

Building Safety Plan for Resumption of On-Campus Research in the Aquatic Ecosystem Research Laboratory (AERL)

Section 0. Stage 2 Updates

In conjunction with the Faculty of Science's move to Stage 2 of ROCR, AERL's Building Safety Plan has been updated to reflect the changes in protocols and procedures for the building. Major changes to AERL operations since Phase 1 are summarized in this Section 0; other specific changes to this document are indicated throughout in red as well.

- While there has been no change to the requirement that those who can work from home must continue to do so, some additional building use is now permitted. In particular, faculty and/or teaching assistants who require office space to prepare or deliver lectures will be allowed to use AERL resources so long as usage does not exceed 25% of total offices. Use of offices must be requested from/approved by IOF or IRES management on behalf of the respective director.
- Copy/fax machines will be available during Stage 2, but must be wiped down before and after use.
- Though use is not encouraged, those who would like to use kitchen/lunch areas may now do so within the limits set out in this document and posted in each area. Dishes and cutlery will not be available – users must bring their own – nor will certain items such as water coolers and coffee services as these require equipment maintained by outside vendors/suppliers.
- Any multi-person offices or other desk-based workspaces, including lofts, will be allowed to accommodate only 1 person at a time.
- New trainees are now allowed. If training cannot be completed while maintaining physical distancing of 2 meters, those involved must refer to Appendix F at the end of this document for appropriate protocols to follow.
- In-person meetings are generally still not allowed, except where there is a critical need (i.e. safety training cannot be done online).
- Weekend work that does not conflict with custodial services is now allowed – it is the PIs responsibility to ensure appropriate health and safety measures (i.e.: working alone) are in place.
- Use of the online calendar system implemented in Phase 1 to schedule building shifts will now only be required for shared resources – so specifically for AERL 123 and loft spaces at this point. Scheduling for all other research spaces must be done by the PI following protocols outlined in this document.

Section 1. Overview

This document outlines the building plan to reduce the transmission of COVID-19 during Phase 1 and Stage 2 of the resumption of on-campus research and serves as a resource for the Institute for the Oceans and Fisheries (IOF) and Institute for Resources, Environment and Sustainability (IRES) faculty to design individual laboratory safety plans and for completing the required form: **AERL Research Resumption Form (Appendix A)**. This document covers research and common space within AERL. It provides details of protocols implemented for keeping the workplace safe and describes the plans to ensure the control of people within AERL that ensures physical distancing is maintained in lab spaces, offices, and common areas.

COVID-19 is known to be transmitted by liquid droplets and through contact with contaminated surfaces. The measures proposed in this document are designed specifically to interrupt transmission through these two modes. The protocols require restricting the number of personnel in individual labs, addressing room capacities and seating arrangements in common spaces, and posting signage for elevators, high traffic areas, stairwells, and so on.

In Phase 1, the goal is to allow up to $\frac{1}{3}$ of normal building occupancy in order to reduce contacts between people in lab spaces and in common spaces. In Stage 2, this number will increase to up to $\frac{2}{3}$ of occupancy and enable more people to return to on-campus research.

In Phase 1 and Stage 2, all IOF and IRES faculty, staff, and research personnel who can work off campus must continue to do so. This will keep the demand on the building manageable and minimize the number of people in the building at any given time. During Phase 1 and Stage 2 there will be no access to the Loft spaces except for temporary short access (e.g. 10 minutes for grabbing a book) as approved by one of the Director(s), Neil Maclean, Scott Finestone or Gillian Harris on a case-by-case basis.

In addition to the purposes outlined above, this document touches on exemptions to protocols contained within, and which may be applied for on a case-by-case basis for faculty and research personnel who cannot work at home for valid reasons (e.g., lack of specialized equipment, incompatibility of home environment and work productivity, etc.) and require time on campus for research. Individuals needing such an exemption must present a case to the IOF or IRES Director for consideration.

Note: In this document, we use “research personnel” = students, post-docs, RAs, staff, technicians, etc. for research, but not faculty. Faculty = tenure-track faculty.

Section 2: Planning and Sub-Committee

Science struck a Return to On-Campus Research (ROCR) committee with faculty representatives from each unit, select administrators, post-docs and graduate students.

