COVID-19 Workspace Safety Plan Document Revision for Department of Electrical and Computer Engineering Intermediate Plan

Date	Version	Writer	Change Description	Approved By (Name + signature or initials)
2020.09.08	1.0	Darla La Pierre, Manager, Business Operations	Document first approved	Steve Wilton, Head /James Olson, Dean / SRS
2020.10.27	2.0	Darla La Pierre, Manager, Business Operations	Section 7: Mandatory Mask Introduction: links edited	Steve Wilton, Head
2020.MM.DD	*3.0*	*First, Last Name, Role*	*Brief description*	*Head of Unit / Dean / VP, Role*

Section #7 – Non-Medical Masks

7.1. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See Using Non-Medical Masks website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
    - Office spaces:
        - Non-medical masks are not required when working in a sole occupant office or enclosed room.
        - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
        - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
    - Labs / workshops:
        - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.
        - In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
    - Classrooms:
        - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
        - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.
    - As per UBC's policy, non-medical masks must be worn:
        - When travelling through building corridors and shared spaces;
        - While entering or exiting research spaces or while moving from an assigned research location;
        - While entering or exiting classrooms;
        - Within classrooms while moving to a seat;
        - Any other time that 2m physical distancing cannot be maintained.

The following information and language supersede any language found in the initial document approved.

Regulatory Context

3. Provincial and Sector-Specific Guidance
• BC's Restart Plan: "Next Steps to move BC through the pandemic" • BC COVID-19 Self Assessment Tool (New)
4. WorkSafeBC Guidance
• COVID-19 and returning to safe operation - Phases 2 & 3 • WorkSafeBC COVID-19 Safety Plan • WorkSafeBC: Designing Effective Barriers • WorkSafeBC: Entry Check for Workers • WorkSafeBC: Entry Check for Visitors • WorkSafeBC Protocol: Offices (New) • WorkSafeBC Protocols: Post-Secondary Education (New)
5. UBC Guidance
• COVID-19 Campus Rules (New) • Guidelines for Preparing for Reoccupancy(New) • Guidelines for Safe Washroom Reoccupancy(New) • Space Analysis and Reoccupancy Planning Tool(New) • UBC Employee COVID-19 PPE Guidance • Ordering Critical Personal Protective Equipment • UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance(New) • UBC Facilities COVID-19 website - Service Level Information • UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance(New) • Workplace Physical distancing Planning Tool and Signage Kit(New) • Preventing COVID-19 Infection in the Workplace training course(New) • UBC Cleaning Standards & Recommendations for Supplementary Cleaning(New) • UBC Classroom Safety Planning(New) • UBC Signage(New) • COVID-19 Safety Plan Addendum: Required Non-Medical Masks (New)

Faculty of Applied Science

Department of Electrical and Computer Engineering

COVID-19 Intermediate Plan

This Building Safety Plan will be developed by Local Safety Teams, and approved by Unit Heads/Directors. This plan will include a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices which can be found, along with information about UBC's response to the pandemic at. https://covid19.ubc.ca/.

Department / School	Electrical and Computer Engineering
Facility Location(s)	*Fred Kaiser Building, Wesbrook Building, Life Building (Spaces overseen by Kaiser LST), ICICS, and Brimacombe (spaces overseen by respective building LST)*
Proposed Re-opening Date / Amendment Date	September 8, 2020 / Oct 19, 2020

Introduction to Your Operation

1. Scope and Rationale for Opening

The research and teaching mission in the Department of Electrical and Computer Engineering (ECE) in the Faculty of Applied Science requires specialized equipment and laboratories that can only be accessed on campus at UBC. The COVID-19 shutdown is having a significant effect on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery.

The Department of Electrical and Computer Engineering will open only those buildings and facilities necessary to conduct on-site work. This includes, but is not limited to, basic laboratory operation, teaching, instrument facilities, support facilities, and custodial service.

- ECE Research will continue to operate remotely where possible. Some experimental research teams will operate in Kaiser, Wesbrook, ICICS and Brimacombe.
- ECE Teaching will operate remotely with provisions for filming labs and using office space for lecture delivery. *Child[1] plans will be developed for Faculty Office usage as well as lab facilities needed for lab filming.*
- ECE Engineering Services will have limited daily presence in the Kaiser, Wesbrook and 2nd Floor Life Building ECE facilities. *A child plan will be developed for this group.*
- ECE Stores which currently serves ECE and the Department of Mechanical Engineering will have a staff member onsite weekdays to receive orders required for onsite research and teaching support. *A child plan will be developed for ECE Stores Operations*.
- ECE Administration and Student Services Offices will remain closed for onsite work. *A child plan will be developed for occasions when onsite work is required.*
- ECE Management will regularly review and consider adjustments to staff and service levels.

The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of total occupancy which accommodated physical distancing protocols. The gradual, yet wider Return to Campus (R2C) to support additional essential operations is triggering a revised and increased building and/or room capacity of 66% (or 2/3) of total occupancy in cases where the space accommodates required physical distancing protocols. Stage 3 will be 100% of total occupancy in cases where the space accommodates physical distancing protocols. Each workspace, room, lab, office, etc. is unique and requires its own consideration. The timing of these stages is fluid and will align with provincial guidance.

At the request and with significant consultation with the Department Head, this plan was developed by the Manager (Business Operations), Engineering Services Team Lead, and Kaiser Building Local Health and Safety Team Co-Chairs. The draft plan has been reviewed by the full Kaiser LST and has been confirmed by the Department Head.

[1] https://srs.ubc.ca/covid-19/safety-planning/ubcs-safety-planning-process/

This document describes overall safety considerations for the Department of Electrical and Computer Engineering. As described above, some research activity within the department take place in Centres (ICICS and AMPEL) and those centres have published their own Intermediate/Building Plans which describe specific space and distancing protocols within those centres. The research groups operating in a Centre are supported by the Local Safety Team (LST) for the respective centre. The Head of Electrical and Computer Engineering and the Centre Directors work closely together to ensure that common safety expectations are met by all researchers whether in a Centre or not, while respecting the different practices of each of the centres, and their desire to create policies tailored for their specific environments. Specific distancing and other protocols tailored for the Centres can be found in the Centre Intermediate/Building plans.

