COVID-19 Workspace Safety Plan – Lab Specific

Use of this template: *All light italicized grey font are instructional and must be removed before final copy is approved.*

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC's response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director. Once complete, the plan can be submitted with your online application to return to research.

Resources to Consult

The following guidance documents and resources were used in the development of this plan:

☐ **Preventing Exposure**	☐ **Communications Resources**
☐ **Personal Protective Equipment**	☐ UBC Research Resumption webpage
☐ **Physical Distancing Guidelines**	☐ WorksafeBC
☐ **Reporting COVID-19 Exposure**	

Section #1: Lab information

Department	Electrical and Computer Engineering
Faculty	Applied Science
Building(s)	*Kaiser*

Lab(s)/workspace(s) *3090, 3080*

Introduction to Your Lab

Provide a brief overview of your lab(s) and other used/shared facilities, current size of your group and your general research area (1-2 sentences).

The Robotics and Control Laboratory (RCL) carries out research in medical imaging, image guided medical interventions, medical image analysis and medical robotics. RCL has specialized shared equipment including two da Vinci medical robotic systems, a number of ultrasound machines, several compute servers, tracking equipment and cameras, machining, welding and 3D printing equipment, and instrumentation including oscilloscopes, signal generators, amplifiers, accelerometers, force sensors, etc.

The group includes three faculty members (Purang Abolmaesumi, Rob Rohling and Tim Salcudean) and their post-doctoral fellows, graduate students, undergraduate students and research staff, with a total number of 41 seats in Kaiser 3090 and in approximately one third of Kaiser 3080.

Kaiser 3080 is also shared with Professors Cretu and Takahata.

Professors Abolmaesumi, Cretu, Rohling and Takahata have been consulted and they have agreed to this plan. They have also stated that they do not plan to apply for additional lab members to return to research under Phase I. Professors Abolmaesumi and Rohling are co-signatories on the plan.

This application is submitted by Tim Salcudean as a PI. I currently have 10 PhD students, 2 research engineers, and 4 undergraduate students. I have co-supervised students, and have included in the above only the personnel who are paid from grants in which I am the PI.

Section #2 - Risk Assessment

1. Lab/workspace Occupancy (under proposed COVID-19 operations)

List the number of people that will be present in your lab/workspace at the same time. List this by every room/lab/workspace you occupy.

Room #	Total # of personnel (usual)	Total # of personnel who need access to the space	Max. # at one time during Phase 1
Kaiser 3090	33	12 (1/3 of normal operation)	8 (1/4 of normal operation)
Kaiser 3080	8	6 (3/4 of normal operation)	4 (1/2 of normal operation)
Total	41	18 (44% of normal)	12 (29% of normal operation)

Overall we are requesting 12 positions, while "normal" operation is 41.

Confirm that you have discussed each employee's comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. *Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.*

I have discussed return to the laboratory with every person individually and as a group. *All members of the group have expressed an interest in returning to the lab.* Together we have developed a priority plan, having five urgency categories:

- (1) Graduation imminent; research progress is impossible without access to laboratory resources (there are 2 such students)
- (2) Research progress is impossible without access to laboratory resources (there are 6 students/staff members in this position, 1 of which is leaving the lab in August, the other in July)
- (3) Research progress is delayed considerably without access to laboratory resources (there are 2 such cases)
- (4) Research progress is not delayed considerably without access to laboratory resources (there is 1 such case)
- (5) Research progress does not require progress to laboratory resources (there are 2 such cases)

Categories (3), (4) and (5) remain at home (5 people from the group).

We request priority access for category (1) and (2). There are 8 people from my group of 16, and 4 summer students who were specifically hired to help students in categories (1) and (2), and who inherit their priorities, for a total of 12. This may seem as a high percentage, but almost all my work is experimental and the lab I worked in has many students who do not need to be there because they do primarily data processing and not experimental or instrumentation work.

Several members of safety committee have stated that permission to undergraduate students to attend the lab may not be granted. I respectfully ask the committee to consider their special situation. These students have applied for summer jobs with the specific desire for

experiential learning in a hands-on environment. They fulfill an important role in the research progress of graduate students. They would feel singled out if not considered in the return to research plan. They will be trained like everybody else and closely supervised.

This plan has a time horizon of approximately 3 months and will be revised at the request of PIs sharing the lab, the floor or the Kaiser building.

2. Hazard Identification

Describe what hazards exist in your lab/workspace; both research- related (chemicals, heavy machinery) and COVID-19-related (areas that require closer personal interaction, equipment/instruments that cannot maintain social distancing i.e. that require >1 person to operate)

Potential non-COVID-19 related hazard in the lab are as follows:

- **Potential hazard: Injury due to close proximity to medical robots**. Prevention: personnel needs to work outside robot workspace whenever the robot is active. It is lab policy to request that two people be present when working with the robot.
- **Potential hazard: Injury when operating the small machine tools that are in the lab**. Prevention: training on machine tool operation (done by everyone authorized to use the equipment). It is lab policy that two people be present when operating machine tools.
- **Potential Hazard: Injury due to use of LASER system.** Prevention: personnel using laser system have all taken UBC Risk Management Services Laser Safety course and will adhere to relevant guidelines.
- **Potential Hazard: Injury when using chemicals.** Prevention: personnel using the phantom preparation and chemical storage area have all taken UBC Risk Management Services Chemical Safety training and have been made aware of our space. It is advisable that any work with chemicals will be done with at least two people present.
- **Potential hazard: Injury when working with electrical instrumentation**. Prevention: training in operating standard instrumentation.

