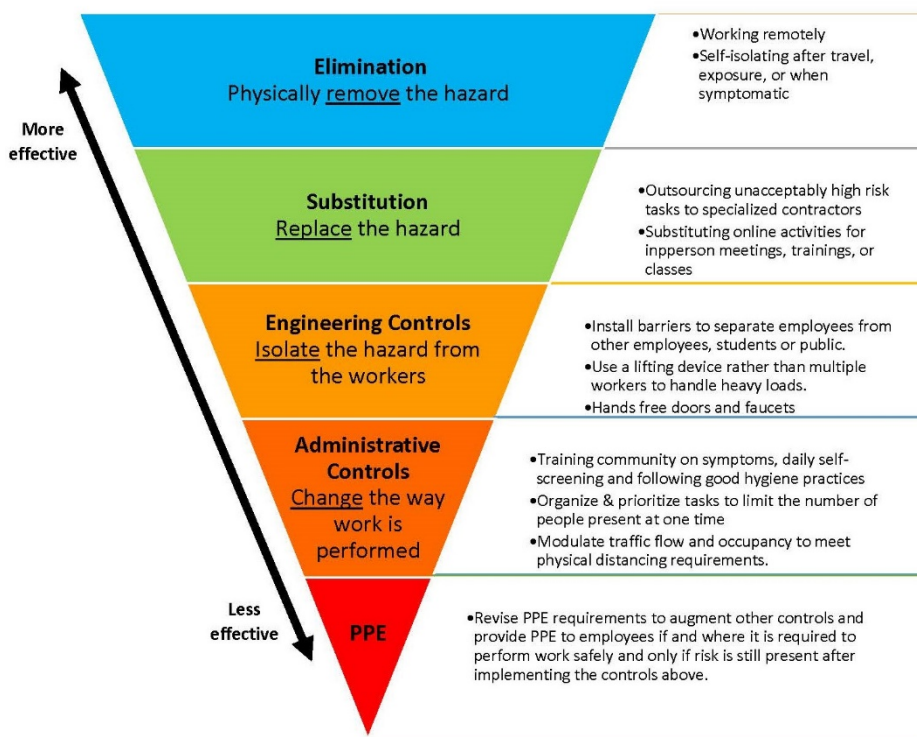
- Incorrect selection and/or use of PPE may increase your risk of exposure.
- Using non-medical or homemade protective equipment does not diminish the need for physical distancing, frequent hand washing and avoiding touching your face.
- There is no established proof that wearing non-medical or homemade protective equipment protects the person wearing it, and it may provide a false sense of security.
- Wearing a non-medical mask in public may help to limit the travel of your respiratory droplets when you cough, sneeze or talk — which may help to protect others.
- Medical/surgical masks should be used by people who are sick, and health care workers.
- N95 Respirators, medical masks and other critical PPE are in short supply and are needed by health care workers to safely care for their patients.

### PPE in the workplace

Based on the above medical guidance and circumstances on our campuses, UBC's position on PPE is as follows:

- UBC employees carrying out tasks that require PPE, including respirators, will continue to be supplied with the appropriate equipment, as per the relevant safe working procedure.
- UBC employees are required to wear a non-medical mask at work, provided it does not interfere with them safely carrying out their duties.
- UBC asks the campus community to be respectful of students, faculty and staff regardless of whether they are wearing masks.

**The role of PPE in protecting employees:** PPE is used to protect employees from specific risks, however it is the least effective method to protect employees, as outlined in the Hierarchy of Controls diagram below. The diagram also includes examples of current UBC COVID-19 risk mitigation activities



## Respirators & Masks

Respirators are one type of PPE, and conditions of their usage for workplace safety are closely regulated by WorkSafeBC. To be effective, all respirators used must be fitted to an individual's face through a fit test. Health care workers may be directed to wear either N95 Respirators or medical/surgical masks as part of their PPE for specific tasks and under the regulations as they pertain to health care settings.

Supply shortages in N95 respirators have prompted the assessment of KN95 respirators as an alternative to address particulate respiratory hazards. However KN95 masks have been deemed inappropriate for occupational use at UBC due to the inability to properly fit test them and lack of vendor clarity around manufacturing standards. Any KN95 masks received as donations cannot be issued to UBC employees.