AERL was represented by:

- Villy Christensen, faculty representative (IOF)
- Claire Kremen, faculty representative (IRES)
- Ron Togunov, PhD student representative (IOF)

AERL formed a sub-committee to develop this building safety plan and, subsequently to review application forms and make recommendations to the appropriate institute Director, Evgeny Pakhomov (IOF) or Milind Kandlikar (IRES), for consideration. This sub-committee includes:

- Villy Christensen, ROCR member and IOF faculty
- Scott Finestone, AERL Local Safety Team Chair, and IOF administrative manager
- Gillian Harris, IRES administrative manager
- Claire Kremen, ROCR member and IRES faculty
- Neil Maclean, IOF administrative manager & sub-committee chair
- Pamela Rosenbaum, Marine Mammal Research Unit (part of IOF) administrative manager
- Ron Togunov, ROCR member and IOF PhD student

Section 3: Communication Plan

This document **and subsequent revisions of it** will be disseminated to both departments by email. It will also be posted on both the IOF and IRES websites, as well as the SRS website.

In order to gain access to the building, the **AERL Research Resumption Form**, requires PI's, and each of their research personal, to sign off or provide email confirmation that they agree to abide by the policies and principles in this document.

Section 4: Guiding Principles and Responsibility Sharing

All individuals entering AERL will adhere to the guidelines set out by the VPRI:

1. The health and well-being of faculty, students and staff is paramount
2. The orders, notices and guidance of the Provincial Health Officer will be followed
3. Permission to conduct on-campus research and scholarship can only be granted to those who require on-campus resources and cannot work remotely
4. There will be a phased and coordinated approach across each campus
5. Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
6. If employees have concerns about returning to work, they are encouraged to discuss that with their supervisor, Human Resources, and their employee group as appropriate. As needed, they may also consult with the graduate advisor of their home department.
7. Equity will be considered in evaluating how to plan and conduct research resumption

Additional Faculty-wide Principles:

1. Before coming to work, all personnel must check their health status. Personnel experiencing any COVID-19 associated symptoms (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
2. Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolate until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: <https://bc.thrive.health/>
3. All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel's capacity to work from home is severely curtailed for reasons based on their individual situation.
4. Teaching-stream faculty and research-stream faculty who are teaching during Phase 1 / Phase 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
5. Teaching-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible.
6. On campus research during Phase 1 will be restricted to experienced research personnel. Training of new research protocols is strictly limited to situations where physical distancing can be maintained.
7. In-person group meetings, events or lectures cannot be organized in Phase 1.
8. There are no guests allowed in AERL during Phase 1 or Phase 2.
9. Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
10. Prioritization of research personnel within an individual PI's laboratory will be determined by the PI (based on the guidance in Section 5) and approved by the head or director.

Responsibilities of Faculty of Science

- Responsible for developing Faculty wide plans for approval by VPRI office
- Work together with Departments and Institutes to develop safe working plans at each phase
- Help Heads and Directors deal with issues of non-compliance and offer confidential reporting of non-compliance via email to accessfeedback@science.ubc.ca, monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies. Complaints will be treated discreetly with the appropriate Institute Director (IOF or IRES).
- Address patterns of non-compliance in a manner consistent with UBC policy

Responsibilities of the IOF and IRES Directors

- Responsible for ensuring that these guidelines, the AERL Building Safety Plan for Resumption of On-Campus Research, are communicated to and shared with all faculty and research personnel in their institutes.
- Responsible for ensuring that 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), administrative offices (e.g., main office, mail room), and shared facilities that are under our purview. Placement of signage may be carried out by Building Ops, staff, research personnel and/or faculty.
- Responsible for approving faculty/Pis' plans that ensure physical distancing and safe working practices in their labs, and for making it clear that Pis must enforce the measures taken.
- Responsible for ensuring hand sanitizer stations are available at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by Building Operations.

Responsibilities of Faculty/Pis

- In coordination with other faculty members sharing lab space, responsible for developing a safety plan for their lab space, and communicating this to all group members.
- Responsible for posting the Access Agreement (VPRI) on the doors to their lab areas which includes the maximum number of occupants. Where a lab is shared by multiple Pis, there will be a single Access Agreement (VPRI) showing the maximum occupancy and signed by each of the Pis.. In the event that maximum occupancy for the shared space is not agreed upon, then the Directors can impose a limit.
- Responsible for coordinating shifts / rotations of researchers as needed to ensure that physical distancing can be practiced and that the lab is no more than **2/3** occupied (**Stage 2**). 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 Directors can decide the schedule.
- Trainees and staff with health issues, or other personal situations that interfere with returning to work 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 any other necessary PPE

Responsibilities of research personnel

- Reading and consenting to following all policies described herein pertaining to performing research in AERL during Phase 1 and Phase 2 return to work.
- Following all social distancing, safe-work, sign-in/sign-out, working-alone, and other policies, procedures and protocols contained in this document and/or subsequently communicated to them.
- Following all cleaning and sanitization protocols pertaining to them as described in this document
- Supervisors cannot require research personnel or staff to work if their health, or the health of those in their household, creates unacceptable risk. If you are unable to work, contact your supervisor. If you are unable to contact your supervisor, or for assistance in having a discussion with your supervisor, graduate students should contact their graduate advisor. Staff, research associates and postdoctoral fellows, can contact Neil Maclean (IOF) or Gillian Harris (IRES). Any confidential concerns can be sent to the Director, Evgeny Pakhomov (IOF) or Milind Kandlikar (IRES).