Potential COVID-19 related hazards:

- **Personnel working too close to one another.** Prevention: physical distancing larger than 2m. In addition, we will enforce a single direction for entering and exiting the lab, with entrance

on the south end of the labs and exit on the north. Finally, whenever possible, we will ask personnel to wear personal protective equipment when circulating away from their normal work area.

Specifically, we have cut the number of people in Kaiser 3090 from 33 to 8, and in Kaiser 3080 from 12 to 4. With reference to Figure RCL-Kaiser3090 and RCL-Kaiser3080, At full capacity, Kaiser 3090 can hold 3x8 in the desks area, 3 in the da Vinci area, 2 in the examination bed area, and 4 at various work desk areas, for a total of 33 personnel. We cut the number to 8. At full capacity, Kaiser 3080 – RCL - can hold 12 personnel, we propose to limit that to 4 personnel.

- **Infection by touching common equipment.** Prevention: only 1 person allowed per working area. Cleaning precautions: Alcohol disinfectant or wipes will be made available for each of the rooms on the common areas. Shared equipment (da Vinci, ultrasound machines) will be scheduled and will be cleaned both before and after use. Computers that are used in common will be used with one keyboard and mouse per user. Additional keyboards will be purchased.

- ***Your plan must be approved by your Head/Director***
- *Final plans will be posted to UBC's COVID-19 Safety Plan website. An alert noting the plan availability and link to this final posting must be included on the main root site of your department or faculty.*

The plan was developed in collaboration with colleagues in 3090 (Profs. Abolmaesumi and Rohling) and the PI's team. Prof. Cretu and Prof. Takahata were also consulted as 3080 is shared with them.. The final plans will be posted to UBC's appropriate safety plan website and the ECE department website. Room maps and maximum occupancy will be posted on the four doors of Kaiser 3090 and 3080.

Section #3 – Hazard Elimination or Physical Distancing

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

- *Where possible, workers (HQP, research staff, others) 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 employees 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 employees are aware of proper handwashing and sanitizing procedures for their workspace*
- *Supervisors must ensure large events/gatherings (> 50 people in a single space) are avoided*
- *Supervisors must ensure that all workers have access to dedicated onsite supervision at all times; via their own presence, members of safety committees, campus security or other. When working alone, HQP and staff must be aware of working alone procedures and how these have been adapted for COVID-19.*
- *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.*
- *Note transportation/vehicle guidelines if applicable: 1 Person per vehicle, unless the vehicle is large enough to maintain 2m between occupants.*

4. Scheduling

For those required or wanting to resume work at UBC, detail how you are rescheduling employees (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC.

Room layouts in Figures Kaiser 3090 and Kaiser 3080 are included with this application.

There are five working areas and equipment that will be shared: the da Vinci robots (item 5 in Kaiser 3090 and item 10 in Kaiser 3080) shared by PhD students Megha Kalia, Alaa Abdelaal and Amir Hadi, and supporting desks for software development by summer students: desk 8, 12 and 13.

Summer students Abdul Ashinnaway, Jordan Liu, Linghao Lyu, Lauchlan MacDonald and Nancy Hong, will be scheduled to support Megha Kalia, Alaa Abdelaal and Amir Hadi, when they are using the da Vinci systems. The students will write software that can be run by Amir, Megha and Alaa on the da Vinci systems. There will always be one physically distanced pair working with each da Vinci system.

The minimum usage time will be three days in order to cut down cleaning between different people using the equipment or the desks.

The rest of the stations shown in the room layouts are not shared.

Scheduling will be managed by an on-line calendar. The da Vinci systems have these calendars in place already. (3090 robot calendar:

https://calendar.google.com/calendar?cid=MzQzZ3VwcW5hMDM0ZW5jaXBybzhsZThnOXNAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ

3080 robot calendar:

https://calendar.google.com/calendar?cid=YzdjOXRibWNmaWowYjA2Nmg4Zzk2bnBjbWNAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ)

Communication between students will also be facilitated through a RCL Slack channel (to join https://join.slack.com/t/rcllab/shared_invite/zt-f6aiak3k-_lhDiv3UYp_E79e3u8DNxw).

Lab hours will be 9:00 to 5:00. There will be a room coordinator for each lab who will post the weekly schedule in the electronic calendars and on the door. Two graduate students will be assigned to be in the lab while the lab is open to enforce the two-person rule. There will be a sign-in/sign-out sheet on the Southern Door (left) of Kaiser 3090.

At no time will there be any personnel in the labs working alone.

Discuss your **working alone procedures** and how they will be adapted for this safety plan. Also describe how you will track those entering/leaving work i.e. sign in/sign out process

- *At this time shift-work is not permitted*
- *Sign in/out processes can range from paper sign up sheets on lab door to 'fob' system with online tracking*
- *Coordinate starts/ends within shared labs (e.g. lab shared with two other research groups) to remain below the lab's maximum occupancy*

5. Occupancy limits, floor space, and traffic flows

APSC recognizes that labs are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:

1) Identify and list the rooms and **maximum occupancy** for each workspace/area;

Floor plans provided – please see RCL-Kaiser 3090 and RCL-Kaiser 3080 with room dimensions and working areas as identified above.

2) Illustrate a 2 metre radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and

Please see room plans. Red arrow length shown in the Figures corresponds to a distance of 2.2m. Steady state distance between subjects is actually significantly larger.

3) Illustrate one-way directional traffic flows

Please see room plans. There will be signs posted on the doors and on the floor.

- *Set up directional movements so people are moving in one direction of travel if possible*

Done.

- *Where fire code and function allow, prop doors between communicating spaces open to limit the need to touch doorknobs. Alternatively, consider installing hands-free door foot openers, auto door sensors, or door openers that can be activated by elbow.*

We will provide hand sanitizers by each entrance, and pro the doors open while the laboratory is open.