Section #1 – Regulatory Context

2. Federal Guidance

- Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19"

3. Provincial and Sector-Specific Guidance

- BC's Restart Plan: "Next Steps to move BC through the pandemic"
- Thrive BC Self-Assessment Tool

4. WorkSafe BC Guidance

- COVID-19 and returning to safe operation – Phase 2
- WorkSafe COVID-19 Safety Plan
- WorkSafe: Designing Effective Barriers
- WorkSafe: Entry Check for Workers
- WorkSafe: Entry Check for Visitors

5. UBC Guidance

- UBC Employee COVID-19 PPE Guidance
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- UBC Employee COVID-19 Physical Distancing Guidance
- COVID-19 Safety Plan for General Teaching Spaces
- UBC Employee COVID-19 Use of UBC Vehicles
- Ordering Critical Personal Protective Equipment
- Building Operations Notice – COVID-19 Custodial Considerations
- Preventing COVID-19 Infection in the Workplace

6. Professional/Industry Associations

- N/a

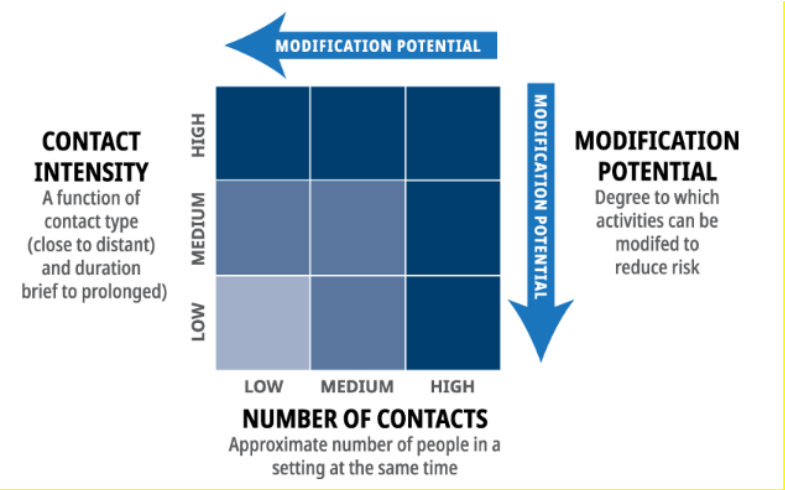
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to

support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels: Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (Proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

In Return-to-Research Stage 1, the number of people in buildings and labs was limited to about 1/3 of normal total occupancy in order to limit contact between people in lab spaces and in common spaces. Individual supervisors/managers assigned room occupancy (vetted by the Department Head to ensure that physical distancing is possible at all times). If a job or task required close proximity, the supervisor/manager consulted with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19. In the wider Return-to-Campus plan (which encompasses the Return Stage 2), the building/space capacity will increase to about 2/3 occupancy to enable more people to return to on-campus work, provided the established protocols herein and current provincial guidance can be met.

As will be described below (Section 12), the work to be carried out has been prioritized as follows:

1. Academic/Research resumption (highest priority)
2. Services directly supporting the resumption of research, teaching and learning (i.e. technicians, Shops, CIS, TAs for onsite filming of courses, etc.)
3. Revenue generating units
4. University ancillary services
5. Administrative units

Detailed child plans describing the expected contact density of each of the activities will be provided, and these are summarized in this document. In particular, specific activities that will be done on campus include (more details in Section 12):

Research labs – some equipment is high contact, and detailed child plans will describe how this equipment is sanitized and shared between users.

ECE Stores – Stores operations require interactions with couriers, and mitigation procedures including plexiglass shields will be described in a child plan.

ECE Engineering Services – Engineering Services provides support for both research and teaching activities. When possible, most of this work can be done at home, however, occasional interaction with other departmental members is required. A child plan will detail these anticipated interactions and mitigation procedures.

Faculty Offices – Although most office work can be done at home, there are situations where access to faculty offices is required. As will be described in Section 12, we will allow for "pre-booking" access to faculty offices to ensure that overall building capacity can be constrained and to maximize the opportunity for physical distancing.

Preparation for Teaching – During the coming academic year, we anticipate most teaching will be done remotely. This will require filming, in particular experiments for laboratory courses. We will set up a "filming studio" to ensure that we can provide a remote laboratory experience for students. Preparing for online learning includes creating customs parts kits and tools to be shipped to students. A child plan that describes how this filming will be done safely is being developed, as well as safe procedures for kit preparation.

Each of these activities has its own type and duration of contact, shared touch-points, and required machinery. These will be described further below, and detailed in child plans.

8. Contact Number (Proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- As mentioned above, the number of people in the building will be limited to approximately 2/3 of occupancy, as long as physical distancing protocols can be met. Physical distancing will be enforced and rooms will not exceed the posted maximum occupancy. To avoid risks associated with working alone, existing work-alone policies will be in place, and will be documented in child plans. In particular, high-risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.
- Based on these principles, it is expected that occupancy in the Kaiser Building will not exceed 70 people based on current operating levels, the ECE dedicated space in 2nd floor Life Building will not exceed an occupancy of 12 people, and the Wesbrook Swing Space occupancy is not expected to exceed 14 people at any point in time.
- A master list of people permitted to access to ECE Spaces in Kaiser, Wesbrook and Life Buildings will be maintained to reflect the numbers of individuals who are approved to return from the previous return to research stage 1 and new return to campus child plans. This will be stored on SharePoint and updated by the LST. ECE has deactivated all existing ACMS roles and set up new ACMS roles for COVID19, this will ensure only authorized users can access ECE facilities (ACMS has roles not assigned by ECE but ECE is not able to assume responsibility for these roles – APSC Deans Office, Mechanical Engineering, UBC IT, UBC Building Operations, UBC Food Services etc).

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The plan was created by the Kaiser building Local Safety Team (LST) supported by the Manager (Business Operations), Engineering Services Team Lead, and Kaiser Building Local Health and Safety Team Co-Chairs, in conjunction with the ECE Head of the department. The LST contains front-line workers, including faculty, staff, and one student member, as has representatives from the APSC Joint Occupational Health and Safety Committee. Individual managers have consulted with all staff to discuss the plan and any special considerations. The plan was then presented to all faculty and staff, including front line staff, at an ECE Departmental Meeting on August 20th, 2020 where further input was solicited, and once approved the plan will be distributed to faculty and staff by email. Comments were incorporated and the LST and Department Head approved the final plan before submission.

10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees.

All supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors (faculty and staff) are encouraged to disseminate information from UBC Wellbeing for workplace health measures and support.

Furthermore, all ECE staff and faculty members are regularly reminded of workplace resources, particularly through department-wide emails, bi-weekly departmental meetings, and ECE staff group meetings.

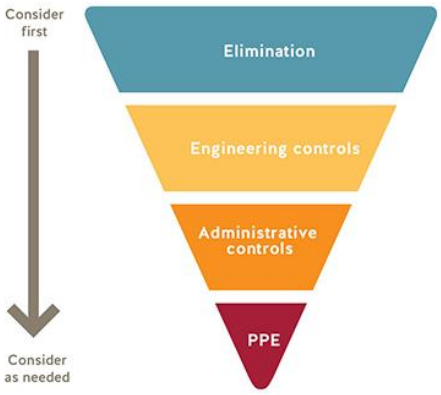
11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Final plans will be posted to the following: UBC's COVID-19 Safety Plan website, Faculty-level website, JOHSC website, and individual Departmental/School websites. Additionally, hardcopies will be posted on Health and Safety boards and in the main Departmental/School offices, as all returning workers will have access to the plans, both physical and online.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.

- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing "flu like" symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch 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
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- All work which can be done off-campus/at home must continue to be done off-campus (eg. data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of supplies, online library research, computations, administrative work, etc). *Please see Introductory section for details for different groups.*
- Exceptions may be considered for personnel who can demonstrate that working at home is not possible or that access to facilities is an impediment to work out and/or research deliverables.
- Equity and mental health concerns for personnel who cannot work remotely will be considered and evaluated by the Department Head
- Electrical and Computer Engineering will prioritize on-campus work as shown in the following list. This matches the priorities identified by UBC's President's Office.
    1. Academic/Research resumption (highest priority)
    2. Services directly supporting the resumption of research, teaching and learning (i.e. technicians, Shops, CIS, TAs for onsite filming of course materials, etc.)
    3. Revenue generating units
    4. University ancillary services
    5. Administrative units
- Prioritization of activities will be determined by the Department of Electrical and Computer Engineering, situationally identified by the Supervisor/Manager, and final approval granted by the Head/Director (please see **Appendix B**). This includes research groups who have applied for Return to Research, Phase 1.

- Faculty requiring access to on-campus space to prepare materials for on-line learning (e.g. making videos for online course production) will be accommodated where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- Individual faculty members are responsible for developing plans for their own research spaces (child plans). These child plans will be reviewed and approved by the Department Head. Faculty members should consult with the respective LST
    - Amendments from R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.
- Non-essential business/research travel is not permitted at this time, but will be revisited in future Stages.
- Field work will be reviewed and approved on a case-by-case basis by the Department Head/School Director.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

In the Kaiser Building, the ECE Spaces of 2nd floor of the Life building, and the ECE spaces in the Wesbrook Building, weekend and evening work will generally ***not*** be allowed at this time. Opening hours will be Monday to Friday 7:00 am – 7:00 pm to ensure that custodial staff can clean required spaces.

In extreme instances, researchers may request working on a weekend or an evening. These extreme cases are primarily to support time-zone differences that might occur with remote research groups or teaching groups. Such requests will be made by email to access@ece.ubc.ca The protocol behind such requests is:

1. The PI/Faculty member/Supervisor must submit a request to the Department Head and Building Administrator/Facility Manager by sending an email to access@ece.ubc.ca at least two work days in advance.
2. If the request is approved, Building Administrator/Facility Manager should notify security ahead of the scheduled date regarding who will be working extended hours (including time, date, and location) so that they can be given access if they forget or misplace their access card.
3. The PI/faculty member/supervisor will post notice on the door of their lab/office/workspace that late-night or weekend work is underway, indicating name(s) and working hours. All personnel must abide by their working-alone policy to ensure that there are regular checks.

The AMPEL and ICICS Centres may impose different restrictions on weekend and evening work as documented in their Intermediate/Building Safety Plan.

The Head will be informed in the event of a significant equipment malfunction or another emergent situation requiring immediate action. A faculty member or another authorized personnel may be permitted to access the space. Such an exception is not anticipated and a strong justification would need to be provided. In such cases all the required workspace and building protocols would remain in effect. Only the Department Head will authorize such requests. Finally, Work Alone procedures will be in effect. Research labs operating from a Centre will follow the procedure and process as laid out in the Centre Intermediate /Building plan.

Medium-to-High Risk Work: When medium-to-high risk work is conducted (e.g. potentially hazardous laboratory experiments), one monitor (typically a faculty member, but may be another responsible person like a health and safety officer or other engineering services staff member) should be present each day (during regular work hours). The monitor should be available in case of an emergency or questions, and should help to ensure that the restrictions are being observed. The Department of Electrical and Computer Engineering will maintain a schedule for and the contact information of the responsible person present during every shift. Medium-to-high risk work must not be conducted on weekends or evenings.

14. Spatial Analysis: Occupancy Limits, Floor Space, and Traffic Flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

The Department of Electrical and Computer Engineering is the primary occupant of the Fred Kaiser and MacLeod Buildings. The Fred Kaiser Building is shared with the Department of Mechanical Engineering, the Faculty of Applied Science Dean's Office and a UBC Food Services Starbucks outlet. From June 1, 2020, the Hector MacLeod Building is undergoing a multi-year capital improvement upgrade, and thus no departmental activities will take place in MacLeod. The MacLeod activities have been dispersed to swing spaces within the Kaiser Building, CEME, 2nd Floor Life Building, and the Wesbrook Building. Some research faculty have research groups that operate from laboratory spaces in the ICICS, AMPEL/SBQMI Buildings.

Spatial analysis, occupancy limits, floor space, and traffic flows will be documented in the appropriate child plans. Faculty and managers will be expected to reference this intermediate plan as well as the appropriate building safety plan in the development of their child plans. We anticipate the following child plans will be created:

a. Research groups that have already been approved for Return-to-Research Phase 1 and are expected to continue to operate on campus with very low occupancy. Modifications to their Phase 1 plans will be done using an addendum to their original plan; these addenda will be approved using the same process as any other child plan. Each plan will describe a maximum occupancy for the space. When needed faculty members will prepare amended plans and are encouraged to consult with the LST for support.

b. Some research groups will create new child plans during the broader Return to Campus (Return-to-Research Phase 2). These plans will reference this intermediate plan and the appropriate building safety plan, and will be created by the managers and workers that will use the space. Each plan will describe a maximum occupancy for the space. Faculty members will create plans and are encouraged to consult with the LST for support.

c. ECE Stores which serves the Department of Electrical and Computer Engineering and the Mechanical Engineering will operate with limited staffing levels. Stores operations will be documented in a child plan which will be created by a member of the LST.

d. ECE Engineering Services will operate remotely with limited daily presence in the Fred Kaiser, 2nd Floor Life, and Wesbrook buildings. Engineering Services Operations will be documented in a child plan, and maximum occupancy will be determined and presented in the plan. This plan will be created by a member of the LST.

e. A child plan describing the use of faculty offices will be created. The plan will identify a maximum number of offices that can be occupied at each time. This plan will be created by a senior member of the administrative staff in conjunction with the LST. More details regarding faculty offices are below.

f. Filming areas intended to support preparations for on-line instruction will be created on the 2nd Floor of the Life building. Operation of this area will be documented in a child plan, to be created by Engineering services staff in conjunction with the LST. The occupancy of this space will be kept low, with only one filming activity occurring at a time. Filming groups will ensure physical distancing is maintained.

