Faculty of Applied Science

COVID-19 Building (Common Areas) Safety 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/.

Name of Building: Frank Forward Building
Address of Building: 6350 Stores Road, Vancouver, BC, V6T 1Z4

Introduction

The Frank Forward building is used exclusively by the Department of Materials Engineering and the Mining Engineering Department. The department of Materials Engineering occupies floors basement-4th and Mining Engineering occupies part of 4th floor and all of 5th floor. With respect to research activities there are no shared spaces between the two departments. People will move through entrances, hallways, stairwells and elevators to get to research labs. People will access photocopy rooms, and washrooms as well as assistance from technicians in stores, a machine shop, an electronics shop and an electron microscope lab.

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

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC COVID-19 Campus Rules
- Guidelines for Safe Washroom Occupancy
- Building Operations Faculty Notice
General Procedure:
The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in this Building plan:

- **Maximum occupancy:** (64 persons as per information from APSC Resumption of Research Plan, May 29, 2020, Estimated Maximum Occupancy at 20% capacity). The applications for return to research will total less than 64 persons in the building at a time. Occupancy limit signs will be posted on all three building entrances. It will also be communicated in training documents provided to returning personnel. This building safety plan will constitute one of the documents used in safety training.
- **Workplace traffic flow will be indicated by signs in all hallways; signs on stairwell doors will indicate one-way traffic flow. Building map diagrams will be used to direct traffic in areas where flow is more involved, e.g. for people lining up to access the stores counter. Information will also be communicated in safety training documents to returning personnel.**
- **Common spaces rules:** Rules will be communicated through signs and in training documents, e.g. Washrooms - maximum occupancy: one person. Signs will contain stepwise instructions for use of common areas where appropriate (e.g. washrooms).
- **Guidelines on food storage, preparation and deliveries, etc.:** Written guidelines will be provided in training documentation. Signage regarding rules and procedures will be used where needed, e.g. lunchrooms.
- **Bathroom maintenance plan:** Bathroom maintenance is within the purview of Building Operations. Building occupants will be instructed to contact Building Operations if an item (paper products, soap, etc.) is missing, through safety training documents.
- **Building sanitation:** Building sanitation provided by custodial services will cover typical common areas, e.g. main stairwells, elevators and washrooms (as per Building Operations Faculty Notice - Cleaning). Other areas of the building that may require disinfection (e.g. photocopy rooms) will be indicated in this safety plan. Signage at these locations will indicate who is responsible to wipe high-touch surfaces (e.g. users of a room) and procedures (e.g. on wiping door knobs, frequently touched equipment, like a photocopier).
- **How and why PPE will be used:** This will be communicated mainly via workplace safety plans developed by individual PIs. There are no PPE requirements for common areas in the building.
- **Occupancy of areas not indicated in this document:** This will be communicated through signage on/near doors and through safety training documents, including access procedures and restrictions. In general, areas not included in this document will be off limits.

Common Area Plans:
The following common area safety plans must be followed:

**Bathrooms:**
- Washroom doors will remain propped open at all times.
- If a washroom door is closed, open it and prop it open with a door wedge.
- Only one person at a time is permitted in any washroom.
• The lights will be used to signal if a washroom is occupied: if the lights are on, the washroom is in use; if the lights are off the washroom is vacant.
• Use elbows, knuckles or a pen/pencil etc. to turn light switches on or off.
• If you are uncertain if a washroom is occupied, ask out loud if anyone is inside.

Signs:
• At entrances (outside wall) and near light switches (12 signs needed).
• One person at a time only.
• If the lights are on do not enter (occupied).
• Turn lights off when leaving (indicates unoccupied); use elbow or knuckles.
• Call out loud to check if unsure if washroom is occupied.
• Leave door propped open at all times.

• Handwashing technique (placed by building operations by sinks); (6 needed)

• Over toilets; Do not flush antiseptic wipes down toilets; (12-14 needed)

Hallways:
• Occupants will be instructed to stay to the right side of the hallway.
• Keep 2 m apart at all times.
• If passing by cannot be done and still maintain 2 m separation, people are expected to move out of each other’s way until there is room to pass.
• Yield to cross traffic to maintain 2 m separation.

Signs:
• Stay to right side of hallway and keep 2 m apart
• Yield to cross traffic.
• With direction arrow.
• Immediately opposite stairwells (18).
• Every 15 feet on both sides of each hallway (about 60).