- *How have you reduced occupancy in your workspace/lab, especially high-traffic areas such as hand-washing areas? Did you use the 25-33% range?*

Yes, and we are 29% of normal operation.

- *Are you able to separate incoming and outgoing worker entry/exit?*

Yes.

- *Consider changes to accommodate 2m distancing on shared instruments, frequently-used materials & reagents, common areas, offices*

Done.

Section 4 – Engineering Controls

6. Cleaning and Hygiene

Detail the cleaning and hygiene regimen required to be completed by HQP, research staff and the PIs for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

Common areas will be inspected by the PI and will be cleared of clutter before lab opens.

Personnel will be required to sanitize hands when entering and leaving the room.

Please see spray and hand disinfectant stations in the appended figures.

Commonly used areas as described in Section 4 – Scheduling will be cleaned at the beginning and end of every cycle of use. Keyboards and mice will not be shared. If an item cannot be cleaned immediately, and there is a risk that it could be touched by another person before it is appropriately cleaned, proper signage will be attached to that item to state that it has not been cleaned yet.

We will provide a checklist for cleaning and will distribute keyboards and mice for users of common computers. We will ask all members returning to the lab to read an appropriate document regarding cleaning and disinfection. In absence of a specific write-up provided by ECE or APSC, we will use the following:

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html

In the absence of specific PPE provided by APSC, we currently have sufficiently many face masks, gloves and hand-sanitizers to last several weeks. We have sufficient hand sanitizer to place at each station. We will make our own spray cleaners using bleach cleaners following the instructions at the above link.

Used cleaning supplies will be discarded in the garbage can near the door of the lab.

- *Cleaning and sanitization are crucial to maintain a safe lab/workspace. Provide as much detail as possible on your cleaning plans i.e. when, who, how, provide a checklist, etc. Identify and discuss what surfaces/areas need to be cleaned.*
- *Discuss how you plan on providing the required supplies and training (in addition to that provided by UBC SRS). Consider signage i.e. 'ready for use' vs 'needs cleaning', having 'hot zones' for smaller equipment/tools (bins to collect soiled equipment so others don't use it).*
- *In dry labs and office areas where sinks are not available, place hand sanitizer stations adjacent to exit doors and signage suggesting the use of sanitizer after touching shared items such as knobs, printers, keyboards, etc.*
- *Discuss how you will ensure safe disposal of used cleaning supplies and if applicable, any hazardous waste needs (from previous operations or adapted to new plan).*

7. 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, both research-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms.

We will divide the lab by areas and assign control and coordination to the respective users.

We will assign responsibility of coordinating use of the equipment to the students who are the heaviest users.

- *Consider assignment of key pieces of equipment and label with the name of the assigned employee. Consider especially larger pieces of equipment that require >1 person to operate.*

Done, tasks assigned to two senior PhD students.

- *If equipment cannot be individually assigned, then consider and explain your sanitation regime (or reference it above)*

Not applicable

- *Consider closing breakrooms or limiting access via a sign-up sheet*

Not applicable; no breakrooms.

8. Safety Infrastructure Requests (Partitions, Plexiglass installation)

Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

With our approach to physical distancing we do not believe there is a need for physical barrier installation.

- *Refer to Worksafe's "Designing Effective Barriers" guidance*

Section 5 – Administrative Controls

9. Communication & Training Strategy for Employees

Describe how you (the PI) have or will communicate the risk of exposure to COVID-19 in the workplace to your HQP/research staff/other employees and the safety controls in place to reduce such risk.

The PI has weekly meetings by Zoom and these issues have been discussed.

The lab has two scheduling calendars and a Slack channel that will be used.

As well, we agreed to post mobile phone numbers within the lab in order to make sure that everyone can be reached.

Detail how you will ensure that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training and orientation to your specific safety plan

We started by a meeting in which this plan was shared and discussed. All the above personnel will be required to complete the COVID-19 trainings and a written record of this will need to be provided to the PI before the PI formally authorizes the personnel's return to the lab.

- *Outline the expectations for all employees returning to the workplace and describe how an employee would raise concerns*
- *Clearly indicate that employees with symptoms MUST stay home*
- *How have you adapted to new risks in terms of training for existing and new staff*
- *All processes must be documented*

10. 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, 'cleanliness state' of equipment/instruments, hand-washing guidance). See WorksafeBC for signage guidelines and templates.

Instructions will be posted on the four doors of the lab. Arrows will be placed on the floor indicated direction of walking. Every disinfectant/sanitizer station will have instructions associated with it. Common areas will have instructions for cleaning and a sign-up sheet showing all past users and the cleaning record.

- *Use decals: In spaces where one direction of travel can be assigned, assign a clockwise direction of travel using tape on floors for people to move around safely, otherwise practice walking on the right and yielding to oncoming traffic.*

11. Emergency Procedures & Reporting

PIs must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab's emergency response plan procedures during COVID-19.

Emergency procedure will be discussed with the group at our first meeting.

See the SRS guidelines for handling potential COVID-19 incidents here: https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/

The Kaiser BERP location will be included on the laboratory contact sheet and on the lab doors.

12. Monitoring

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor).