Equipment will also be booked and sanitized with a specified amount of "dead" time between uses.

g. Administrative and Student Services Offices will continue to operate remotely indefinitely. A child plan will be created to document procedures should any short-term occupancy by a member of the administrative or student services staff be required.

h. UBC IT – ECE dedicated group will continue to operate remotely. Communication and plans will be established as a partnership between ECE LST and relevant UBC IT staff members. As needed IT staff will be able to access Kaiser, Life and Wesbrook research and teaching spaces and will sanitize before and after use of a shared piece of equipment. As required of all personnel a 2m physical distance will be required.

Other child plans will be identified and created as needed.

Faculty Offices

As described above, a child plan describing the use of faculty offices will be created. The plan will identify a maximum number of offices that can be occupied at each time. Faculty members wishing to use their office for a given day will pre-reserve the use of their office using an existing on-line meeting room booking system (MRBS). The number of faculty members able to pre-reserve the use of their office will be limited by the maximum described in the child plan.

A faculty office can be used by the faculty member assigned to that office, and only one faculty member can use any given office at a time. Meetings in offices with students, other workers, or other guests will not be allowed. Faculty members visiting the building in this way can also access their research labs for short periods, as long as doing so does not violate physical distancing guidelines and maximum occupancy within the research lab.

Ad-Hoc Access

There may be unanticipated requirements to be on campus for short periods of time. These ad-hoc requests will be dealt with as follows:

Faculty members: Faculty members will have access to research labs and their offices through the procedure described above. As long as they can fit within the specified maximum in the child plan, and adhere to all other requirements in this document and the appropriate building safety plan, they can access their offices or research labs.

Staff members and research personnel: These users can request access to space that has an approved child safety plan in place. These requests must be approved by the research supervisor and the Department Head, and will

be will be recorded in our existing meeting room booking system (MRBS) for the purpose of tracking building occupancy loads. Access will be enabled by emailing access@ece.ubc.ca. Requests may take up to 72 hours to be approved. ***Any research personnel needing access to research space for short periods in a space that has not been approved for return to research (stage 1 or stage 2) may not enter.***

Shared Spaces:

a. Staff and faculty using the Kaiser Building, the 2nd Floor of the Life Building, or the ECE space in the Wesbrook Building will not have access to common areas such as shared kitchens for food preparation or consumption. Based on demand, determination of appropriate protocols, and occupancy load the reopening of common mean areas will be discussed in regular LST meetings. Staff and faculty working in Centres (such as Ampel or ICICS) may have access to such facilities as documented in their building/intermediate plans. If ECE later wishes to open such spaces, one or more appropriate child plans will be created.
b. When common office machines or appliances are used (e.g., copier) they must be wiped down by the user with disinfectant prior to and following use. High volume copiers can be booked for use. A child plan will be developed to describe the use of shared copiers.
c. Meeting rooms are closed for use. Future use will be discussed by the LST as need arises.

Visitors

- No visitors are permitted in the buildings until further notice, including relatives (e.g., parents, children) or friends of personnel. Exceptions are as follows:
    - ECE Stores will accept packages from couriers. This will be a contactless delivery at the door where a Stores staff member will meet each courier delivery. Stores staff will use the sink just inside the door to wash hands after each delivery.
    - Other visitors such as industry representatives, or other researchers or technicians on campus accessing equipment. Such visitors deemed necessary will be approved by the Department Head and should be prearranged and staggered if possible. In all cases, safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings. The Department will keep a record of all visitors to the workspace. In all cases, occupancy restrictions are not to be exceeded by visitors.

Further Building/Facility Considerations

A building safety plan has been created for each building, and specific building-specific considerations are described in those safety plans. Some general comments regarding these considerations:

a) Occupancy limits will be posted on the door of each room by the PI or office administrator. All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
b) Busy or tight stairwells will be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
c) Elevators will only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size. Appropriate signage has been posted near each elevator.

d) Tape and/or markings have been placed on the ground to indicate where workers should stand while lining up to enter the elevator. The positioning of the tape will ensure adequate space is provided for those exiting the elevator.

e) Any chairs remaining in areas that are covered by a child plan must be spaced far enough apart to allow for physical distancing.

f) Where possible, doors to multi-person washrooms will be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system will be provided.

g) To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

h) Shared facilities will be accessed by appointment only. Procedures for accessing such facilities will be provided in the appropriate safety plan.

Points of Access to Building and Access Control

Access to ECE buildings is provided using faculty/staff/student cards (or fobs). Access will be controlled by enabling or disabling cards or fobs, and access will be adjusted as personnel are approved to return to the building. The now designated 'exit doors only' will have their card/fob reader deactivated to prevent entry through these doors. Access points will also be equipped with a QR code posting, as described in Section 17 below.

15. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

- Physical distancing is required at all times with personnel spaced by at least 2 metres. Where physical distancing is not possible (for example, carrying something heavy or doing repairs on equipment that requires two people), the UBC Employee COVID-19 Physical Distancing Guidance should be followed and plans should be documented in the appropriate child plan. The personnel may contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- All elevators are limited to either one or two occupants (based on elevator size).
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they have been clearly marked as single-direction. Users are informed that these directional arrows must be obeyed when moving through the building.
- Use of non-medical masks is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don't replace physical distancing. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC 'Safety and Risk Services' (SRS) Guidelines, linked here. Further details are also available here.
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be controlled by the Department of Electrical and Computer Engineering through child safety plans as described elsewhere in this document. To reinforce distancing requirements, chairs will strategically be removed from spaces to limit the number of people who can sit in accordance with physical distancing standards. Spaces for eating will have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing.

16. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

All department workers will adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance, including only one person per vehicle unless there is space to allow physical distancing. The Department of Electrical and Computer Engineering controls a total of **1** vehicle through Dr. David Michelson. The Department Head will discuss with the PI the safe use of this vehicle.

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- 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.
- Individuals displaying symptoms of COVID-19 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.

- 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. Supervisors cannot give work to personnel in quarantine that would require them to break the quarantine.
- Electrical and Computer Engineering is using a QR code for check-in/out of the Kaiser building in order to ensure the occupancy level is respected as well as ensuring the COVID-19 self-assessment is done before entering a building. It consists of:
  a. One QR code for sign in: to capture name, date and time of the person going in the building; the self-assessment for COVID-19 symptoms will also be imbedded in this survey. The survey will also require users to confirm that they have not traveled internationally in the past 14 days
  b. Another QR code for sign out which includes only name, date and time of the person exiting the building.
  c. The Department of Electrical and Computer Engineering will complete compliance checks (random) to ensure the 2/3 occupancy is not exceeded.