- Reporting concerns regarding these procedures to their supervisor, a graduate advisor, or their Department Head.

Section 5: Contextual Information

Organization structure

Both IOF and IRES report to the Provost through the Dean of Science who serves as the Chair of the Dean's Advisory Committee, which is made up of 6 Faculty Deans (Science, Medicine, Applied Sciences, Forestry, Pharmaceutical Sciences, and Land and Food Systems). Here, like other administrative reporting, IOF and IRES follow the procedures and processes laid out by Science.

In cases where IOF and/or IRES faculty are all jointly appointed in multiple academic departments (either both IOF and IRES, OR one of these departments and another UBC department), they are required to share their approved **AERL Research Resumption Form** with all their respective Heads/Directors.

Buildings

This document pertains to the **Aquatic Ecosystems Research Laboratory** at 2202 Main Mall, Vancouver, BC V6T 1Z4. Faculty, researchers and administrators in IOF and IRES are the only UBC users/departments occupying this building; however, there is a lecture room (AERL 120) which is managed and scheduled by Classroom Services. There are also personnel from partner organizations, the British Columbia Ministry of Environment and the Hakai Institute, who share space in our building, as well as occasional users from other UBC departments. Generally, through affiliated appointments, these groups have reporting hierarchies that connect with IOF and/or IRES directorships, and will be treated as internal users for the purposes of accessing AERL during Phase 1 and 2 of research un-curtailment

Space occupancy required for research continuity

The estimated number of people during Phase 1 in the AERL will be (**no more than/up to**) 80. This is based on a 1/3 occupancy limits, with an estimated 240 assigned workspaces in the building as a whole. Actual building use may fluctuate as faculty submit their **AERL Research Resumption Forms**, but we don't expect this to deviate too much since preliminary numbers have already been sought.

The maximum estimated number of people during Stage 2 in the AERL will be (up to) 160. This is based on a 2/3 occupancy.

A table listing departmental, research, and shared facility space that will be occupied by, or used by, the AERL faculty and researchers is presented in **Appendix B**. Any subsequent rooms that are added to this list will be communicated to Building Operations by either the IOF or IRES administrative management.

Section 6: Prioritization of Access

In Phase 1 **and stage 2**, research personnel, staff and faculty who do not need to be on campus to complete their work must continue to work from home. Exceptions may be made for those who have very difficult work-at-home situations by making an exemption request to the Director. Decisions will be made on a case-by-case basis, depending on the situation of the individual working from home and how important it is

that they return to campus at this time. The Directors should consider career progress and equity in their decisions.

Prioritization for Phase 1 and Stage 2

Here are the general principles underlying prioritization of researchers within individual faculty laboratories:

1. Anyone who can effectively work from home must continue to do so.
2. PIs working in shared spaces will coordinate the schedule between all users.
3. PIs should balance giving priority to time-critical work, maximizing research productivity for the group, and maintaining equitable access to ensure that all researchers who require building access to make progress on their work have some time available during Phase 1 and Stage 2.
4. Research personnel with health issues, or other personal situations that interfere with returning to work should be offered opportunities to work remotely whenever possible.
5. All research personnel being considered for on-campus work during Phase 1 must have up to date appropriate SRS training certificates and not need further research-specific training. Research personnel who have not completed their practical training prior to the research curtailment in March are not permitted in any laboratory during Phase 1. **In Stage 2, training of new researchers is allowed, with social distancing and other safety protocols in place. If, due to the nature of the training required, social distancing is not possible, research personnel must follow guidelines laid out in Appendix F of this document.**
6. Undergraduate students (as well as recent graduates who have not yet become graduate students) **can be involved in research work, assuming considerations in point 5 (immediately above) are followed.**
7. Volunteers (high school, undergraduate) will not be permitted at this time.
8. Guests, family and pets of research personnel will not be permitted at this time.

PIs should prioritize research personnel as follows when scheduling:

1. Research personnel working on time-critical projects for reasons including: grant deadlines, time-sensitive papers, and students close to degree completion
2. Equity considerations for faculty who cannot work remotely (due to environmental reasons, such as the presence of children) and have been granted a special exemption by the Institute Director.
3. Equity considerations for other research personnel who cannot work remotely due to environmental reasons and have been granted a special exemption by the Institute Director.