Daily inspections will be carried out by the following personnel:

First name	Last name	Role	E-mail	Mobile number
Tim	Salcudean	PI	tims@ece.ubc.ca	6045617046
Megha	Kalia	PhD student	mkalia@ece.ubc.ca	6044176467
Alaa Eldin	Abdelaal	PhD student	aabdelaal@ece.ubc.ca	6047164541

Amir	Hadi	PhD student	Ahhadi@ece.ubc.ca	6047850801

We have decided to schedule 2 persons to be present each day and monitor each of our two labs. The responsible persons scheduled for each of the Kaiser 3090 and Kaiser 3080 labs will file daily reports. The scheduled monitors will be instructed to report any safety incident or non-compliance with guidelines immediately to safety@ece.ubc.ca, to tims@ece.ubc.ca and to call the PI on his cell.

As well, the room monitors will confirm that no incident occurred at the end of each day upon their departure from the lab. These reports will be e-mailed to the PI, Tim Salcudean.

- *Identify the person(s) responsible for implementing and then monitoring compliance with the plan.*

Section #6 – Personal Protective Equipment (PPE)

13. Personal Protective Equipment

UBC has a central process for purchasing PPE. Describe what PPE you will require for your lab.

#	Type of PPE	Activity and PPE Use Rationale
One per personnel	Mask	Needed for departure/arrival in the office, and for other potential instances in which personnel may have difficulty maintaining physical distance. **Use of masks is strongly encouraged.**
One pair per personnel per week	Gloves	Needed for cleaning common surfaces or any other surface that is suspected to have been touched and for manipulating objects that cannot be easily disinfected.
4	Bottles of disinfectant spray or wipes	As shown in the associated lab diagrams.

3	Bottles of hand disinfectant	As showed in the associated lab diagrams.

- *If applicable list any other protective controls such as access to showers/laundering facilities*
- *Discuss how you will safely dispose of soiled PPE*

Used PPE will be disposed according to ECE posted guidelines.

Acknowledgement

I confirm that this Safety Plan has been shared with all workers (HQP, research personnel, etc.) who will be accessing this space both through email and will be made available as a shared document. Workers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

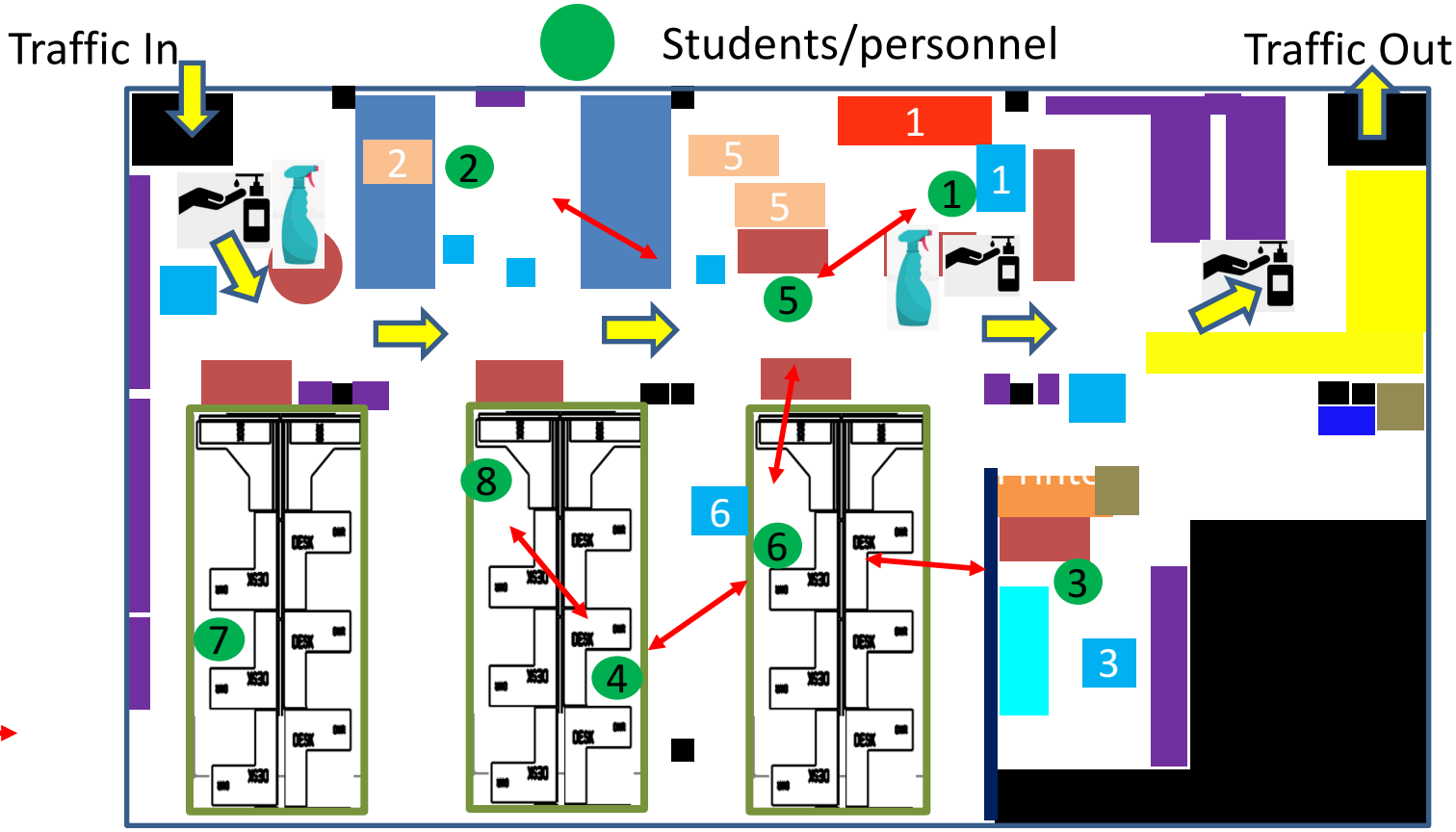
This plan was submitted and signed by the corresponding applicants and has been approved by the ECE Department Head Steve Wilton.