  Similar approaches will be implemented in other buildings, and the approaches will be documented in the appropriate building safety plan.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibit entry if any of the above criteria apply. The signage will either copy, or will directly use the WorkSafeBC signage, as below:
  a. WorkSafe: Entry Check for Workers
  b. WorkSafe: Entry Check for Visitors
- The Department of Electrical and Computer Engineering will designate a person to do regular spot checks on the survey database.
- Every person (employee, visitor, contractor, etc.) visiting a university building (in addition to the employees working remotely) will do the SRS training.
  - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department of Electrical and Computer Engineering through UBC IT.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

Workers will self-declare symptoms using the QR code Qualtrics survey every time they enter the building. Workers that declare symptoms are prohibited from entering the building. If staff members are unable to work on-site when expected, they will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request through the ECE ticket system by emailing (attendance@ece.ubc.ca). Faculty members do not need to notify the Department Head due to each absence, however, are encouraged to contact Return to Work for extended absences. Student researchers and employees will communicate with their supervisors by email or similar means if they are unable to work on-site when expected.

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your Departmental/School staff (i.e. non-Building Operations) for common areas/surfaces

- Personnel must wash their hands regularly with soap and water (20 seconds) or use hand sanitizer. Signs reminding users have been placed accordingly.
    - Hand washing/sanitizing stations are provided inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temperature stability, subject to availability.
- The standard UBC custodial schedules will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
    - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions will be provided and it will be documented in a child safety plan. Any laboratory cleaning will follow the WHO guidelines for decontamination.
- Initially, facilities for preparing and storing food (eg. refrigerators and microwaves) will not be available in the Kaiser building or other ECE-controlled spaces. Should this change, the department will document cleaning procedures in an appropriate child safety plan. In such a situation, there will be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there will be supplies available for this purpose. Researchers working in Centres (eg. AMPEL or ICICS) may have access to such equipment in the Centre, and if so, the Centre Director will be responsible for documenting procedures in the appropriate Building/Intermediate plan and providing signage and cleaning supplies.

20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Building Safety plans developed will highlight the equipment removal/ sanitation procedures for common areas of the buildings. The guidelines given to individual users will be to disinfect every common surface inside a room (e.g., fridge handles, solvent containers, mice on lab computers).
- Each workspace plan developed by faculty/supervisors will highlight the equipment removal/ sanitation procedures for their specific spaces.

- Initially, facilities for preparing and storing food (eg. refrigerators and microwaves) will not be available in the Kaiser building or other ECE-controlled spaces, therefore, disposing of food waste will not be required. Should this change, the department will document waste removal procedures and related sanitization procedures in an appropriate child safety plan. In such a situation, there will be signage to reinforce protocols. Researchers working in Centres (eg. AMPEL or ICICS) may have access to such equipment in the Centre, and if so, the Centre Director will be responsible for documenting procedures in the appropriate Building/Intermediate plan and providing signage and sanitation supplies.
- Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the WHO guidelines for decontamination & Health Canada guidelines.

21. Partitions or Plexiglass Installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Due to interactions with delivery services and order pick ups, ECE Stores has plexiglass shields which will be installed in ECE Stores to protect staff. Details on these plexiglass shields will be included in the ECE Stores Child Plan.

Since student services and administrative offices will be closed, we do not anticipate requiring plexiglass shields in these areas. No other area has been identified as requiring plexiglass shields.

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Department of Electrical and Computer Engineering Employees

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Electrical and Computer Engineering will disseminate this Intermediate Level plan via e-mail and will post it on the ECE website.
- A meeting was held with Department Head, faculty and staff to discuss their roles and responsibilities. Once approved, the Intermediate and Child plans will be distributed by email and stored on a centralized APSC SharePoint site for record keeping purposes.

Communication of Worker's Concerns

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).

- They may also contact their worker representative of the APSC JOHSC to express their concerns.
- Faculty, staff and students will have the opportunity to discuss any safety concerns with their immediate supervisor. Research groups are expected to discuss safety plans regularly to ensure that students are adequately supported and that extenuating work circumstances are considered

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the *Preventing COVID-19 Infection in the Workplace* online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely). Training information has been communicated by the Department Head through bi-weekly online Department meetings (meeting minutes circulated with training information). Additionally, regular update emails include information about Return to Campus, and access requirements have been and will continue to be sent.
- The SRS course link, the 'Return to Campus Activity Commitment Form' (please see Appendix F) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) has been sent by email to Faculty and Staff. Faculty members and supervisors are required to discuss plans and disseminate all information to personnel including building plans, workspace safety plans, and child plans.
- A copy of the completed course certificate and a signed 'Return to Campus Activity Commitment Form' must be returned to the Department of Electrical and Computer Engineering Administration Services Office by email to safety@ece.ubc.ca.
- Henceforth, access to ECE facilities will not be granted without demonstrated completion of the required training and documentation. ECE administrative staff will track using the HRMS 910 training report weeks. The report will be cross-checked before access is granted. Admin staff will follow up on behalf of the ECE Head to ensure all faculty and staff members complete the training. After 3 reminders, a 72-hour warning will be given before access is suspended. More streamlined approach to tracking will be considered.

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

The Department of Electrical and Computer Engineering will utilize the signage from the Safety & Risk Services COVID-19 website, and the WorkSafe's COVID-19 – Resources website, WorkSafe BC, and from Building Operations.

Among others, the following required signage will be employed:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits

- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark off 2 metre spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy

Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

When possible, ECE will use the approved floor tape and decals provided by Building Operations. If more is required, we will contact the Zone Facilities Manager to obtain more supplies.

25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

All of the Building Emergency Response Plans (BERPs) within the Department of Electrical and Computer Engineering have been updated to accommodate the reduced staffing levels; information and resources for updating these can be found here. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.
Handling Potential COVID-19 Incidents:
• Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
• Direct people who are unsure about what they should do to the BC Self Assessment tool.
• OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) – plan must remain valid and updated for next 12-18 months

The Department will regularly discuss COVID19 issues in online Department meetings. Individual groups (research groups, staff groups, etc.) are expected to meet regularly with a Manager/PI or supervisor. Personnel should raise concerns to the manager/supervisor as well. Plans will be regularly reviewed and discussed with personnel. Research groups are encouraged to discuss child plans during

group meetings to ensure that personnel have adequate access to facilities and that personnel feel safe with the protocols in place.

Department meetings that are held online have time dedicated to updates and discussion regarding COVID19 and faculty and staff have the opportunity to discuss concerns and make suggestions for modifications to the plan. The Kaiser Building Local Safety Team has regularly scheduled monthly meetings and schedules additional meetings to discuss child plans as needed.

27. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

Since the initial closure in March 2020, we have not had staff changes or turnover. Should such changes be required for continued operation, training in the new protocols of the job will be provided, and this training will be documented. The set of students or staff working in individual research labs may change from time to time, and in that case, the responsible faculty member for that lab will ensure that new students and staff are trained appropriately. All new workers will complete the Covid-19 training as described above, and will be required to be familiar with the relevant safety plans. Changes to approved workers will be communicated to the ECE Administrative office, which will reflect these changes in the access control system.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

The Department does not need any PPE. If individual research labs need PPE, it will be identified in the appropriate child plan. The following items will be available in stores: disinfectant, wipes, sanitizer, sanitizer dispensers, masks, gloves Appointments can be made with ECE stores to ensure safe pickup can be arranged.

Section #7 - Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) The Safety Plan will be shared with staff and how; 2) Staff will acknowledged receipt and will comply with the Safety Plan, and 3) How any relevant updates or amendments to the plan will be communicated to the staff within the unit.

The final version of this Intermediate Plan will be signed by the Administrative Head of Unit, Dr. Steve Wilton and further approved by the Dean of the Faculty of Applied Science, James Olson. It will be distributed to all Departmental/School faculty and staff, the unit's LST and the Faculty of Applied

Science's JOHSC. It will also be posted on the Departmental/Unit website. If the plan is amended or updates, impacted staff and/or faculty will be informed by email.

Administrative Head of Unit Signature: _____

Date: Oct 27, 2020

Dean, Faculty of Applied Science Signature: _____

Date: _____

Appendix A – Approval Process Flow Charts

Table 1 – Intermediate Plan Approval Flow Chart

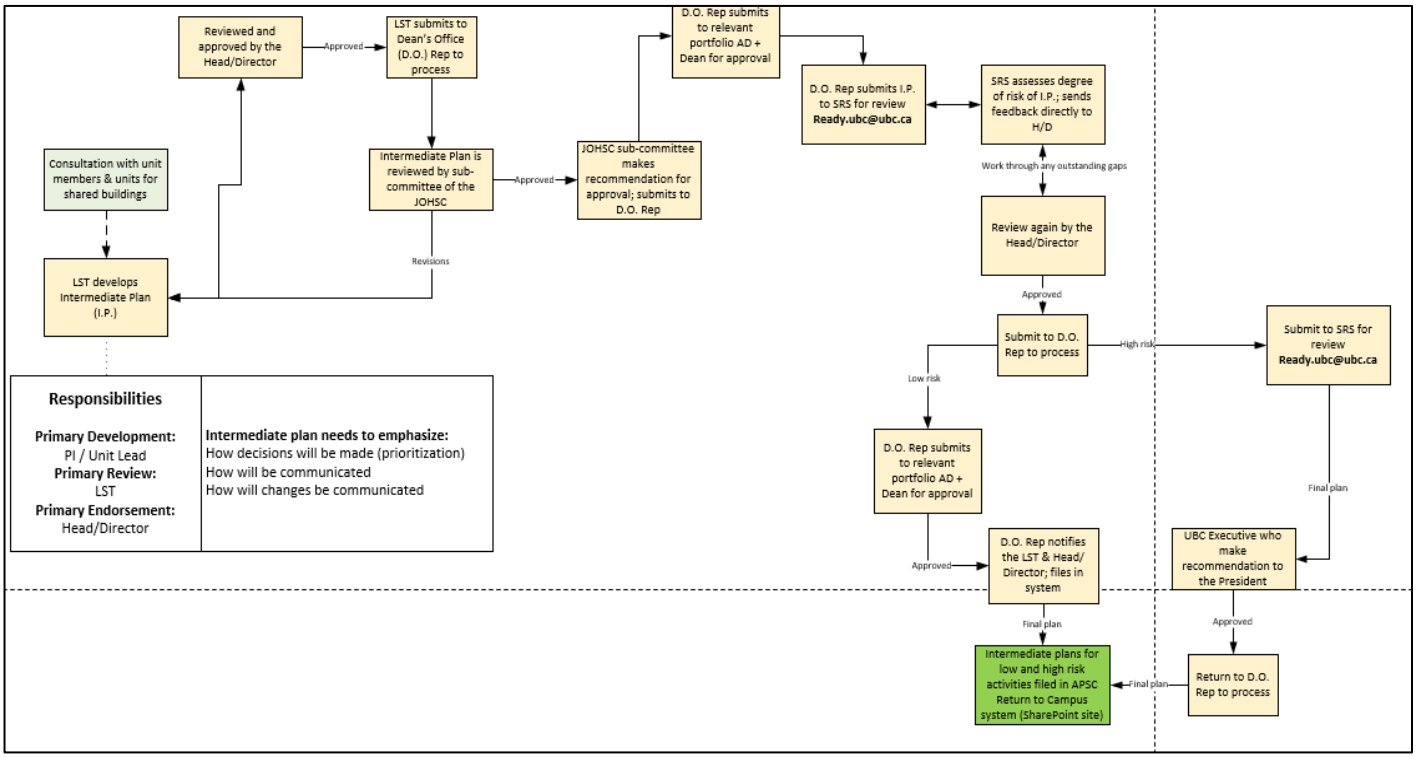
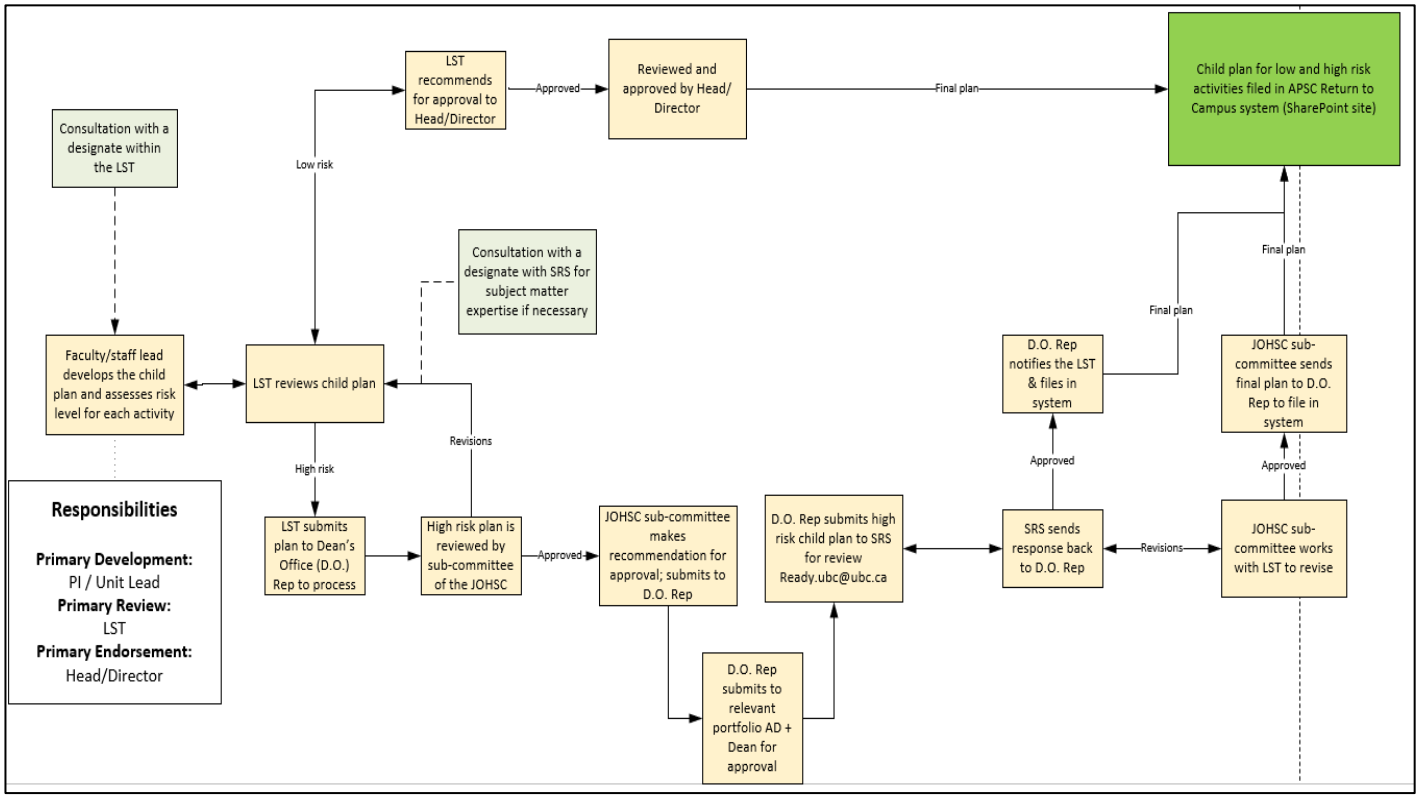
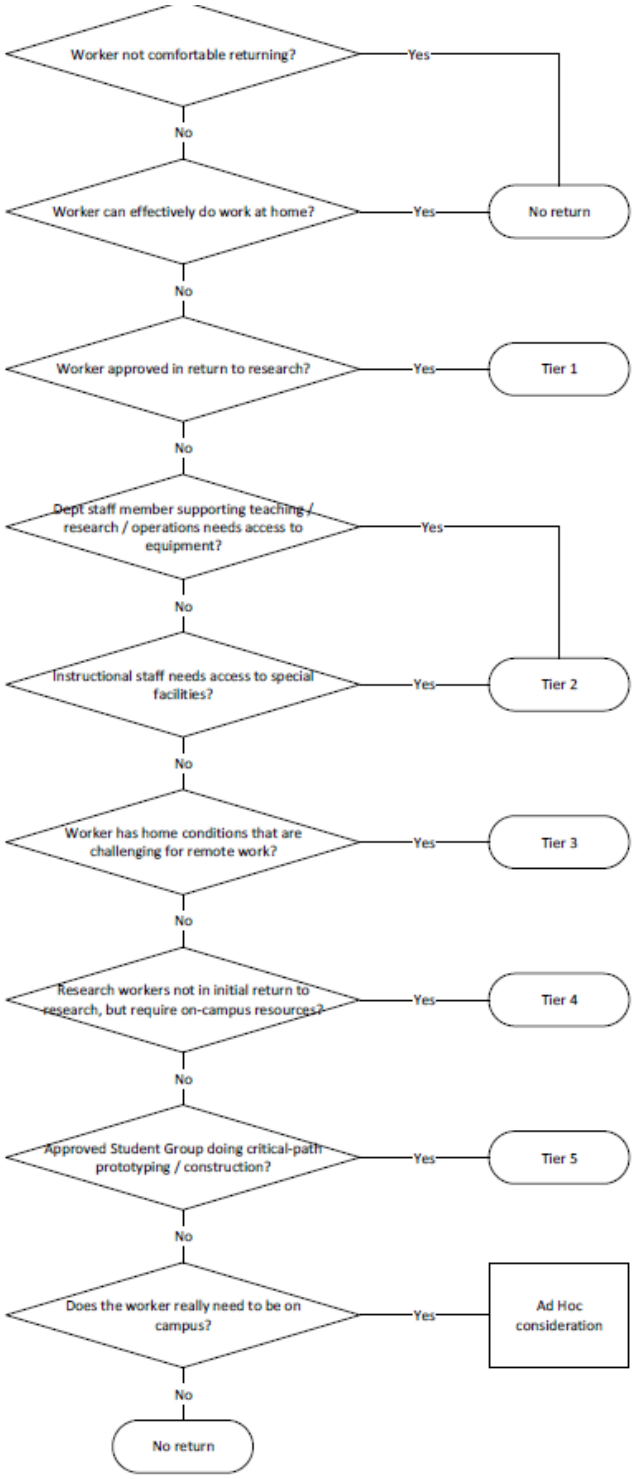