Entrances/Exits:
• All research staff and students must abide by the schedule provided by their supervisor in order to be in the building. There is no admittance to the building for research personnel outside of their scheduled days AND times.

There are three building entrances/exits (see Figure 1, Appendix):
• East doors, first floor (Entrance 2 in Fig. 1)
• North doors, first floor (Entrance 1 in Fig. 1)
• South doors, ground floor (Entrance 3 in Fig. 1)
The building may be accessed only using a UBC card (student card, faculty/staff card) at the east entrance. The east entrance (no. 2) will be used to ENTER the building only. No exiting through this door.

- Push the automatic entry button to enter; preferably use your elbow.
- Wash hands immediately upon entry.

The south doors (no. 3) may be used as an exit only. No entry through this door.

- The north door (no. 1) will be used as an exit only. No entry through this door.
- Letting another person in by opening a door for them is not permitted, in order to maintain physical distancing.
- Only one person at a time may pass through a door; 2 m of separation must be maintained outside and inside.

Sign:
- East entrance (1 needed, exterior)
- ENTRANCE ONLY
- Maximum Occupancy: 64 persons
- Authorized personnel only:
  - Research staff and technicians ONLY when scheduled by their supervisors
  - Use automatic door opener button

See Figure 2, Appendix for an example of typical signs

Sign:
- East entrance (2 needed, exterior)
- SRS physical distancing sign (See Figure 3, Appendix)

Sign:
- East entrance (2 needed, exterior)
- STAY HOME IF YOU HAVE:
  - fever
  - chills
  - new or worsening cough
  - shortness of breath
  - sore throat
  - new muscle aches
  - headache

Sign:
- East entrance (exterior, 2 needed)
- Wash or sanitize hands upon entering the building
- Wash/sanitize often
• No food deliveries to this entrance; use south or north entrances.

Sign:
• East entrance (interior, 2 needed)
• Entrance only
• To exit use north or south doors

Sign:
• South and north doors (exterior, 6 needed)
• Exit only
• Use east door to enter building

Sign:
• South and north doors (interior, 6 needed)
• Food deliveries
• Only one person at a time may receive a food order.
• Orders must be prepaid; no payments at the door.
• Delivery person messages occupant, leaves food near door.
• Open door and pick up the order.
• Wash hands before and after eating.
• Dispose of containers, utensils into trash.

Elevators:
• There are two elevators side by side. One is a freight elevator with a front and rear door. The other is a small elevator with only a front door. They are located just inside the north doors (See Figure 1).
• Elevators will be restricted to specific uses.
• Persons with mobility difficulties (cannot use the stairs) may use the elevators.
• Persons who need to move heavy or bulky items may use the elevators.
• People who are able must use the stairs.
• Only one person at a time will be permitted in an elevator.
• Use your elbow, knuckles or pen/pencil to push call and floor buttons.
• Liquid nitrogen dewars may only be transported in the freight (largest) elevator. The filled dewar must be sent to the required floor without anyone on board. The person in charge must use the stairs to meet the elevator and retrieve the dewar.
• Wash your hands after using an elevator.

Sign:
• Posted on small elevator doors (6 needed)
• Do not use elevator unless:
• You have mobility challenges
• You have bulky/heavy items to move
• Only one person in elevator at a time.
• Use pen/pencil to push buttons
• Wash hands after using elevator

Sign:
• Posted on freight elevator doors (12 needed)
• Do not use elevator unless:
  • You have mobility challenges
  • You have bulky/heavy items to move
  • Only one person in elevator at a time.
  • Use pen/pencil to push buttons
  • Wash hands after using elevator
  • Do not enter elevator if liquid nitrogen dewar is on board

Sign:
• Posted on inside of freight elevator, back door (1 needed)
• No access to stores or loading dock from rear of this elevator

Stairwells: (if applicable)
• The east stairs (near entrance no. 2; see Figure 1, Appendix) will be designated as ascending only.
• The south stairs (near entrance no. 3; see Figure 1, Appendix) will be designated as descending only.
• The middle stairs (near entrance no. 1 and the elevators; see Figure 1, Appendix) will be designated as ascending only.
• Maintain a separation of at least 2 m in stairwells.
• Walk on the right side

Sign:
• East and middle stairwells (on stairwell doors, 12 needed)
  • UP ONLY
  • Maintain 2 m separation on stairs
  • Wash hands after exiting stairwell

Sign:
• South stairwell (on stairwell doors, 6 needed)
  • DOWN ONLY
  • Maintain 2 m separation on stairs
  • Wash hands after exiting stairwell
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**Lunchrooms & Kitchen:**
- Rooms 308 and 517B. Lunchrooms will remain closed for Phase 1.

