



Faculty of Applied Science COVID-19 Building (Common Areas) Safety Plan

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 Wesbrook Building
Address of Building 6174 University Blvd

Introduction

The Wesbrook Building is a shared building. ECE has been assigned the Wesbrook Building as Swing Space during the MacLeod Building renovation (due to begin summer 2020). The Wesbrook Building does not have a Local Safety Team (LST) but the Department of Electrical and Computer Engineering has been advised that ECE occupants to Wesbrook should follow the Kaiser Building protocols and have the Workspace Safety Plans reviewed by the Kaiser Building LST.

Electrical and Computer Engineering Wesbrook Allocated Swing Space:

Radio Science Lab (RSL) Room 148, RSL offices and storage Rooms 25-28-30-32B-32

System on a Chip Lab (SOC) Rooms 12-14-16-20-22

ECE Machine Shop Facilities Rooms 43-41-37-37A-15-5A-4 - *Closed during Phase 1*

ECE Graduate Student Lounge (ECEGSA) – Room 200 – *Closed during Phase 1*

This plan covers circulation space including entryways, common areas, hallways, elevators, stairwells, washrooms adjacent to the Electrical and Computer Engineering allocated Workspaces.

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 Wesbrooks Building
- 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 Wesbrook and the workspace respectively.
- Occupants are required to sign in and sign out of respective workspaces
- Occupants are required to use sanitize or wash hands upon entry to Wesbrook building
- Occupants are required to complete the mandatory online training module [Preventing COVID-19 Infection in the Workplace](#)
- 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

- Doors are left propped open for mid size washrooms to avoid touching handles
- Multi-user washrooms have a room occupancy of 2 – users should check before entering



- 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

Hallways

- The hallways are wide as such the building will have two way traffic Occupants should always keep to their right and yield to oncoming traffic.
- Meetings, conversations, and/or phone conversations will **not** be permitted in the hallways.

Entrances/Exits

- Entrance and Exit doors are marked with clear signage
- Fob entrance is located on level A1 – Door J1 (see attached keyplans)

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. If required, a maximum of **two** people are permitted to use the elevators at the same time. Immediately sanitize hands after exiting the elevator.

Stairwells:

- Pathway to the basement via stairs 2 and 3 (see attached keyplans)
- Stairways are bidirectional, please keep to the right and yield

Communications Plan

- This plan will be circulated to ECE Principal investigators who have allocated swing space in the Wesbrook Building. 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

Training/Evaluation/Monitoring

- All ECE Wesbrook occupants must successfully complete the mandatory online training module [Preventing COVID-19 Infection in the Workplace](#)
- 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
- 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 a regular basis and will be circulating to ensure no violations occur



Emergency Procedures:

Building Emergency Response Plan (BERP)

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

Appendix

See attached key plans

Department/School Head/Director Approval

Steve Wilton, ELEC Department Head

Date