Table 2 – Child Plan Approval Flow Chart



Appendix B – Working On-Campus Decision-Tree



Appendix C – Responsibilities of Each Worker Group

Employee Responsibilities

- Must take the required UBC COVID-specific training course.
- 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 on campus.
- 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: https://bc.thrive.health/.
- 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 do not have the possibility to work from home.
- Faculty who are teaching 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.
- 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 as long as it will be done in a safe manner consistent with physical distancing requirements.
- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- In-person meetings, events or lectures should not be organized in R2R Stage 2 & R2C unless they have received approval from Heads/Directors and the Dean, APSC.
- Where exemptions have been given for an employee to access their office, they must not have guests in the office.
- Supervisors/managers will be responsible for developing safety plans for their spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their LST and/or JOHSC.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the head or director.
- When an employee is concerned about the rules for R2R Stage 2 & R2C, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first).

Responsibility of Faculty of Applied Science

- Develop Parent Plan for R2C.

- Develop application and approval process to restart activities on campus.
- Evaluate and approve applications.
- Develop guidelines and requirements for R2C in accordance with UBC and Provincial guidelines.
- Disseminate training and support resources and templates as received from VPRI and SRS to Principal Investigators, researchers, unit leadership, managers, and supervisors.
- Monitor overall compliance and, if necessary, impose penalties or revoke permission to operate.
- Coordinate with VPRI to ensure activities are consistent with overall UBC guidelines.