Prioritization for Phase 2

We expect a similar prioritization for Phase 2. The difference between Phase 1 and Phase 2 is that building occupancy can rise from up to $\frac{1}{3}$ normal up to $\frac{2}{3}$ normal. We will revisit the role of undergraduate students and new graduate students for that phase.

Section 7: Building Considerations

The hours of operation during **Phase 1 and Stage 2 will be Monday to Friday 7:00 am-6:00 pm with normal working hours from 8:00 am - 5:00 pm**. There will be no access during weekends in Phase 1. **During Stage 2 weekend access will be allowed, however PIs are responsible for ensuring any and all required health and safety protocols (i.e.: working alone) are followed.**

General:

- There is a sign at every entrance that describes the symptoms of COVID19 and advises all personnel to not enter if they have these symptoms.
- Hand washing/sanitizing stations are provided inside of building main entrance and at the entrances to shared lab spaces (AERL 123 and 127/128). At the main entrance there will also be cleaning supplies (electronics-friendly disinfectant wipes) for laptops that are brought in to AERL.
- All rooms approved for use during Phase 1 and Stage 2 will be sign-posted with the maximum occupancy based on area of room
- Physical distancing signage will be posted at entrances, stairwells and in hallways.
- Stairwells and hallways (both in the loft areas and elsewhere in AERL) will be unidirectional, with tape on the floor to indicate which direction of travel is permitted. Only one person on a set of stairs at a time, and personnel are expected to remain on the landing until clear. In the case of a fire emergency, all stairwells will be available for evacuation
- Where security is not a concern, doors will be propped open to reduce the need to touch door knobs, etc.

Elevator:

- The elevator will only be used for heavy loads and accessibility needs
- The elevator will be limited to one person at a time, with appropriate signage
- Tape or markings on the ground will indicate where research personnel should stand while lining up to enter the elevator

Lunch areas, kitchen areas, and lounges:

- **Though their use will not be encouraged, lunch and kitchen areas will be accessible by one person at a time during Stage 2 of ROCR. These areas will be marked and/or taped off with signage indicating this limit.**
- **Personnel present during Stage 2 are encouraged to leave the AERL building to eat lunch and take a break from the workplace.**
- **The lunch and kitchen area(s), as well as any shared appliances used (including kettles, microwaves, toaster ovens, refrigerators, etc.) must be wiped down before and after use with sanitizing wipes, which will be provided.**
- **Coffee makers and other related coffee equipment in the Hakai Node (AERL 216) will remain unavailable during Stage 2.**

- Cutlery, dishes, and other similar items, will remain unavailable during Stage 2; building users are required to bring their own items from home, which must be wiped down before being brought into the building.
- Refrigerators located in areas adjacent to lunch and kitchen areas will be available during Stage 2; handles and other surfaces must be wiped down before and after use.
- The Hakai Node (AERL 216) may be required to serve as a research space during Stage 2, so will not be available.

Bathrooms

- Doors to washrooms will be propped open to minimize high touch surfaces and maximize air flow. Only one person is permitted to use any washroom at a time.
- Showers accessed through washrooms on the first floor of AERL will remain off limits during Stage 2.

Shipping and receiving, and mailroom

- Mail will be delivered to the building during Stage 2, however as the building is locked, any other deliveries should be coordinated with the shipper to ensure they can be received.
- There are not expected to be administrative staff in AERL during Stage 2 of ROCR. Deliveries should therefore be directed to partner-departments where there will be someone to sign for and receive deliveries.

Meeting rooms

- Multipurpose rooms, lecture halls/classrooms, and meeting rooms that are normally bookable are either locked or closed off (with tape) for Stage 2.
- In some cases, these rooms may be used as office space for individuals who have received exemptions for on-campus desk-based work but who typically share office space.

Points of Access to Building and Access Control

- AERL will remain locked during Stage 2.
- Authorized access to the building is provided using UBC cards.
- No unnecessary visitors are permitted in the buildings during Phase 1 or Phase 2, including relatives (e.g., parents, children) or friends of faculty or research personnel. No dogs or other pets either.

Section 8: Safety Protocols

Common Safety Protocols (Everyone)

1. Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.

2. Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.
3. Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days.
4. New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research.
5. People returning to UBC to work will be required to take a UBC COVID-specific training course when it is available. Proof of completion will be verified for all team members before an application to return is approved. (Assuming SRS uses the existing platform for mandatory training, verification can be checked in HRMS. If they do not, individuals will need to submit whatever proof of completion SRS chooses to provide them. This will be better defined once we know how SRS is handling the training.)
6. Physical distancing is required at all times. Research personnel should not be in situations where they need to be closer than 2 M from one another.
7. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: [UBC Employee COVID-19 Physical Distancing Guidance](#). Personnel carrying out these duties together should avoid contact, wear gloves, and wear a face shield. It is recommended to wear a face mask as well.
8. Personnel must wash their hands regularly and avoid contact with one another. For example, wash hands before entering common spaces and wash hands upon returning to working spaces.
9. All laptops brought on campus should be wiped down with disinfectant upon arrival and at departure. Spray bottles will be available at the sanitization stations
10. Do not congregate in common areas. Minimize social interactions in the building.
11. Use of masks for non-research purposes is recommended, but remains optional at this time, and must not interfere with carrying out duties safely. Personnel who wear masks must still comply with physical distancing requirements.
12. No in-person one-on-one or group meetings, social events, lectures or other gatherings shall take place until further notice.
13. Field work will be reviewed and approved on a case-by-case basis. See the VPRI website for details. [COVID-19: Curtailing research activities on UBC campuses | UBC Research + Innovation](#)
14. Undergraduate students: Initially no summer undergraduate or co-op students who require in-person training will be permitted to work, but this may become possible in Phase 2 or Phase 3. Experienced (i.e. fully trained) undergraduate researchers may work in a lab, following physical distancing, with a mentor/supervisor. Undergraduate students require supervision. Note that undergraduate summer students are lower priority than graduate students for on-campus research.

15. The Building Emergency Response Plans (BERP) for AERL will be available on our internal website under the Health & Safety. A Floor Warden will be on site from 9:00-5:00pm each day. Their location and contact information will be posted prominently on each floor. A backup will be available if the Floor Warden for that day is unable to attend. Scheduling of the Floor Warden and the backup, as well as a list of labs/offices in use each day, will be managed by the IOF Finance & Facilities Manager, and made know to all individuals in the building.

Laboratory Space

1. Occupancy of labs must be restricted by faculty so that all research personnel can work 2 m apart. Where the space is occupied by research personnel from multiple groups, the faculty must jointly coordinate this. The number of people that can work in a lab simultaneously will therefore depend on the individual lab configuration (area / geometry / bays), but AERL must ensure that occupancy stay below $\frac{1}{3}$ for Phase 1 and $\frac{2}{3}$ for Stage 2. The maximum occupancy of each lab must be posted on the door.
2. While practicing physical distancing, it is important to ensure that research personnel are not working alone in labs where this is normally prohibited. Faculty are responsible for ensuring that there is a work schedule to cover this. Where working alone is not avoidable, personnel must follow their labs working alone procedure
3. People in common areas (e.g., equipment and instrument rooms) must also adhere to physical distancing.
4. Any shared equipment in lab spaces must be identified in the PI's Research Resumption document and include plans for ensuring the equipment is wiped down with disinfectant wipes at the start and end of each shift/use. Supplies need to be made available to research personnel.
5. Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped with disinfectant wipes at the start and end of each shift/use. Supplies need to be made available to research personnel.

Signage Required:

- Signed Access Agreement on the lab doors indicating maximum occupancy
- Checklist of items that require wiping at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.
- Notice posted in each door about physical distancing ("Stay 2 m apart") and maximum permitted occupancy.

Offices

1. Regular office use will be permitted in Stage 2 for those who need it, with no more than 25% of offices being occupied at a time. IRES and IOF administration will coordinate scheduling for their respective departments.
2. ~~Single-occupancy office space is to be used only in the case of special exemptions awarded by the Director. These are exclusively for very special situations~~

3. Shared offices: there will be no multiple occupancy of offices during Phase 1. **Stage 2 will allow any shared office to be occupied by only one person at a time. IRES and IOF administration will coordinate scheduling for their respective departments.**
4. Temporary short access to offices and other workspaces (e.g. 10 minutes for grabbing a book) will be provided by request to Scott Finestone, Gillian Harris or Neil Maclean on a case-by-case basis. Requests must detail a time slot for when access is required, even for building users who have been approved to use other building areas (i.e. lab space).

Signage Required:

- Should a special exemption be approved, signed Access Agreement on the office door indicating maximum occupancy

Ordering of critical personal protective equipment (PPE)

UBC has established a Critical Supply team that has been reaching out to members of the university community who may require personal protective equipment (PPE) to let them know how to place and manage orders while there is a global shortage of these critical supplies. **Refer to Appendix E for information on how to order critical PPE.**

Responsible faculty presence

As there are no plans for medium-to-high risk laboratory experiments in AERL, we do not require faculty presence.