**Signs:**
- Room 308, on exterior of door (1 needed). Lunch Room closed - no entry until further notice.
- Room 517b, on door from 517 and door from 519A (2 needed). Room closed - no entry until further notice.

**Food storage:**
- Food and beverages may not be stored or consumed in labs.
- Food has to be stored outside of labs, e.g. in the hallway.
- Eat outside. Only if the weather is bad food may be eaten in hallways. Chairs may be placed in hallways as a place to sit while eating. A separation of 2 m must be maintained.
- Keep chairs close to a wall in case of emergency evacuation.
- Wash hands right after eating.

**Food deliveries:**
- Only one building occupant at a time may be at a door to accept a food delivery.
- Only the south or north building doors may be used - numbers 1 and 3 in Figure 1, Appendix.
- Orders must be prepaid; no payments at the door.
- Delivery person leaves the order outside at the door.
- Delivery person messages occupant to indicate a delivery has arrived.
- When he/she leaves the occupant may open the door and take the delivery.
- Next, hands must be washed and the food may then be eaten.
- Empty food containers must be disposed of in the regular trash.
- Wash hands right after eating.

**Sign:**
- On north and south doors (6 needed)
- Food deliveries
- Only one person at a time may receive a food order.
- Orders must be prepaid; no payments at the door.
- Delivery person messages occupant, leaves food near door.
- Open door and pick up the order.
- Wash hands before and after eating.
- Dispose of containers, utensils into trash.
Atriums/Mezzanines/Landings: (if applicable)

• First floor lobby area just inside the north doors (number 1, Figure 1, Appendix).
• No lingering/waiting permitted in this area

Sign:
• No lingering or waiting in this area (2 needed, one on each side).

Balconies: (if applicable)

Not applicable

Photocopy rooms (see Figure 8):

• Room 306. Only one person at a time may be in the photocopy room.
• Room 517h. Only one person at a time may be in the photocopy/mail room.
• The doors for 306 must remain closed at all times.
• If someone is using the room, one person at a time may line up at the entrance to room 317 or 517 until the photocopy room is free. Stand so as to be visible to others using the hallway.

Sign:
• Room 306 and 517h (2 needed)
• Only one person at a time in photocopy room
• Leave door closed at all times
• One person at a time may wait in hall 2 m from the photocopy room

Smoking areas:

• Smoking is permitted outside the building in the north courtyard and in the area outside the south entrance (see Figure 1).
• Smoking is not permitted near building air intakes.
• Smoking is not permitted within 8 m (26 feet) of a building entrance.
• People must be at least 2 m apart.

Stores area, Rooms 6, 6A-6D (see Figure 4, Appendix):

• Students and staff may go to stores only to receive items or ship items.
• To ask questions or get advice from stores personnel use email or phone (604 822 2617).
• Place orders by email.
• Get instructions from stores personnel for shipping items by email or by phone.
• Do not pass items or paper back and forth across the stores counter unless absolutely necessary.
• Only stores personnel will be permitted inside stores (6B), the solvent room (6D) and the compressed gases room (6C). No self-service permitted.

• A table will be placed outside the stores counter and items will be placed there by stores personnel for pick-up. Compressed gas cylinders will be loaded onto a cart by stores personnel and dropped off at the stores lobby. The researcher may then take the cylinder away, keeping a distance of 2 m away from stores personnel. There must be 2 m between the person at the stores counter and the person at the table.

• Access the stores area from the south stairwell (Figure 5, Appendix). If you must use an elevator to go to stores do not exit the freight elevator from the rear doors. Only persons with mobility issues may use an elevator to access stores.

• Line up in the hallway south of the stores lobby as shown in the Figure 5, Appendix. At most three people at a time may line up here, 2 m apart.

• If you see that there are three people in line already, exit via the south doors and re-enter the building from the east entrance.

• If you are at the head of the line check around the corner to see if anyone is at the stores counter. If there is no one there proceed to the counter. If someone is at the counter wait until they leave.

• When you are done at the stores counter exit by going to the hallway and going north (to the left). You may use the middle stairs to go up if before noon; the east stairs at any time. You may use an elevator according to the restrictions under the elevators section.

• Until further notice do not bring electronics items to the stores area for disposal. Do not bring metal waste for recycling.

Sign:
• Free standing on pole at location as indicated in Figure 5.
• Line up here for access to stores, machine shop or electronics shop
• Maximum 3 people in line, 2 m apart
• Only one person at a time allowed at stores counter
• Only one person at a time can speak with machine shop/electronics shop technicians (keep 2 m apart)

Loading dock (see Figure 4, Appendix):

• Only stores personnel and delivery people may use the loading dock area.
• To dump trash into the dumpster or cardboard for recycling into a dumpster carry it out the south entrance to the dumpster.
• Re-enter the building through the east entrance.

Machine shop and electronics shop, Rooms 17 and 17A (see Figure 4, Appendix):

• Communicate with machine shop and electronics shop staff by email and phone as much as possible.
• Draw detailed plans where appropriate and email them.
• Go to the shops to deliver or receive necessary items.
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• Shop staff will receive or provide items on a table, the floor or onto a cart as needed.
• Once there is 2 m of distance shop staff or researchers may take items away.
• Access the shops from the south stairwell (Figure 5, Appendix).
• Line up in the hallway south of the stores lobby as shown in the figure. At most three people at a time may line up here, 2 m apart.
• If you see that there are three people in line already, exit via the south doors and re-enter the building from the east entrance.
• Once you are at the head of the line and to access the machine shop, go in through the room 17 doors (should be open) and wait for help just inside the door. There will be a table there in front of which you can wait.
• When you are done at shops exit by going to the hallway and going north (to the left). You may use the middle stairs to go up if before noon; the east stairs at any time. You may use an elevator according to the restrictions under the elevators section.

Sign:
• As per Stores area.

Electron microscope lab, Room 419 (see Figure 9, Appendix):

• Advice and information should be sought from the EM technician by email or by phone (604 822 5648).
• Access will be by appointment only, arranged with the EM technician.
• Only one other person (other than the EM technician) will be permitted in room 419 at a time.
• No access will be permitted when the EM technician is not in the room.
• No training will be provided at this time. Access to the SEM will only be permitted for trained operators.

Sign:
• On lab door (1 needed)
• Electron Microscope Lab
• No entry without permission
• Contact Heli Eunike
• heunike@mail.ubc.ca
• 604 822 5648
• Maximum occupancy: 2 people

Polishing and microscope lab, rooms 210 and 208A (see Figure 7, Appendix):

• Entry into room 208A is through room 210
• Only one person at a time will be permitted at a time in the polishing area (210).
• Only one person at a time will be permitted in the microscope room (208A).
• Fume hoods, benches and other parts of the room 210 lab will be generally off limits to other types of experimental work.
• If a researcher feels he/she needs fume hoods or other parts of the lab then contact Bé Wassink to
discuss; the department head will have final say. If such access is needed a physical distancing plan and
guidelines for use will have to be developed.
• WorkSafeBC working in isolation or alone limitations may limit what is possible in room 210 other than
polishing.
• Etching work may not be carried out in room 210.
• Contact the EM lab technician for advice and access to room 419 for etching work.

Sign:
• Electron Microscope Lab

• No entry without permission
• Contact Heli Eunike
• heunike@mail.ubc.ca
• 604 822 5648
• Maximum occupancy: 2 people

Sign:
• Inside room 210 lab, on each fume hood sash (3 needed).
• Fume hoods use not permitted.

Sign:
• Inside room 210, mounted on an upright on a bench (1 needed).
• Etchants preparation and use not permitted

Sign:
• On outside of door to room 208A (1 needed).
• Only one person at a time in microscope room.

Sign:
• In lab on walls (3 needed)
• Sign on cleaning and disinfection procedure (Figure 12).

Procedures:
To start with up to two people per day will be permitted to use the lab. A sign-up sheet will be posted on
the door. There will be a morning slot (7:00 AM-noon) and an afternoon slot (1:00 PM-6:00 PM). No
access to the lab is permitted outside the time slot the user is signed up for. Users may book ONLY ONE
time slot at a time. After they are done they may book any one available slot. The person in the lab will be
responsible to see that hand soap, paper towels and cleaning/sanitation supplies are available
(detergent/soap for cleaning, disinfectant wipes, disinfectant spray + paper towels or ≥0.5% bleach and
paper towels). If something is in short supply she/he is to go to stores and obtain the supplies needed. If
necessary supplies cannot be obtained then no work may be done in the lab. If polishing/ grinding procedures involve chemicals that are harmful to the skin, suitable gloves must be used. The user must have his/her own gloves. These may be obtained from stores. The user first will clean and disinfect the lab bench surfaces to be used and the equipment to be used. Make sure the power is off on any equipment involved. Also clean and disinfect door surfaces (inside and outside). Use elbows or pens/pencils etc. to turn light switches on and off. Use a detergent solution to clean all surfaces where you intend to work. Dry with paper towels. Then disinfect with wipes, spray or bleach solution. Bleach works very rapidly. Read the instructions on the container for other types of disinfectants. Signs on cleaning and disinfection procedures will be posted in the lab (See Figure 12). At the end of the session again clean and disinfect all surfaces/areas that you touched and clean/disinfect any equipment that you used.