Appendix

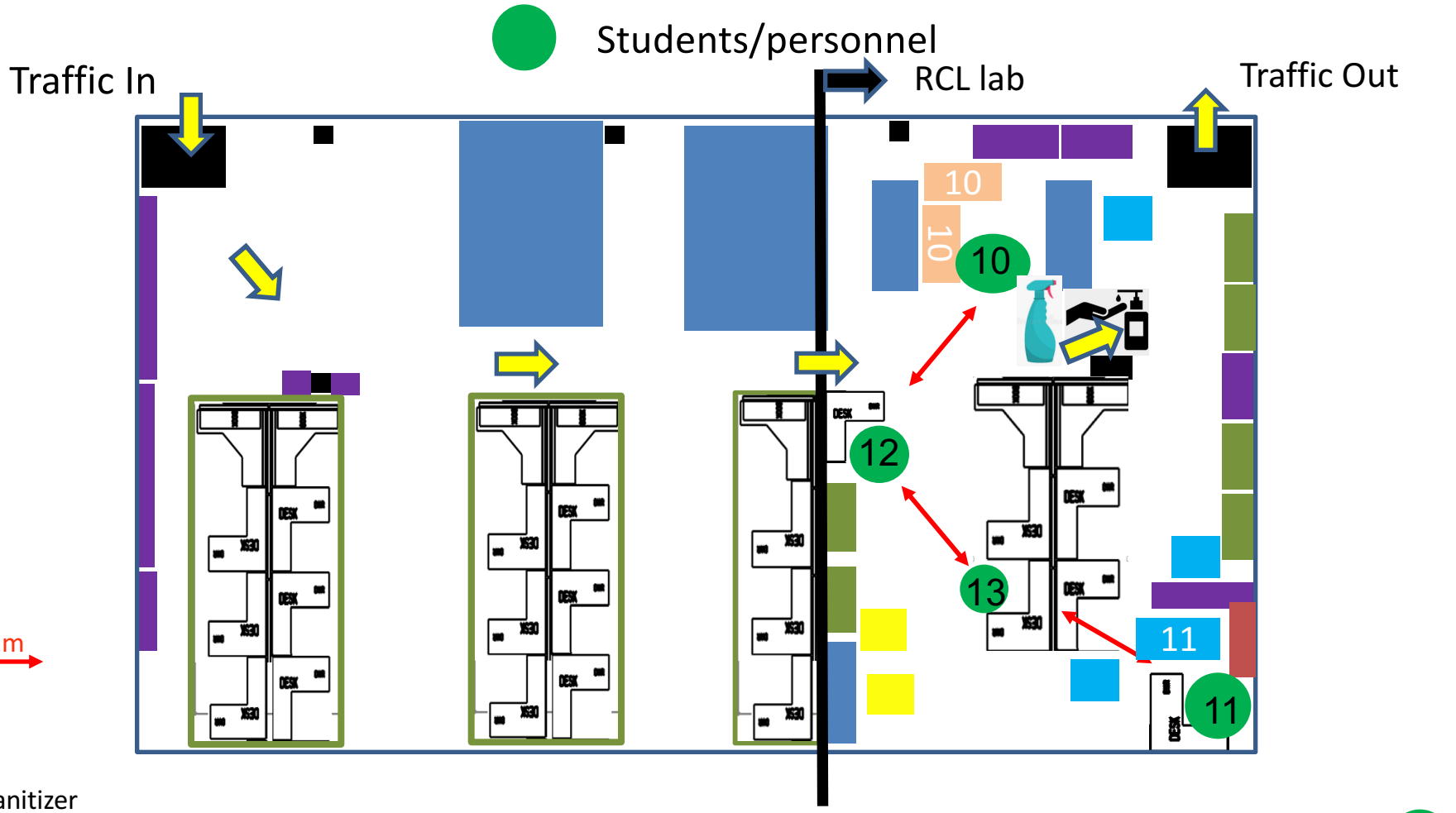
Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

APSC specifically requests photographs of your current lab layout, as well as your proposed usage layout i.e. where HQP will work, what areas will be closed off, where signage will be placed, etc. If floor plans of your lab/shared workspace is available, please append these as well.

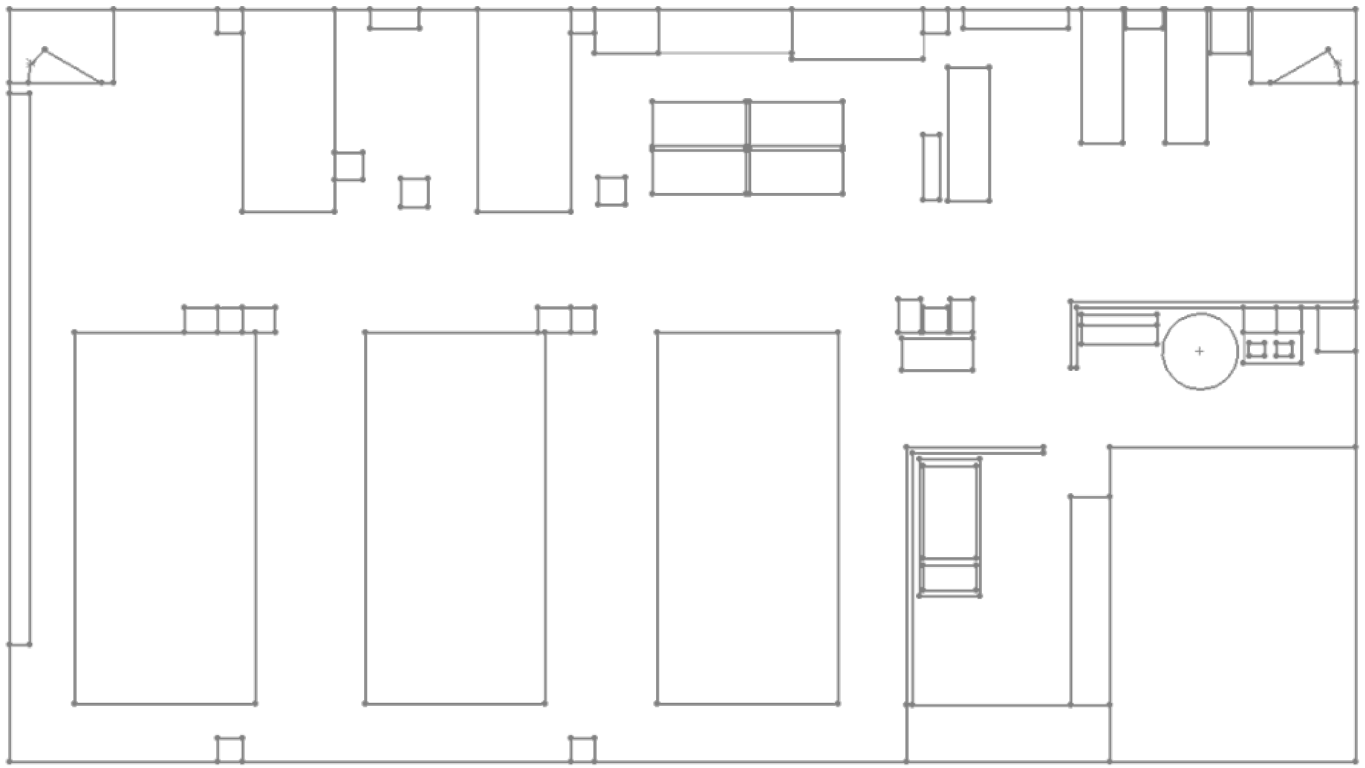
RCL - Kaiser 3090



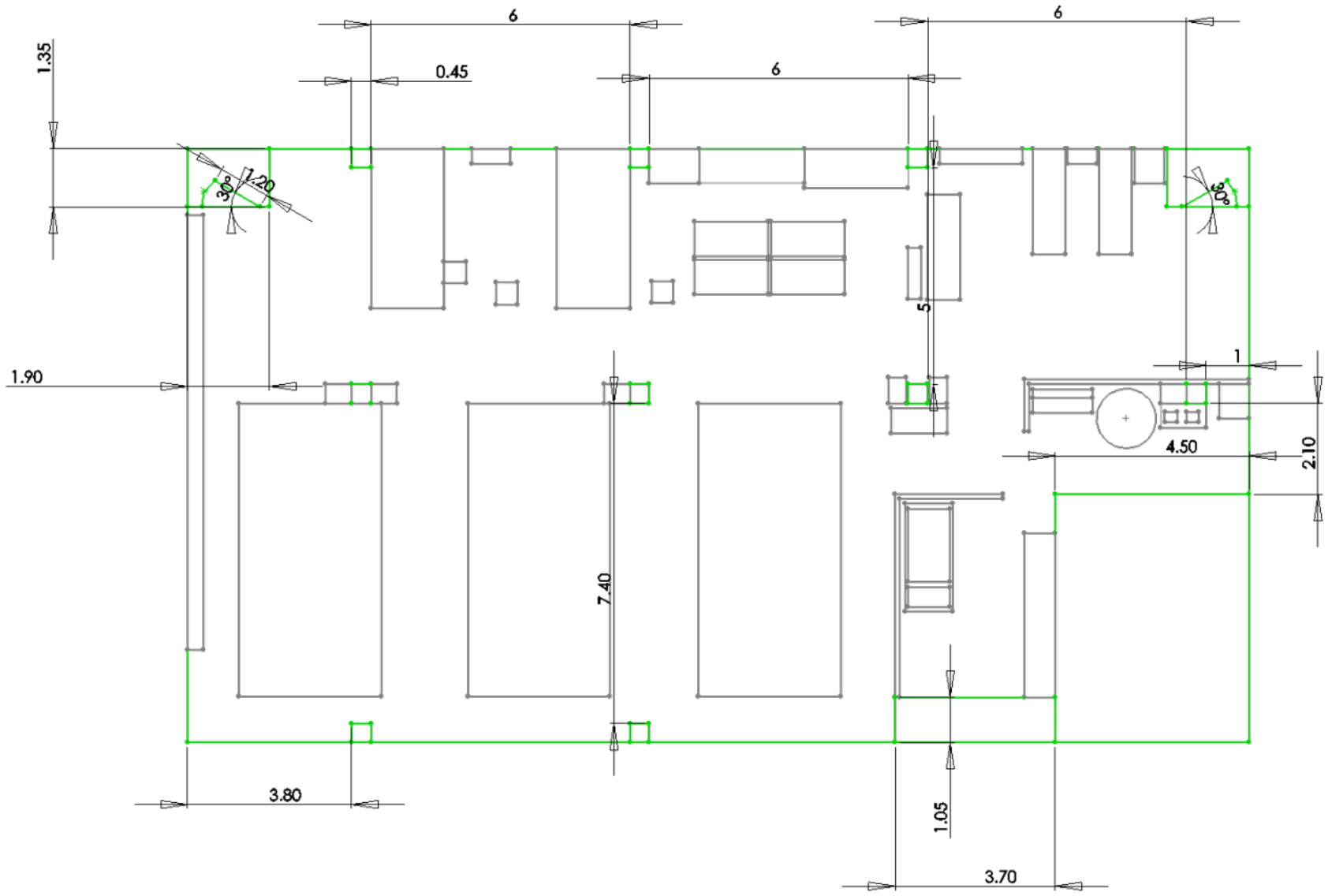
RCL –Kaiser 3080



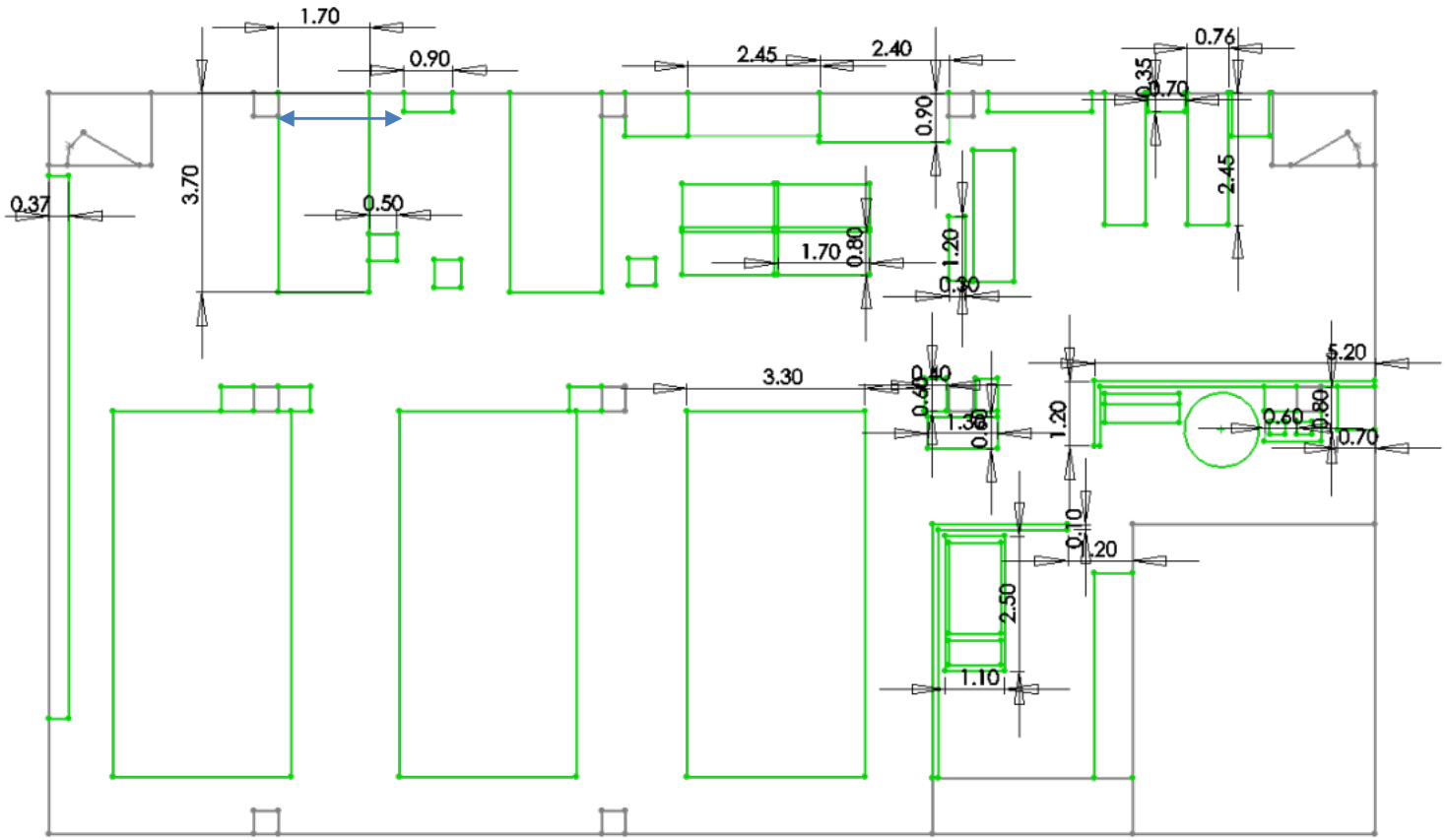
Status Quo: No Dimensions



Kaiser 3090: Dimensions of Room



Kaiser 3080: Dimensions of Equipment



Faculty of Applied Science
COVID-19 Building (Common Areas) Safety Plan: v0.9

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

Name of Building	Fred Kaiser Building
Address of Building	2332 Main Mall

Introduction

The Fred Kaiser Building is a shared building. The primary occupant to the Kaiser Building is the Department of Electrical and Computer Engineering. Other occupants are: the Faculty of Applied Science Dean's Office, Faculty of Applied Science Engineering Student Services, and the Department of Mechanical Engineering, and UBC Food Services, Starbucks outlet.

This plan covers entryways, common areas, hallways, elevators, stairwells, washrooms, lounge, meeting rooms and the balcony in the Fred Kaiser building.

Electrical and Computer Engineering Administrative Spaces, Offices, Labs, Mechanical Engineering Office and Labs and Applied Science Dean's Office and Engineering Student Services have not been included in this document.

Reference Documents:

The following guidance documents and resources were used in the development of this plan:

UBC Resources

- Safety & Risk Services (SRS) COVID-19 Website
  - Preventing Exposure
  - Personal Protective Equipment
  - Physical Distancing Guidelines
  - Reporting COVID-19 Exposure
  - Communications Resources
- Guidelines for Safe Washroom Occupancy
- Building Operations Faculty Notice – Cleaning

Non-UBC Resources

- WorksafeBC
- BC Centre for Disease Control

General Procedure:

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19.

- Occupants are required to self check for COVID19 symptoms before coming to campus, health status should be confirmed with supervisor or manager daily. Occupants presenting any symptoms are expected to understand that they are ***not*** permitted to come to the UBC Campus. If well enough, occupants may arrange to pursue research remotely. Arrangements should be discussed with the supervisor or manager. If you are feeling unwell in any way, do not come to UBC, and follow medical advice. COVID-19 affects different people in different ways.
- Occupants who have travelled (outside Canada) or have been in contact with anyone who has travelled or had contact with a possible COVID-19 infected person or area are required to self-isolate for 14 days and may only return to work on campus if fully asymptomatic.
- Occupants are required to practice good hygiene (frequent hand washing/sanitizing, avoid touching faces, cough into elbow and not touching surfaces or other people.
- Occupants are required to regularly clean/sanitize the frequently touched surfaces
- Occupants are required to maintain a physical distance of 2 metres from others
- Occupants are required to follow relevant signage and floor markings when passing through the Kaiser
- Occupants are required to be familiar with the COVID-19 Safety Plans approved for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within Kaiser and your workspace respectively.
- Occupants are required to sign in and sign out of respective workspaces
- Occupants are required to use sanitizing station upon entry to Kaiser building
- Occupants are required to complete the mandatory online training module ***Preventing COVID-19 Infection in the Workplace*** (details to be added). Those who have access to Kaiser facilities through a COVID19 exemption should continue to follow existing plans until such time as training is released by UBC.
- Occupants are required to follow appropriate Work Alone procedures as laid out by workspace plans
- Building sanitization (common spaces) will be as per UBC Custodial

Common Area Plans:

The following common area safety plans must be followed:

Bathrooms

- Waiting locations to access the washroom to be marked in hallway, 2 m from door
- Hand washing and sanitizing signs posted near and inside bathroom
- Single occupancy at all times with busy light/flag when in use
- Doors open for mid size washrooms (south side of the building) to avoid touching handles

Hallways

- The hallways are approximately 2 m wide as such the building will have one way traffic only. Floors have been marked with directional signage (see attached key plan documents). Hallways must be kept clear of clutter at all times.
- Meetings, conversations, and/or phone conversations will **not** be permitted in the hallways.

Entrances/Exits

- All persons entering the building must use the main **Main Mall entrance**. Entry through other doors is not permitted at this time, card access has been deactivated for all other doors. All persons **MUST** use a sanitizing station upon entry.[1] (Mech Eng user see footnote below).
- Do not attempt to circumvent the designated exit doors by wedging/propping them open.
- You may exit by any perimeter door. Front door usage for exiting is discouraged. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn 2 meter away from each other. All persons **MUST** use a sanitizing station upon entry and exit.

Elevators

- Use of elevators is for those needing to transport materials, those needing assistance, or have difficulty using the stairwell. No one should ride the elevator when they can readily manage the stairs. A maximum of one person is permitted to use the elevators at the same time. Immediately sanitize hands after exiting the elevator.

Stairwells:

- The main Kaiser stairwell will only be used for occupants who are travelling upward. The North(rear) stairwell should be used for exiting the building. Please follow directional signs and instructions.

Meeting Rooms

- All Kaiser Meeting rooms are ***closed until further notice***.

Faculty/Staff Lounge

- The Kaiser Lounge is ***closed until further notice***. Any on-site personnel should make arrangements to bring their own food/coffee/tea/water. Use of the microwave in the lounge is therefore not permitted. Until further notice, water in the Kaiser building is not potable.

Atrium/Landings

- Kaiser Atrium and landings should not be used as a space to congregate, they should be passageways to a destination inside the Kaiser Building or to an entrance or exit.

Balcony

- The Kaiser 5th Floor balcony is ***closed until further notice***

[1] Exception to those entering KAIS 1210, 1220, 1190, or 2214 should use the North entrance to avoid passing through the higher traffic Atrium area.

Mailroom

- The Kaiser 5th Floor mailroom is ***closed until further notice***

Photocopy Room

- The Kaiser 3rd Floor photocopy room is ***closed until further notice***

Communications Plan

- This plan will be circulated to all regular faculty and staff immediately upon approval. Principal investigators will distribute to research personnel as required.
- Signage will be posted as per plan
- All revisions to the plan will be circulated to building occupants. Principal investigators will be expected to communicate any major changes to their personnel.
- Safety protocol notices will be posted at entrances and commu

Training/Evaluation/Monitoring

All Kaiser occupants must successfully complete the mandatory online training module ***Preventing COVID-19 Infection in the Workplace*** (details to be added)

- All faculty, staff and students are required to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or the Local Health and Safety Team (LST) by emailing: safety@ece.ubc.ca with a copy to safety@mech.ubc.ca for occpuants from Mechanical Engineering.
- Any violations of the protocols in this document should be reported directly to safety@ece.ubc.ca
- ECE Department staff will be on site on an regular basis and will be circulating to ensure no violations occur

Emergency Procedures:

Building Emergency Response Plan (BERP)

https://www.ece.ubc.ca/safety/EmergencyResponsePlan

List of Units Occupying Building

Name Unit Representative	Email & Phone #
ELEC: Matthew Kutarna	mkutarna@ece.ubc.ca | 604-822-8486
ELEC: Darla La Pierre	darlas@ece.ubc.ca | 604-822-5375
Mech: Jen Pelletier	jen@mech.ubc.ca | 604-827-4090
APSC: Ailish Statham	ailish.statham@ubc.ca | 604-827-2979
Starbucks	