Section 9: Scheduling Control Access

Building occupation is permitted **Monday to Friday, between 7:00 am and 6:00 pm with normal working hours from 8:00 am - 5:00 pm.** **Weekend access, though not anticipated, is allowed during the same hours ONLY if appropriate safety protocols (i.e.: working alone, etc.) are followed.** The buildings must be cleared by 6:00 pm to allow for Custodial staff to adequately clean the spaces. Research core working hours are between 8:00 am and 5:00 pm Monday to Friday. At the end of each day, the designated Floor Warden (as defined in the draft update to the AERL Building Emergency Response Plan (BERP) dated June 5, 2020) will check the two 1st floor labs spaces and rooms 220 and 235 on the 2nd floor to ensure they have been vacated prior to custodial access and remind anyone that may still be in these research spaces that they have to vacate before 6:00 pm.

These are the components to successfully scheduling controlled access:

- Faculty are responsible for maintaining a schedule of on-site researchers; keeping in mind their infrastructure set up, physical distancing requirements, the fact that they may be sharing space with other researchers, and the goal to only have up to ½ building occupancy during Phase 1.
- The schedule should identify the area where work will be carried out, with the established maximum density listed, making it clear when capacity is reached.
- A shared calendar system for **shared spaces (i.e. AERL 123, lofts) will be available online.**
- Schedules must be available upon request and need to be saved for a period of one month.

- Lab occupancy will be tracked through sign in/sign out sheets posted on the lab doors. Everyone entering the building for the day are required to sign in/ out of their lab.

Section 10: Reporting Non-compliance

We expect all personnel to take reasonable care to protect the well-being of all employees. Implementing the safety measures outlined in this document is intended to keep everyone safe. Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than 2 meters apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.

As per Worksafe BC regulations, no member of the faculty, staff or student should be doing any activity if they believe that the activity would create an undue hazard to themselves or to others. All employees must be trained and have relevant information about hazards given to them. If a worker refuses unsafe work, the supervisor must investigate the matter and fix it if possible. If the supervisor decides that the worker's concern is not valid, report back to the worker. If the worker still views the work as unsafe after a supervisor has said it is safe to perform a job or task, the following steps must be taken:

1. The supervisor must investigate the problem in the presence of the worker and a worker representative of the Joint Occupational Health and Safety Committee or a worker chosen by the worker's trade union
2. UBC Safety & Risk Services (SRS) will aid and try to resolve the situation
3. UBC SRS will notify WorkSafeBC who will then investigate and take steps to find a workable solution

Managing Non-Compliance:

When a research personnel or faculty is concerned about an infraction of the rules for Phase 1 or Phase 2, they should follow the reporting guidelines below. However, they may also report infractions confidentially via email to accessfeedback@science.ubc.ca, monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies. Complaints will be treated discreetly with the appropriate Institute Director (IOF or IRES).

Below is a guide for managing non-compliance of the protocols in place for Phase 1 and Phase 2:

1. Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a lab/research space to the Principal Investigator. Non-compliance on the part of a PI is first reported to the relevant institute Director.
2. The Principal Investigator (or Director) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.
3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
4. If a claim about non-compliance is substantiated, the supervisor (faculty or Director) will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:

- Suspension of access to on-campus facilities;
 - Curtailment of the type or location of activity that can be undertaken on campus;
 - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.
5. Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

Aquatic Ecosystems Research Laboratory

Research Resumption Form

This form pertains to research personnel, department staff and faculty within the Institute for the Oceans and Fisheries (IOF) and the Institute for Resources, Environment and Sustainability (IRES) where the faculty member(s) named below conduct research. Following approval by the Director, faculty with co-appointments must forward a copy of the completed form to other Department Head(s)/Director(s).

Faculty should refer to the **AERL Building Safety Plan** for responsibilities, context, and guiding principles.

The information collected below outlines the approach that the faculty will take to control access to their space, how they will work with other faculty who share contiguous lab space, and additional safety protocols that will be in place.

Once a faculty/PI has been approved to restart research, then they will sign an **Access Agreement** that can be found at the end of this request form and post this on the door of each lab space. A new Access Agreement may be needed for Phase 2. The signed form will be posted on the lab door so that all trainees can see what the faculty has agreed to and the cap for the number of people in the space. Beyond posting the document on the door, the faculty must inform their trainees of this process and have them sign this document.

Faculty/PI Name:

Email:

Mobile Phone#:

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

2. Fill in the table with all the rooms your research personnel will access. Note that UBC is aiming for only up to 1/3 occupancy of buildings during Phase 1, and that there must be space for physical distancing. Additional rows may be added to the bottom of the table as required.

Room #	Room type (lab, equipment room, office, or other)	# of personnel who will work in this room as their primary location	Total # of personnel who need access to this room?	Max. # at one time during Phase 1

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3. Is your lab space shared? Yes / No

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

4. List the personnel below who will require access to on-campus space in Phase 1, and their position

(Grad student, Postdoc, RA, Faculty, Undergrad, Technician, Research support, Staff):

Ex. John Smith Grad student

5. Are all personnel from your group accessing the lab certified (yes/no).

6. Describe how will you schedule occupancy of your lab space to ensure physical distancing is maintained?

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

Note: at any one time, UBC is aiming for **no more than 1/3 normal occupancy** during Phase 1

7. 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?

8. Outline plans to address regulations on working alone/working in isolation

9. Identify high-contact points that need to be sanitized (fridge handles, switches, communal keyboards, etc.) and all multi-user instruments and equipment in your labs, their location, sanitization protocols. This should be posted as a checklist at the entrance for research personnel to complete before and after each shift.

10. 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?

11. 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?

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

Acknowledgment that faculty and all researchers returning to AERL:

- agree to abide by policies and principles outlined in the AERL Building Safety Plan
- agree to abide by policies and principles outlined in this AERL Research Resumption Form, and
- have completed the required UBC COVID-specific training course for safe return.

A signature or an email confirmation from research personnel is acceptable (only sign this after this form has been reviewed, in the event that changes are required)

FACULTY/PI SIGNATURE _____

RESEARCH PERSONNEL NAME and SIGNATURE _____

RESEARCH PERSONNEL NAME and SIGNATURE _____

RESEARCH PERSONNEL NAME and SIGNATURE _____

RESEARCH PERSONNEL NAME and SIGNATURE _____

(add lines as needed)

As Director of the **Institute for the Oceans and Fisheries / Institute for Resources, Environment and Sustainability (delete name as appropriate)**, I confirm that this Research Resumption Form has been fully assessed and approved.

Signature: _____ Date: _____

Name: _____

APPENDIX B

Rooms expected to be occupied by, or used by, personnel in the AERL during Phase 1:

Room #	PI(s) responsible for room use	Usual Occupancy	Phase 1 Occupancy
123, 124	IOF: Hunt, McAdam*, Rosenfeld*, Sarchuk*; IRES: Johnson	9	3 (rotating basis; scheduled through FASmail calendar)
126, 127, 128 (& 125 Freezer)	IOF: Trites	4	2 Johanna Fee Robert Marshall
220 (& 129 Storage)	IOF: Trites	15	2 Brianna Cairns Taryn Scarff
235 **	IOF: Christensen	6	1 Meaghan Efford
247	IOF: Trites	1	1 Pamela Rosenbaum

* These individuals are employed by the BC Ministry of Environment who use space in the AERL building. McAdam and Rosenfeld are also affiliate faculty of IOF.

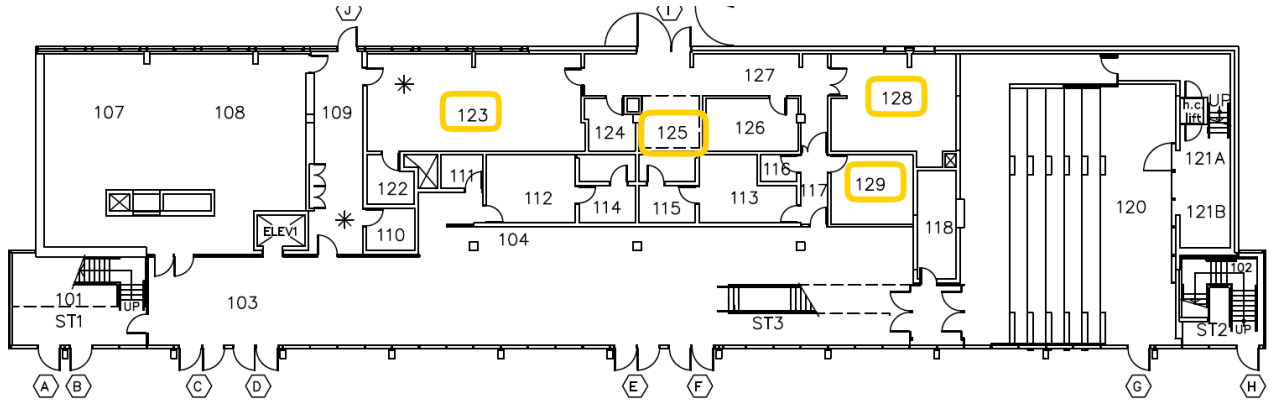
** the Shared Resource microscope will be moved from the open office “Loft” area to a small meeting room to facilitate use by a single researcher. This also allows us to state that the “Loft” spaces are closed on all floors for Phase 1.

NOTE: throughout Phase 1, additional spaces (offices) beyond the above have been used based on exemptions for equity and other purposes. During Stage 2, as building access has expanded widely, in addition to the above, other office spaces may be occupied for non-research activities (i.e.: preparing for teaching, delivering lectures, etc.).