Responsibility of Department Heads and Directors

- Ensure that the Parent Plan is shared with faculty, students, and other researchers in their unit
- Approve Building Safety Plans developed by the Departmental Safety Committee (LST).
- Ensure shared facilities are managed collaboratively.
    - Safety personnel and facilities managers will coordinate across Faculties, Departments, Schools, and units where necessary to develop comprehensive, collaborative and accurate Building Safety Plans.
    - They are also responsible for reporting back to Heads/Directors.
- Approve Workspace Safety Plans reviewed by LST.
- Ensure that all employees receive safety training.
- Develop plan to monitor compliance for their unit in conjunction with their Safety Team Representative ('STR' – faculty and/or staff on the Unit's LST who work with APSC's Joint Occupational Health & Safety Committee (JOHSC): see list of STRs in Appendix D).
- Responsible for ensuring that all required signage is in place throughout the common spaces of the building.
- Handle conflicts from their unit and report issues to the RTCC.

Responsibility of Supervisors and Managers

- Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
- Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves.
- Responsible for posting on the doors to their work areas the maximum number of occupants. Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and to respect occupancy limits depending on the current stage of the R2C process. Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.

- Employees 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 all necessary PPE.
- Monitor compliance with Safety Plan for all employees and visitors under their supervision
- Ensure there is sufficient availability of PPE and other safety equipment in order to implement the Safety Plan.

Appendix D – List of APSC Safety Team Representatives (STRs)

Department	Contact
CIVIL	Scott Jackson
CHBE	Marlene Chow
MECH	Jennifer Pelletier
	Monica Clarkson
ECE	Darla La Pierre
	Matthew Kutarna
MINE	Mac MacLachlan
MTRL	Michelle Tierney
ENPH	Dylan Gunn
GEO	Ian Ayeras
IGEN	Jon Nakane
ICICS	Fatima Damji
ESC	Richard Colwell
EDC	Richard Colwell
SALA	Robert Geyer
SCARP	Dolores Martin
NURS	Bob Wilson

Appendix E – Shared Facilities

When navigating approvals within shared facilities, the approval should follow the administrative path of where the work will be completed (i.e. research work occurring within a Department/School's space footprint vs. research work occurring within a Research Centre/Institute's space footprint.) That said, Department Heads/School Directors and Research Centre/Institute Directors, the relevant LSTs, and building administrators/facility managers must work collaboratively to ensure the accuracy of building occupancy.

Department Heads/School Directors:

- Will approve the Intermediate plan for their unit.

  - This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of their Department/School.
  - Child plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

Research Centre/Institute Directors:

- Will approve the Intermediate plan for their unit.
  - This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of the Centre/Institute (i.e. ICICS, AMPLE, etc.).
  - Child plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

Table 3 – Contact List for APSC Occupied Buildings

Building Name	Occupants	Head/Director	Building Admin and/or Facility Manager
Centre for Interactive Research on Sustainability [CIRS]	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	Sustainable Building Science	Linda Nowlan	Masoumeh Eghtesad
Chemical & Biological Engineering Building	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Clean Energy Research Centre	Xiaotao Bi	Sarah Chen
	APSC Dean's Office	James Olson	Richard Colwell
Civil and Mechanical Engineering Building	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Civil and Mechanical Engineering Laboratories	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson

Civil and Mechanical Engineering Structures Lab	Civil Engineering	Bernard Laval	Scott Jackson
Coal and Mineral Processing Laboratory	Mining Engineering	Scott Dunbar	Joanna Ho
Coal and Mineral Processing Laboratory Addition	Mining Engineering	Scott Dunbar	Joanna Ho
Earthquake Engineering Research Facility	Civil Engineering	Bernard Laval	Scott Jackson
Engineering High Head Room Laboratory	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Engineering Student Centre	Engineering Undergrad Society	James Olson	Richard Colwell
Forest Sciences Centre	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
Frank Forward Building	Materials Engineering	Daan Maijer	Michelle Tierney
	Mining Engineering	Scott Dunbar	Joanna Ho
Frederic Lasserre Building	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
	School of Community and Regional Planning	Heather Campbell	Dolores Martin
Gas Gun Facility	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
H. R. Macmillan Building	Civil Engineering	Bernard Laval	Scott Jackson
	APSC Dean's Office	James Olson	Richard Colwell
	Integrated Engineering Program	Jon Nakane	
	Faculty of Land and Food	Ricky Yadda	Andy Jeffries
	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Institute for Computing, Information and Cognitive Systems / Computer Science	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	Institute for Computing, Information and Cognitive Systems	Rob Rohling	Fatima Damji / Gabel Yeung
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Koerner Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson

Landscape Architecture Annex	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Life Building	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
Lower Mall Research Station	APSC Dean's Office	James Olson	Richard Colwell
Macleod Building	Under construction	n.a.	n.a.
Medical Sciences Block C	School of Nursing	Elizabeth Saewyc	Bob Wilson
Ponderosa Office Annex B	School of Architecture and Landscape Architecture	Ron Kellett	Robert Geyer
Pulp and Paper Centre	Engineering Co-Op Program	Orlando Rojas	Steven Dreger / George Soong
	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
Purdy Pavilion	School of Nursing	Elizabeth Saewyc	Bob Wilson
Staging Research Centre	Civil Engineering	Bernard Laval	Scott Jackson
The Brimacombe Building	Advanced Materials and Process Engineering Laboratory	John Madden	Gary Lockhart
	Chemical and Biological Engineering	Charles Haynes	Marlene Chow / Samy Larkam
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	APSC Dean's Office	James Olson	Richard Colwell
	Materials Engineering	Daan Maijer	Michelle Tierney
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
The Fred Kaiser Building	APSC Dean's Office	James Olson	Richard Colwell
	Electrical and Computing Engineering	Steve Wilton	Darla La Pierre / Matthew Kutarna
	Mechanical Engineering	Steve Feng	Jennifer Pelletier / Monica Clarkson
Wayne and William White Engineering Design Centre	APSC Dean's Office	James Olson	Richard Colwell
Wesbrook Building	Pulp and Paper Centre	Orlando Rojas	Emil Gustafsson / George Soong
West Mall Annex	School of Community and Regional Planning	Heather Campbell	Dolores Martin

Appendix F – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Electrical and Computer Engineering spaces in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from the Department of Electrical and Computer Engineering. **All students, staff and faculty** who are permitted to resume activities in the Fred Kaiser, Wesbrook, Life, AMPEL, ICICS buildings are required to complete the following requirements. Send completed form to your supervisor or his/her designate → by emailing safety@ece.ubc.ca.

Requirement	Check when complete
Review the intermediate plan	
Review the child plan	
Complete the SRS online COVID-19 safety course and sent the certificate to safety@ece.ubc.ca	

Your name: _____ Date: _____

Faculty/Dept. _____ Your main room no. _____

Your role (faculty, staff, grad student, etc.): _____

Supervisor: _____ Signature: _____

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against contracting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set by the supervisor
- Knowing the guidelines for entry/exit to/from the building and travelling inside the building
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit's working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules