



COVID-19 Safety Plan: Aquatic Ecosystem Research Laboratory (AERL)

Stage 2 Amendment

1. Updated Department-Specific Sign In/Sign Out Protocols:

Laboratory building loads opened during Phase 1 should not be greater than about 2/3 of “normal” occupancy at any time (primarily office buildings at 25%), and it is essential to keep track of building occupants so the capacity is not exceeded. List any updates to **Appendix C** in the *Faculty of Science COVID-19 Safety Plan*, which details your department/unit sign in/sign out system. The Safety plan is available at (Appendix C begins on page 22):

https://science.ubc.ca/sites/science.ubc.ca/files/faculty/UBCScience_COVID19SafetyPlan.pdf

IOF and IRES (AERL)

Sign in/sign out sheets will be posted at the main building entry, and everyone entering the building will be required to sign in/out. The Director and/or department administration will oversee sign in/out documentation for the building. If necessary, shifts will be assigned to operate labs and office space.

2. Updated Description of Laboratories/Office Areas and Common Areas by Building for Spatial Planning Purposes

List any updates for **Appendix D** in the *Faculty of Science COVID-19 Safety Plan*. This may include new buildings that will be opened or it may detail changes to your Phase 1 plan.

AERL

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 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 Phase 1.
- 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.

3. Updated Supervisor/Manager Plans:

How will your department/unit change your current PI/supervisor/manager plans so that the building loads should not be greater than about 2/3 of “normal” occupancy at any time?

As we were fully able to accommodate all requests for building use during Phase 1, we do not expect demand under Stage 2 to increase much. Our current plans to monitor building loads will be sufficient to handle any increased demand we do see.

4. Faculty (Research & Teaching) Office Space

Faculty (research & teaching) who can work from home are expected to continue to work from home. However, with permission of the head/director, faculty will be permitted to use their offices occasionally. The number of faculty returning should not exceed about 25% in stage 2. All returning faculty must complete the mandatory safety training and must request to use their office. Detail how your department/unit plans to keep track of office usage so that not more than about 25% are in use at a time. Also detail your prioritization plan for faculty access.

We do not expect demand for office space to be high, as most researchers and faculty members will continue working from home. We fully anticipate being able to grant access to anyone who has a valid claim to it within the suggested 25% office occupancy rate, with department administrators tracking and approving requests on behalf of the Director(s). Should the need arise, the Director will prioritize access based on Section 5 (Prioritization of Access) in the *Science Return to On-Campus Research Documentation Stage 2 July 19* document.

5. Expanded Hours

In Stage 2, weekend work is allowed, so long as it does not conflict with custodial services. Detail the department/unit plan expanded hours plan, which must ensure that the custodians are given time / space to do their job.

Weekend work is not expected during Stage 2 in AERL. Should a weekend shift be needed, it will be the responsibility of the PI to ensure appropriate protocols (working alone, etc.) are followed.

6. Food Preparation

In stage 2, food preparation will not be encouraged, but it will not be expressly forbidden. What policies will your department/unit put in place to ensure proper cleaning of shared cooking equipment.

Signage will be posted in all lunch/kitchen areas limiting use to one person at a time. Sanitizing wipes will be made available in each area, along with a checklist of items to wipe down before and after use.



7. Plan for Department-Controlled Teaching and Meeting Spaces:

Classrooms, laboratories, and meeting rooms can be made available for the preparation of course materials. These rooms can also be used for essential, small in-person meetings (e.g., safety training that cannot be completed online) as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom, and meets all of the requirements outlined in the SRS “UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance”:

(<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>).

Departments/units requesting to do this must submit a plan for the room layout in this amendment.

Not applicable for AERL during Stage 2.