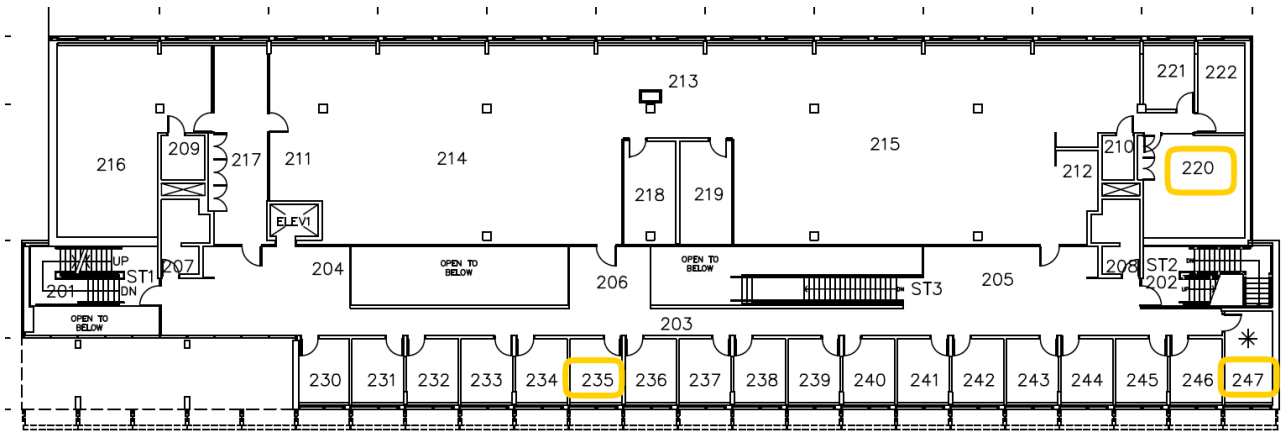
APPENDIX C

Key Plan / Floor Plan of AERL rooms and other common areas where we expect foot traffic during Phase 1:

Floor 1:



Floor 2:



Floor 3:

Floor 4:

NOTE: revised key plans will be sent to Building Operations as usage expands beyond the above.

APPENDIX D

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

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

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

X People

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

ACKNOWLEDGEMENT

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

I also acknowledge that:

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

Name

Signature

Date

Department Approval

Name

Signature

Date

Copy to be posted on every lab door

APPENDIX E

Ordering Critical Personal Protective Equipment (PPE), COVID-19 Research Resumption (May 2020)

UBC has established a Critical Supply team that has been reaching out to members of the university community who may require personal protective equipment (PPE) to let them know how to place and manage orders while there is a global shortage of these critical supplies.

The university's supplier partners are currently experiencing supply chain constraints due to the coronavirus (COVID19). As a result, UBC is experiencing delays in receiving orders, and challenges in being able to secure critical goods and services, such as PPE (nitrile gloves, face shields, N95 and surgical masks, hand sanitizer, disinfectant wipes, etc.).

The Critical Supply team is actively working to improve the situation by:

- Work with UBC's regular suppliers to plan and coordinate orders, and manage backorders,
- Identify new sources of supply for PPE,
- Explore alternative products, where appropriate.

How to Place Orders

We have received some questions from the research community on how to place orders for PPE. Please note that the Critical Supply team is working to support our research community in securing any PPE they need for ongoing scholarly activities during COVID-19.

We recommend:

- If you need to order PPE, **please submit an [eProcurement Form](#) to place your order** through the Critical Supply team.
- The team will review your request, and a Hygenist (from Safety and Risk Services) will contact you to discuss your order to confirm that the best type and amounts of PPE are ordered to allow safe work practices.
- If you **require assistance, or have questions, please contact critical.supply@ubc.ca**

Please note: if you are ordering PPE for COVID-19 research, please indicate this in your requisition so that this can be clearly communicated to vendors.

If your area had been placing orders using a UBC Purchasing Card, you may continue to do so. However, the Critical Supply team does not have visibility to these orders, and is not able to easily assist with them.

What Items are Considered Critical PPE

As a reminder, PPE includes:

- Nitrile gloves
- Face shields
- N95 masks
- Isolation gowns
- Level 3 or level 4 gowns
- Hand sanitizer

- Disinfectant wipes
- Other supplies and supportive treatment equipment, including Mask Face (Aseptic w/Ear Loop)
- Other sample collection and diagnostic materials, including viral swabs

Appendix F:

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

These guidelines are copied from the Faculty of Science's Return to On-Campus Research Documentation (released July 19). According to that document, these guidelines will be reviewed annually, or when the requirement for physical distancing in the workplace is changed.