Dispose of used disposable gloves and paper towels into the trash. Take reusable gloves with you when you leave. Take part-used boxes of disposable gloves with you when you leave; do not leave gloves in the lab. If the trash is full bring it to the dumpster outside stores and dump it in there. Use the south stairwell and walk outside to access the dumpster; no access via the loading dock. Re-enter the building via the east entrance only and return the trash bin to room 210.

Materials properties (undergraduate) lab, Room 101 (see Figure 6, Appendix):

- If a researcher feels he/she needs access to equipment in room 101 then contact Bé Wassink to discuss; the department head will have final say. If such access is needed only one person at a time will be permitted.
- WorkSafeBC working in isolation or alone limitations may limit what is possible in room 101.

Sign:
- On lab door, exterior (1 needed).
- No entry until further notice.

Classrooms, communal office areas, other rooms (see Figures 6-10)

Classrooms, communal office areas and other commonly accessible rooms, other than those indicated above, are closed until further notice. This includes rooms: 103, 105, 201, 203, 208, 217, 303, 310, 312, 317, 501, 506, 508, 512 and 519. Other small rooms and individual offices are not among those that would otherwise be commonly accessible.

Sign:
- On classroom doors, communal office areas, etc.
- No access to this room until further notice.
Other:

**Hygiene practices**

**General best practices**

In addition to physical distancing the best things you can do to protect yourself and others from COVID-19 are:

- Keep your hands away from your face.
- Wash your hands with soap and water often.
- If unable to use soap and water use hand sanitizer.
- If you have to cough or sneeze, cough/sneeze into the crease of your arm. Don't cover your mouth with your hands. Wash or sanitize hands afterwards.
- If you need to blow/wipe your nose dispose of tissues immediately into a trash container; wash your hands. Do not use reusable items such as hankies.
- If you start to feel ill, feverish or develop a cough, contact UBC first aid (604 822 4444 - UBC employees only). Call 911 for non-UBC personnel or at the discretion of the person ill, they can go to UBC urgent care; the ill person should be accompanied. The BC nurses hotline (811) can be called for advice as well.

**Hand hygiene**

- Washing - using soap and water cover and wash all surfaces of your hands for 20 seconds.
- Soap and water are more effective than hand sanitizer.
- If hands are dirty or greasy soap and water must be used. Hand sanitizer is not effective if hands are dirty or greasy.
- Hand sanitizer - about 3 mL is required (a blob about the size of a quarter). Rub it over all surfaces of your hands until they feel dry (10-15 seconds). Do NOT wipe your hands on paper towels or other materials. That defeats the purpose.

**Hand sanitizer stations**

- UBC will supply hand sanitizer stations and lotion.
- This might be in limited supply; avoiding using excess and wasting it., but do use a suitable amount for it to be effective
- Building Operations will determine locations of hand sanitizer stations.
- Bottles of hand sanitizer may be obtained through stores and placed where needed. Hand sanitizer should be available in all labs and shops.
Limitations of hand hygiene

• After you have washed your hands or sanitized them, the moment you touch any surface there is a risk of contracting the virus. The risk is greater where high-touch surfaces are involved such as:
  • Door knobs/handles
  • Light switches
  • Handrails
  • Taps
  • Elevator buttons
  • Frequently used equipment (e.g. photocopiers)
  • This is why avoiding touching your face is so important!

Opening doors

• To the extent possible use elbows, a fist or hips to open doors that can be pushed open. Avoid using fingertips and palms if possible.
• If you need to touch a door with hands/fingers, wash or sanitize immediately afterwards.

Masks

• Non-medical masks may be used in common areas, but are not required. They are generally ineffective for preventing exposure to droplets. They are believed to have some benefit for minimizing the spread of droplets from the wearer, e.g. in case of a cough or sneeze.

Other procedures

• All orders and procurement must be handled by Stores personnel.
• Gloves MUST be removed before exiting a lab.
• Only stores personnel may ship or receive; researchers and other occupants may not ship or receive any items.
• For cleaning and disinfection of surfaces and equipment see WorkSafeBC procedure and signage in Figure 12. Supplies for cleaning and disinfection may be obtained from stores.
• Masks or respirators for protection against chemical hazards must be N95 certified and must be fit-tested. Fit-testing is normally valid for 1 year; WorkSafe has extended this to 2 years for the time being. UBC SRS will be conducting fit-testing.
• Working alone – If only one person is in a lab there are three options:
  (1) He/she does work that the PI has confirmed is safe to do as per the working alone policy
(2) The PI and researcher set up a call in system. This can be accomplished as follows: The researcher sends an email to the PI upon arrival including the self-screening check. The researcher contacts the PI or someone he/she designates (email) at specified intervals (frequency depends on the risks involved: low risk of serious harm – infrequent; higher risk – more frequent). The PI (or someone he/she designates must be available to receive the email. If an email is not received by or shortly after the set time, try to contact the researcher. If contact cannot be made, call Campus Security to have them check on the person. When the researcher is set to leave, he/she sends one last email to say they are leaving.

(3) Arrange with a responsible researcher in the building to do checks on the lone researcher. Verification that he/she is OK must be made. A record of checks must be kept (Names of researcher and checker), date and time of checks and they have to connect when the alone researcher is leaving (also recorded). The record needs to be sent to the PI or his/her designate at the end of each day. The PI or designate keeps these records/emails.

**Communications Plan**

- Input for this plan has been sought from researchers, technical staff and faculty. The plan has been developed by the MTRL and Mining LST co-chairs. The plan has been reviewed by the department heads of Materials Engineering and Mining Engineering. The JOHSC has been consulted through the MTRL JOHSC representative (Heli Eunike).
- The building safety plan will be emailed to all departmental faculty, staff and graduate students.
- The building safety plan will be posted on mtrl.ubc.ca > Safety: [http://mtrl.ubc.ca/safety/](http://mtrl.ubc.ca/safety/) and on mining.ubc.ca > [https://mining.ubc.ca/covid-19-information-and-resources/](https://mining.ubc.ca/covid-19-information-and-resources/)
- The building safety plan will be emailed to the Building Facilities Manager for reference.
- The building safety plan will be reviewed in lab safety training documentation and orientation activities. All personnel will be required to read it.
- Safety training requirements are outlined in a checklist. Researchers are required to sign the checklist indicating they have completed the training. By their signature they also indicate that they will abide by the safety plan requirements. The checklist is available on the MTRL and Mining websites: [http://mtrl.sites.olt.ubc.ca/files/2020/06/Training-checklist-and-commitment-form-V3.docx](http://mtrl.sites.olt.ubc.ca/files/2020/06/Training-checklist-and-commitment-form-V3.docx). Supervisors will need to keep these records. See Figure 14, Appendix.
- Paper copies of the plan will be posted on bulletin boards in the department (opposite stores, first floor, third floor and fifth floor).
- For questions about the plan contact Bé Wassink: wassink@mail.ubc.ca or Carmen Jensen: carmen.jensen@ubc.ca
- The final approved building safety plan will be available on a central UBC website. A link to the website will be available on the mtrl.ubc.ca and mining.ubc.ca websites home pages.
• The LST chair is responsible to provide training for PIs on the building safety plan. This will be available as a voiced over PowerPoint presentation. The presentation will be available on the mtrl.ubc.ca website safety page and the mining.ubc.ca safety page.

• PIs are responsible to notify researchers to complete the daily self-assessment check-in form upon arrival at the lab (see Figure 13). A link to the form is provided below:

• Each PI is responsible to communicate the requirements of his/her lab safety plan to all returning personnel. A record that lab researchers have read it is required. (See Figures 14 and 15, Appendix for the form.) The PI is responsible to schedule people for work in his/her lab.

• The PI must contact the department head if he/she wants someone to be able to work outside of regular hours. Working outside of regular hours is discouraged and will require justification. Any additional safety plans will have to be put in place such as addressing working alone and monitoring of compliance. Campus Security may need to be notified. Researchers would have to post notice on the lab doors that work outside normal hours is underway, including names and expected hours.

**Monitoring**

• Each and every person entering the building will be required to do a check-in and check-out. The form can be accessed through a QR code or link available on the MTRL website (http://mtrl.ubc.ca/safety/) and the Mining website (https://mining.ubc.ca/covid-19-information-and-resources/) See Figure 16, Appendix. This accesses a simple survey form that will track total numbers of entries and exits. ALL personnel entering the building are required to do this, including:
  - Researchers
  - Technical staff
  - Faculty
  - LST personnel doing monitoring and compliance checks
  - Delivery persons
  - Anyone at all who enters the building for any reason, however brief or long

Each person must both check-in AND check-out

• Each PI will appoint someone in his/her group, in the lab, who will check for compliance with the lab safety plan. At any time when people are present in the lab there must be someone present to fulfill that task. The role may pass to different people on different days/times since it is likely that no one person from a group may be present 5 days per week. A daily safety checklist should be used by whoever is checking compliance. An example checklist is available on the MTRL website: http://mtrl.sites.olt.ubc.ca/files/2020/06/Daily-lab-safety-inspection.docx

• This should be done once per day. The checklist needs to be posted in the lab. A sample checklist is provided in the Appendix, Figure 11.
A representative from the faculty and/or LST will be doing spot checks on occasion to see that building plan requirements are being followed and to check that daily lab inspection checklists are being done and posted.

Training for in-lab monitoring will be provided to all returning personnel as part of the lab safety training and orientation required prior to returning to work. Training will cover:

- Ensuring each person in the lab records their arrival (daily)
  - Each person does a daily self-screening health check for possible respiratory illness symptoms and COVID-19 exposure upon arrival
  - The records are emailed to the PI or his/her designate
  - What to do if someone manifests symptoms
  - Communicating safety plans requirements
  - What to do in the event of clear violation of the requirements
  - Consequences of deliberate violations

Emergency Procedures:

Building Emergency Response Plan (BERP)
Provide location (website, internal drive location, poster boards etc.) and purpose of the document

Building Emergency Response Plan

In case of a building alarm evacuate the building; any exit may be used; physical distancing is not applicable during an evacuation. The assembly area is the north courtyard next to Stores Road (Figure 1). People must keep at least 2 m apart in the assembly area. No one may re-enter the building until emergency personnel give permission.

List of Units Occupying Building

<table>
<thead>
<tr>
<th>Name</th>
<th>Email &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Engineering Daan Maijer</td>
<td><a href="mailto:daan.maijer@ubc.ca">daan.maijer@ubc.ca</a>, 604 822 6013</td>
</tr>
<tr>
<td>Mining Engineering Scott Dunbar</td>
<td><a href="mailto:scott.dunbar@ubc.ca">scott.dunbar@ubc.ca</a>, 604 817 4725</td>
</tr>
</tbody>
</table>

Appendix

See below.
Department/School Head/Director Approval

Daan Maijer, Department Head (Materials Engineering)  
Name, Title  
Signature

Scott Dunbar, Department Head (Mining Engineering)  
Name, Title  
Signature

Digitally signed by W Scott Dunbar  
Date: 2020.06.11 11:47:29 -07'00'
Figure 1. Map of the Frank Forward building vicinity and building layout. Entrance 1 is the north entrance; entrance 2 is the east entrance; entrance 3 is the south entrance.
**ENTRANCE ONLY**

Maximum Occupancy: 64 persons

Authorized personnel only:

*Department technicians and scheduled research personnel ONLY.*

*NO ADMITTANCE to research personnel who are NOT SCHEDULED to be in the building*

*Use automatic door opener button*

Figure 2. Illustrative example of signs posted in the Frank Forward building to inform occupants of requirements. (Sign at east entrance door)
Figure 3. SRS.ubc.ca Physical distancing sign.
Figure 4. Building floor plan, ground floor/basement. Maximum occupancy numbers are indicated.
Figure 5. Diagram to explain how people may access stores, the machine shop or the electronics shop technicians in the basement.
Figure 6. Building floor plan, first floor. Maximum occupancy numbers are indicated.
Figure 7. Building floor plan, second floor. Maximum occupancy numbers are indicated.
Figure 8. Building floor plan, third floor. Maximum occupancy numbers are indicated.

306, photocopy room
Max occupancy = 1;
(From among the occupants in research labs; does not add to building load)
Figure 9. Building floor plan, fourth floor. Maximum occupancy numbers are indicated.
Figure 10. Building floor plan, fifth floor. Maximum occupancy numbers are indicated.
Frank Forward Building

Daily inspection checklist to check for compliance with the COVID-19 workplace safety plan. Post completed inspections in a prominent area in the lab.

Room __________________

Name of person doing the inspection ________________________________

Date __________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are people keeping 2 m or more separation?</td>
<td></td>
</tr>
<tr>
<td>Are people washing hands after touching common/shared surfaces?</td>
<td></td>
</tr>
<tr>
<td>Are people washing hands after handling common/shared tools or equipment?</td>
<td></td>
</tr>
<tr>
<td>Are people cleaning common/shared tools after use?</td>
<td></td>
</tr>
<tr>
<td>Has the daily login and self-assessment form been completed by all occupants?</td>
<td></td>
</tr>
<tr>
<td>Are only people scheduled to be in the room present?</td>
<td></td>
</tr>
<tr>
<td>Are common surfaces being cleaned at the start of the day?</td>
<td></td>
</tr>
<tr>
<td>Were common surfaces cleaned at the end of the previous day?</td>
<td></td>
</tr>
</tbody>
</table>

Figure 11. Daily inspection checklist for compliance with the COVID-19 lab safety plan. Supervisors may modify/add items as needed to suit their areas and plans.
Cleaning and disinfection

Wash your hands at the start

(1) Clean surfaces first. Use paper towel and detergent solution (from stores). Dry with paper towel.

(2) Disinfect next. Use disinfectant wipes, spray or ≥0.5% bleach solution. Bleach works quickly. For others follow instructions on the container.

What to clean/disinfect:

• Commonly touched surfaces (e.g. bench tops, cupboards, handles, taps, faucets).

• Commonly touched equipment (e.g. on/off switches, surfaces, controls) ensure power is off!

Frequency:

• At the start of the day or before work to be done
• At the end of the day or work being done
• In between if there will be multiple people touching surface/equipment and it doesn’t get sanitized before and after each use (e.g. at midday)

Wash your hands at the end.

Figure 12. Basic cleaning and disinfection procedure.
Figure 13. Daily self-assessment check-in form. To be completed by each researcher entering a lab. Send to the supervisor, lab manager or designate appointed by the supervisor.
Return to Research Activity - Commitment Form
Materials Engineering

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Frank Forward building in general and labs in particular. The building guidelines have been co-developed by the LST co-chairs from Materials Engineering and Mining Engineering. All students, staff and faculty who are permitted to resume research activities in the Forward building are required to complete the following requirements. Send completed form to your supervisor or his/her designate.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the FF building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the lab safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course</td>
<td></td>
</tr>
<tr>
<td>Send SRS course certificate to PI/lab manager</td>
<td></td>
</tr>
<tr>
<td>Lab and building safety training overview (e.g. an online training session)</td>
<td></td>
</tr>
</tbody>
</table>

Your name: ______________________  Date: ______________________

Faculty/Dept. ______________________  Your main room no. ______________________

Your role (staff, grad student, etc.): ______________________

Supervisor: ______________________  Your signature: ______________________

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

- Completing the daily self-assessment form
- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting 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 up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Accessing stores, machine shop, electronics shop and EM lab
- Access to and use of polishing lab (room 210)
- 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 lab'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

Figure 14. Safety training requirements and commitment record form
Return to Research Activity - Commitment Form- Forward Building Mining Engineering

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Frank Forward building in general and labs in particular. The building guidelines have been co-developed by the LST co-chairs from Materials Engineering and Mining Engineering. All students, staff and faculty who are permitted to resume research activities in the Forward building are required to complete the following requirements. All documents for review are accessible through the MINE SAFETY ONLINE WORKSHOP; self enroll here: https://canvas.ubc.ca/enroll/EGWKHH

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the FF building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the lab safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course through Canvas</td>
<td></td>
</tr>
<tr>
<td>Upload SRS course certificate to MINE SAFETY ONLINE WORKSHOP</td>
<td></td>
</tr>
<tr>
<td>Attend online lab safety training session</td>
<td></td>
</tr>
</tbody>
</table>

Your name: ___________________________ Date: ___________________________

Faculty/Dept. ___________________________ Your main room no. _______________

Your role (staff, grad student, etc.): ___________________________

Supervisor: ___________________________ Your Signature: ___________________________

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

- Completing the daily self-assessment form
- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting 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 up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- 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 lab’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

When you have completed and signed this form, please upload it to the MINE SAFETY ONLINE WORKSHOP on CANVAS

Figure 15. Safety training requirements and commitment record form

Version: May 28th, 2020
Figure 16. QR code and link to access the Frank Forward check-in and check-out survey form.