## Gloves

There are many types of gloves, and the choice of gloves must take into account all of the hazards that may be present, as gloves are rated for their usefulness as a barrier to different types of chemicals. Medical gloves create a barrier around the hands to reduce an individual's risk of exposure to hazardous agents. This type of PPE can be used during infectious outbreaks but must be used carefully to avoid transferring contamination between the handling of infected and clean items. Personal electronics, high touch surfaces, and other shared items are prone to this 'cross-contamination.'

## Eye & Face Protection

Eye protection, through safety glasses or goggles, and face shields is recommended for health care workers where there is the potential for any spraying or splattering of blood or other bodily fluids. Safety glasses can be found in various different styles and offer side protection in the form of either wraparound arms or shields. Goggles offer a higher degree of spray/splatter protection compared to safety glasses due to their ability to form a tight seal around the eyes. Face shields can protect the entire face from biological hazards. A face shield is often considered a secondary safeguard to protective eyewear. In other words, face shields are typically not used on their own. As per WorkSafeBC requirements, these types of PPE need to meet CSA Standards.

### **Information about using non-medical masks**

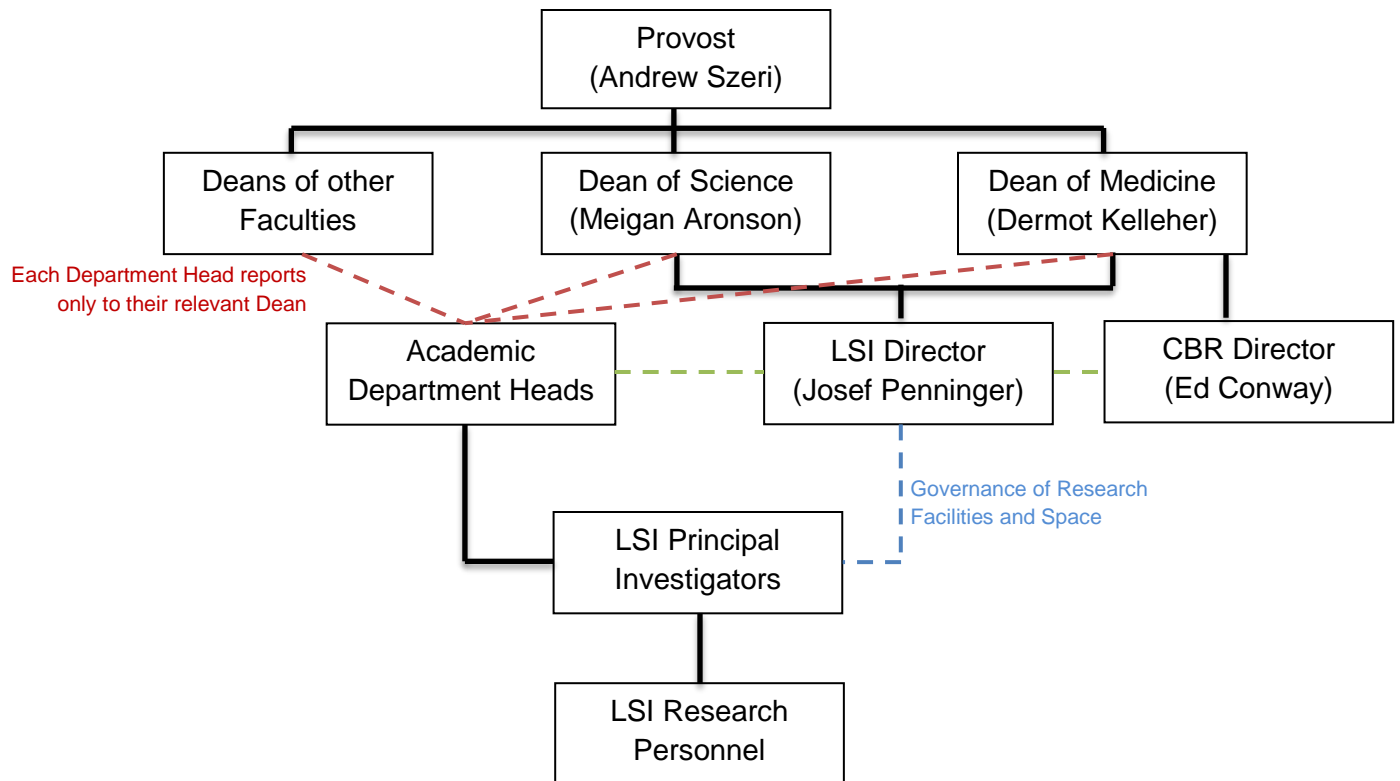
- UBC employees are required to wear a non-medical mask at work, provided it does not interfere with them safely carrying out their duties.
- UBC asks the campus community to be respectful of students, faculty and staff regardless of whether they are wearing masks.

For further information, visit the [UBC non-medical mask webpage](#).

### **Advice on PPE at UBC**

If you have any questions or require advice about PPE at UBC, or if you need to widely communicate information in this document, please contact Safety & Risk Services by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).

## Appendix 5: LSI Simplified Organizational Chart



## Appendix 6: 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 meter 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 with a disposable nonmedical mask<sup>\*\*\*</sup>) as an additional measure.

*\* 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 surgical masks.*

*\*\*\*Please note that since non-medical 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.

## Appendix 7: Confirmation of Active Self-Assessment — a temporary WorkSafeBC requirement for all faculty and paid personnel\*

\*Note: the requirement for confirmation of active self-assessment will be removed once the Provincial Health Authority and WorkSafeBC have rescinded the related Order. Units will be notified when this occurs. Please note, however, that the requirement to actively self-assess is ongoing.

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Faculty and staff are encouraged to continue to work remotely whenever possible.

Faculty, paid personnel and contractors who do come to campus are now required to directly confirm to a supervisor (or designate) - upon arrival at their workplace - that they have completed a daily self-assessment for symptoms of COVID-19 and followed the direction provided.

This is a Two Step Process: Managers and Supervisors need to document that the verification was completed. In other words, keep a record confirming that each employee on a UBC premises has completed their self-assessment at the beginning of their shift.

A number of methods can be used to confirm that a self-assessment (using the tool at <https://bc.thrive.health/>) has taken place, such as:

- Written health check declaration completed by workers before entry
- An online health check form, completed by workers before entry (Supervisors & Managers should be reminded that they will be responsible for checking online forms daily to ensure compliance)
- A verbal check in, done either in person, virtually, or by phone with every worker, confirming that the worker has completed their daily health check, and a record that this confirmation was received.
- A QR code system, accessed at building entrances
- Use of “Slack”
- Use of “Microsoft Teams”

Note: any method that is employed MUST:

- a) Include a mechanism for daily monitoring of confirmations and compliance
- b) Employ only general questions that do not ask for personal health information. One example question is “ Please confirm that you have completed the COVID-19 Self-Assessment and followed the direction provided”, and
- c) Maintain records of all confirmations. Records can be electronic or paper based.

Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool.

### Active self-assessment — for unpaid students

Students taking part in face-to-face classes, or attending campus for other reasons, now need to directly confirm to their instructor/UBC representative that they have completed a self-assessment for symptoms

of COVID-19 before arriving at their class. Please use the BC self-assessment tool at <https://bc.thrive.health/>.

This is a Single Step Process: Teaching Staff and faculty with students who attend UBC premises for face to face instruction should verify that the students completed their self-assessments, but will not need to document that active screening occurred.

Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool. Please note that the requirement to actively self-assess is ongoing.

### **What are the questions in a self-assessment?**

UBC recommends the BC COVID-19 Self-Assessment Tool is used. The benefit of the tool is that it will direct people with instructions specific to their situation based on the answers they enter into the tool. It is also confidential and doesn't require UBC to collect any personal health information.

Questions used as per the WorkSafeBC Entry Check Poster are also considered acceptable:

Please do not enter this workplace if you:

- Have travelled outside of Canada in the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new, or worsening symptoms:
  - Fever or Chills
  - Extreme fatigue or tiredness
  - Cough
  - Headache
  - Loss of a sense of smell or taste
  - Body aches
  - Difficulty breathing
  - Nausea or vomiting
  - Sore throat
  - Diarrhea
  - Loss of appetite

For additional information, please visit: <https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/>