Faculty of Applied Science

Civil Engineering Department

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/.

**Change log:**

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<td>2020.09.17</td>
<td>1.0</td>
<td>Scott Jackson, Director, Safety and Research Facilities</td>
<td>Document being first approved</td>
<td>Bernard Laval, Head of CIVIL</td>
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<td>2020.10.19</td>
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<td>Marie Clopin, APSC Return to Campus Coordinator</td>
<td>Section 1: (edit links) 17. UBC Entry Check Sign link added. 18. Workday (instead of PAT). 24. Required Signage “And Marking” 25. Approach to handle potential Covid-19 incidents Section 7: Mandatory Mask Throughout the document: previous language around mask contradicting the new policy has been removed</td>
<td>Bernard Laval, Head of CIVIL</td>
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Introduction to Your Operation

1. Scope and Rationale for Opening

The research and teaching mission in the Civil Engineering Department in the Faculty of Applied Science requires specialized equipment or 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.

Civil 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.

This will involve expanding our research operations from what was approved in the Return to Research phase, allowing instructional and other staff who have approved reasons they are not able to work remotely, increasing the numbers of support staff if their work cannot be done from home and other low risk activities. These will involve the CEME building, the CEME Laboratories (Rusty Hut building), the EERF building and H.R. MacMillan building on the proposed re-opening date (September 17th).

The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of 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 is 100% 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.

- This plan was developed by the department safety director Scott Jackson and LST co-chair Freda Moraes, in consultation with the Civil Engineering Local Safety Team and the department head Bernard Laval. The general plan guidelines were sent to all faculty and core staff with an opportunity to review and comment on the full draft plan.

Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- COVID-19 Self Assessment Tool

4. WorkSafe BC Guidance

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
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 R2R Stage 1, the goal was to reduce the number of people in buildings and labs to about 1/3 of normal occupancy in order to limit contacts between people in lab spaces and in common spaces. Individual supervisors/managers assigned room occupancy (vetted by the Department Head/School Director) to ensure that physical spacing 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 R2R Stage 2 and the wider R2C plan, the building/space capacity will increase to about 2/3 of occupancy to enable more people to return to on-campus work, provided the established protocols herein and current provincial guidance can be met.
- Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their workspaces.
- The building level contact density is will be limited to no more than 2/3 normal occupancy and individual area/room level occupancy will be set by the child plans. The building safety plans cover the common area occupancy levels of each building.

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, in R2R Stage 2 and the R2C plan, the number of people in the building will be increased to about 2/3 of occupancy which accommodates physical distancing protocols. Physical distancing must be enforced and rooms must not exceed the posted maximum occupancy. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.
- The maximum anticipated # of people on a given day is as follows: Civil area of CEME 40 people, Civil area of RH 20 people, Civil Area of MacMillan 8 people, EERF 10 people, SERC 3 people. Some Civil personnel will be located in external facilities (off campus) and the numbers there will be dictated by the facility operators.

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

- Draft plan highlights were emailed to all faculty and core staff (managers, administration and front line workers) with an opportunity to review and comment on the full draft plan. The full draft plan was also sent to the Local Safety Team, which includes the Civil JOHSC representative and representation from multiple employee groups (FA, CUPE 2950, CUPE 116, M&P) and the APSC Return to Campus Committee for review.

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 will be 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 (virtual)
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

The information found at [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) will be highlighted and emailed to all employees upon distribution of this plan.

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.
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.

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 must continue to be done off-campus, i.e. data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating
presentations, studying, ordering of supplies, online library research, computations, etc. should be done from home.

- Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization of Departmental/School work activities will be determined by the Department of Civil Engineering, situationally identified by the Supervisor/Manager, and final approval granted by the Head/Director (please see Appendix B).

- UBC’s President’s Office presented the following five activities as top priorities:
  1. Academic/Research resumption
  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

- Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the Head/Director.
- Faculty teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by Department Head/Director.
- Faculty requiring access to on-campus space to prepare materials for Fall Term 1 (e.g. making videos for online course production) should be accommodated where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person study halls and office hours cannot be organized at this time.
- Undergraduate thesis students and undergraduate project students will not be allowed to return, unless specifically authorized by the Department Head/Director as the additional considerations around training, supervision and oversight of these students may pose challenges in meeting the physical distancing requirements
- Everyone must continue to meet online whenever possible.
  - Small in-person meetings that are essential (e.g., training that cannot be completed online) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom and meet all of the requirements outlined in the SRS UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance.
  - Units requesting to do this will be required to submit a plan for the room layout for approval by Department Head/School Director.

- Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office at this time.
- Individual faculty members are responsible for developing plans for their own research spaces. These will be reviewed and approved by Department Heads/School Directors. Heads and Directors are encouraged to consult with their LST.
  - Amendments from R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.
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

**Shift Work:** The *Department of Civil Engineering* will adhere to UBC rules for scheduling (M-F 7:00 am – 7:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean required spaces. That said, any supervisor/manager wanting their personnel to work on a shift basis will need to make a request through Scott Jackson (scottj@civil.ubc.ca). It may not be possible to accommodate all requests. All personnel must abide by the Department of Civil Engineering’s working-alone policy and obtain an approved Work Alone Plan (in which there are regular checks with a contact person).

**Weekend Work:**
In R2R and R2C, weekend work is allowed, so as long as it does not conflict with delivery of custodial services. The Department will ensure their Building Administrator/Facility Manager is informed of when weekend work is permitted as to confirm the custodians are given time and space to complete their work.

- The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:
  1. The PI/Faculty member/Supervisor must provide a request to the Department Head and Director of Research Facilities 3 full business days before the weekend in question for work continuing beyond the regular hours. Times, dates and names to be included with the request.
  2. If approved, the Director of Research Facilities will 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.
  4. The PI/faculty member/supervisor will ensure that a working alone plan has been filed and approved by the Department Safety Director prior to the commencement of any after hours or weekend work.

**Medium-to-High Risk Work:** Where 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) should be present each day (9:00 am - 5:00 pm) and this should be broadcast to everyone in the unit. The monitor should be available in case of an emergency or any other questions, and should help to ensure that the restrictions are being observed.
Scheduling Responsibilities:
- *PI’s / Supervisors* will maintain a schedule for and the contact information of responsible person present during every shift.
- *Civil Engineering* will ensure scheduling of shared rooms (via PI’s/Supervisors or office admin safety plans) is performed in each building.

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.

Civil Engineering has faculty, staff and students occupying space in CEME, RH, EERF, MacMillan, SERC and at various other sites in the lower mainland. Additional spatial analysis will be detailed in each of the Child plans within the department; faculty and managers will be expected to reference this plan as well as the appropriate building safety plan in the development of their workspace plans. Below are a number of the general considerations to be taken into account and/or adapted as needed to support the development of these plans.

The Faculty of Applied Science Dean’s Office has recommended all the units to use a QR code for check-in/out of the building in order to ensure the occupancy level is respected as well as the COVID-19 self-assessment is done before entering a building. It will consist of:
- One QR code for sign in and sign out: to capture name, date and time, department. When they answer “arriving”, the self-assessment for COVID-19 symptoms is imbedded in this survey. When they answer “departing”, name, date as well as a list of primary rooms they have been in will be included. No self-assessment required at exit.
  *There may be reason for exemptions to accommodate systems for shared buildings.*
- *Civil Engineering* will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded.

Laboratory/Office Considerations
Occupancy limits will also be posted on the door of each room by the PI or Director of Safety.

Building/Facility Considerations
Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
• Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly.
• Kitchens or lunchrooms will not be open, but a hand washing station (i.e. sink) will be available;
• When common office machines are used (e.g., copier, paper cutter, etc.) they must be wiped down by the user with disinfectant prior to and following use.
• Chairs and desks in lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.
• Where possible, doors to multi-person washrooms should 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 must be indicated.
• Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
• Where a feature/service leads to formation of a line-up (e.g., washroom, photo copier, mail room, etc.), markings spaced 2m apart should be on the floor.

Points of Access to Building and Access Control
• Access to the buildings is provided using key cards/keys and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
• To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces
• Before entering one of the UBC-managed rooms, Civil Engineering personnel must read the COVID-19 Safety Plan for General Teaching Spaces.
• In addition to all of the policies stated in the document, all high touch surfaces must be cleaned both before and after use.

Signage and Directional Guides
• Elevators (maximum of either 1 or 2 occupants, based on elevator size).
• Stairwells that are busy or very tight (for directionality).
• Physical distancing signage must be posted at entrances and/or hallways.
• Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
• There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
• Post signage within the units to inform of the measures in place.

Hand Sanitizer Stations
• Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.

**Offices**
- Single occupancy office space is to be used only in the case of special exemptions awarded by the Civil Engineering Department Head or designate (Director of Research Facilities).
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by Civil Engineering Department Head’s or designate’s (Director of Research Facilities) approval on a case-by-case basis.
- Use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

**Shared Facilities**
- Access to some facilities will be restricted to appointments made by email (e.g., machine shop, office areas), others will require online scheduling. Any questions can be directed to labmanagers@civil.ubc.ca
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
- Users MUST comply with procedures or access/services will be denied.

**Visitors**
- If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, through the Director of Research Facilities who will communicate the safety protocols required before entry into the workplace (e.g., email and/or signage posted to entrance). A record of visitors to the workplace will be kept by the Director of Research Facilities.
- Departments/Schools/Units must keep a record of visitors to the workplace. Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings.
- Occupancy restrictions are not to be exceeded by visitors.

### 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

**Common Physical Distancing Protocols (Everyone)**
- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC the [UBC Employee COVID-19 Physical Distancing Guidance](https://www2uvans.ubc.ca/ubc/employees/health-safety/coronavirus/physical-distancing/) should be followed. Examples include carrying something heavy or doing repairs to an equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings until further notice, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry
representatives dropping off samples for analysis, other researchers or technicians on campus accessing equipment.

- **Ad hoc visitors staying for more than 10 minutes (with the exception of couriers) are required to seek permission in advance from the Dept. Head or designate (Director of Research Facilities) prior to their arrival.**

- 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 will be clearly marked as single-direction. Follow directions in buildings.
- Use of PPE, such as lab coats and eye protection, should follow UBC 'Safety and Risk Services' (SRS) Guidelines, linked [here](#).
- Department-bookable classrooms can be reopened in R2R Stage 2 & R2C.
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be controlled the Department of Civil Engineering. Remove chairs from common rooms to limit the number of people who can sit in accordance with physical distancing standards
  - Kitchens and lunchrooms will be closed with the exception of sink use for hand sanitizing and setup of sanitization stations. Food preparation/consumption may be done in a private office area or in the building lobby area (sanitization done before and after use).
  - People using a bookable room must sanitize the area used before and immediately after use.

### 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 supervisors/managers and Departments 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 Civil Department has a total of 5 vehicles owned by the department and various research groups. Any bookable department vehicle needs to have a Vehicle Pre-Authorization form filled out along with approval for the booking from the Department Head or Director of Research Facilities. Vehicle sanitization will be required on each booking before and after use.

### 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**

- Every Department will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](#).
- Additionally, the Department will designate a person to do daily spot checks on the survey database and prohibit people who are scheduled in the building, but are not completing the
survey. This person will also ensure that international travellers are not scheduled in the building and have not entered the building during 14 days after their arrival to Canada.

- Every person (employee, visitor, contractor, etc.) returning on campus (also 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/School/Unit through UBC IT.
  - 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 personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
  a. UBC Entry Check Sign
  b. WorkSafe: Entry Check for Workers
  c. WorkSafe: Entry Check for Visitors

### 18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. These workers 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 onto the Workday system.

### Section #4 – Engineering Controls

#### 19. Cleaning and Hygiene

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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, and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temp stability, subject to availability.
- The standard UBC custodial standards 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 must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.
- Microwaves, fridges, or other equipment in common areas will not be used, and there will be signage to reinforce this policy.

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

- Food preparation and consumption is not allowed in common areas, but may be done in a private office.
- Building Safety plans developed by each department/unit will highlight the equipment removal/sanitation procedures for common areas of their building. The guideline given to the Individual users will be to disinfect every common surface inside a room (e.g., door knobs, handles, light switches, mice on lab computers)
- Each workspace plan developed by faculty/supervisors will highlight the equipment removal/sanitation procedures for their specific spaces.
- 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

Need for partitions or plexiglass installation will be addressed within each Civil Engineering Child plan.

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 Civil Engineering Employees**

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the *Department* will disseminate this Intermediate Level plan via e-mail and will post it on the *Civil Engineering* website.
- Once approved, the Intermediate and Child plans will be distributed by email and stored on a centralized SharePoint site for record keeping purposes.

**Communication of Worker’s Concerns**

- Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manager. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.
- 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.
- Workers are also encouraged to contact the Department Head or to a Civil Engineering Local Safety Team member.

**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).
- 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) must be sent by email to all workers.
- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to [mandatorytraining@civil.ubc.ca](mailto:mandatorytraining@civil.ubc.ca).

**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 *Civil Engineering Department* 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.

**Required Signage and Marking :**

- Signs that state the maximum occupancy of common rooms
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 BERPs within the Civil Engineering Department 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. 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.

Approach to 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.

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 Civil Engineering Local Safety Team and Department leadership will monitor the workplace and update this document, the Building Safety Plans, and any other department related Covid-19 safety documents. Employees can bring up their concerns to any member of the Local Safety Team, their supervisor, the Director of Safety & Research Facilities, a member of the APSC JOHSC or the Department Head.

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.

- New or reassigned workers must be trained as per pre-COVID requirements with additional considerations so that it is done safely under COVID restrictions/rules described in Section #3 (Hazard Elimination or Physical Distancing).
• If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training).
• If the worker role changes, the details must be included in either the PI or office admin site-specific safety checklist.

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 Civil Engineering Department does not anticipate any additional PPE requirements in addition to the ones outlined in our Return to Research plans. We have been successful in obtaining the required PPE from our normal vendors (Uline, VWR, and others recommended by UBC Purchasing).

Section #7 – Non-Medical Masks

29. Non-Medical Masks
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.
  o 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

Section #8 - Acknowledgement

30. 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. Bernard Laval, 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: _____ Bernard Laval
Date: 29 October 2020

Dean, Faculty of Applied Science Signature: ______________________
Date: 29 October 2020
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

Worker can effectively work at home

- YES: No Return to Campus
- NO: Worker approved in return to research stage 1 or research exemption

Worker approved in return to research stage 1 or research exemption

- YES: Priority 1 access
- NO: Worker needing to return for teaching/research/continuity or to access specialized infrastructure

Worker needing to return for teaching/research/continuity or to access specialized infrastructure

- YES: Priority 2 access
- NO: Worker returning to support critical operational activities (i.e. maintenance, technical staff etc)

Worker returning to support critical operational activities (i.e. maintenance, technical staff etc)

- YES: Priority 3 Access
- NO: Worker has home conditions which are not suitable for remote work

Worker has home conditions which are not suitable for remote work

- YES: Priority 3 Access
- NO: Students needing access to specialized labs to complete project work (i.e. 4th year thesis students, UG summer students)

Students needing access to specialized labs to complete project work (i.e. 4th year thesis students, UG summer students)

- YES: Priority 4 Access
- NO: Approved student group doing critical path work (i.e. prototyping, construction)

Approved student group doing critical path work (i.e. prototyping, construction)

- YES: Priority 5 Access
- NO: Worker requiring limited time access for a defined period of time (i.e. 1 day access to office)

Worker requiring limited time access for a defined period of time (i.e. 1 day access to office)

- YES: Speak with Unit Head/Director
- NO: Does worker really need to return to campus?

Does worker really need to return to campus?

- YES: No Return to Campus
- NO: No Return to Campus
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 who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manager. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.
- 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)

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

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

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Occupants</th>
<th>Head/Director</th>
<th>Building Admin and/or Facility Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Interactive Research on Sustainability</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td></td>
<td>Sustainable Building Science</td>
<td>Linda Nowlan</td>
<td>Masoumeh Eghtesad</td>
</tr>
<tr>
<td>Chemical &amp; Biological Engineering Building</td>
<td>Chemical and Biological Engineering</td>
<td>Charles Haynes</td>
<td>Marlene Chow / Samy Larkam</td>
</tr>
<tr>
<td></td>
<td>Clean Energy Research Centre</td>
<td>Xiaotao Bi</td>
<td>Sarah Chen</td>
</tr>
<tr>
<td></td>
<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Civil and Mechanical Engineering Building</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td></td>
<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>Location</td>
<td>Department</td>
<td>Faculty Name 1</td>
<td>Faculty Name 2</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Civil and Mechanical Engineering Laboratories</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>Civil and Mechanical Engineering Structures Lab</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td>Coal and Mineral Processing Laboratory</td>
<td>Mining Engineering</td>
<td>Scott Dunbar</td>
<td>Joanna Ho</td>
</tr>
<tr>
<td>Coal and Mineral Processing Laboratory Addition</td>
<td>Mining Engineering</td>
<td>Scott Dunbar</td>
<td>Joanna Ho</td>
</tr>
<tr>
<td>Earthquake Engineering Research Facility</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td>Engineering High Head Room Laboratory</td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>Engineering Student Centre</td>
<td>Engineering Undergrad Society</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Forest Sciences Centre</td>
<td>Institute for Computing, Information and Cognitive Systems</td>
<td>Rob Rohling</td>
<td>Fatima Damji / Gabel Yeung</td>
</tr>
<tr>
<td>Frank Forward Building</td>
<td>Materials Engineering</td>
<td>Daan Maijer</td>
<td>Michelle Tierney</td>
</tr>
<tr>
<td></td>
<td>Mining Engineering</td>
<td>Scott Dunbar</td>
<td>Joanna Ho</td>
</tr>
<tr>
<td>Frederic Lasserre Building</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td></td>
<td>School of Community and Regional Planning</td>
<td>Heather Campbell</td>
<td>Dolores Martin</td>
</tr>
<tr>
<td>Gas Gun Facility</td>
<td>Chemical and Biological Engineering</td>
<td>Charles Haynes</td>
<td>Marlene Chow / Samy Larkam</td>
</tr>
<tr>
<td>H. R. Macmillan Building</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
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<tr>
<td></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Integrated Engineering Program</td>
<td>Jon Nakane</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faculty of Land and Food</td>
<td>Ricky Yadda</td>
<td>Andy Jeffries</td>
</tr>
<tr>
<td></td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td>Institute for Computing, Information and Cognitive</td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
</tr>
</tbody>
</table>

**COVID-19 Intermediate Plan**
<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Contact Person 1</th>
<th>Contact Person 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Systems / Computer Science</strong></td>
<td>Institute for Computing, Information and Cognitive Systems</td>
<td>Rob Rohling</td>
<td>Fatima Damji / Gabel Yeung</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td><strong>Koerner Pavilion</strong></td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
</tr>
<tr>
<td><strong>Landscape Architecture Annex</strong></td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td><strong>Life Building</strong></td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
</tr>
<tr>
<td><strong>Lower Mall Research Station</strong></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td><strong>Macleod Building</strong></td>
<td>Under construction</td>
<td>n.a.</td>
<td>n.a.</td>
</tr>
<tr>
<td><strong>Medical Sciences Block C</strong></td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
</tr>
<tr>
<td><strong>Ponderosa Office Annex B</strong></td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
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<tr>
<td><strong>Pulp and Paper Centre</strong></td>
<td>Engineering Co-Op Program</td>
<td>Orlando Rojas</td>
<td>Steven Dreger / George Soong</td>
</tr>
<tr>
<td></td>
<td>Pulp and Paper Centre</td>
<td>Orlando Rojas</td>
<td>Emil Gustafsson / George Soong</td>
</tr>
<tr>
<td><strong>Purdy Pavilion</strong></td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
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<tr>
<td><strong>Staging Research Centre</strong></td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td><strong>The Brimacombe Building</strong></td>
<td>Advanced Materials and Process Engineering Laboratory</td>
<td>John Madden</td>
<td>Gary Lockhart</td>
</tr>
<tr>
<td></td>
<td>Chemical and Biological Engineering</td>
<td>Charles Haynes</td>
<td>Marlene Chow / Samy Larkam</td>
</tr>
<tr>
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<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
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<td><strong>APSC Dean's Office</strong></td>
<td></td>
<td>James Olson</td>
<td>Richard Colwell</td>
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<td><strong>Materials Engineering</strong></td>
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<td>Michelle Tierney</td>
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<td><strong>Mechanical Engineering</strong></td>
<td></td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
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<td><strong>Wayne and William White Engineering Design Centre</strong></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
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<td>Location</td>
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<td>Contact</td>
<td>Co-Contact</td>
</tr>
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<tr>
<td>Westbrook Building</td>
<td>Pulp and Paper Centre</td>
<td>Orlando Rojas</td>
<td>Emil Gustafsson / George Soong</td>
</tr>
<tr>
<td>West Mall Annex</td>
<td>School of Community and Regional Planning</td>
<td>Heather Campbell</td>
<td>Dolores Martin</td>
</tr>
</tbody>
</table>
Appendix F – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Civil Engineering buildings in general and workspaces in particular. The building guidelines have been co-developed by the LST co-chairs from Civil, Mech, LFS and other applicable LST’s. All students, staff and faculty who are permitted to resume activities in the buildings are required to complete the following requirements. Send completed form to your supervisor or his/her designate and to mandatorytraining@civil.ubc.ca.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the intermediate plan</td>
<td></td>
</tr>
<tr>
<td>Review the child plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mandatorytraining@civil.ubc.ca">mandatorytraining@civil.ubc.ca</a></td>
<td></td>
</tr>
<tr>
<td>Complete SRS online Floor Warden training (if working in CEME building)</td>
<td></td>
</tr>
<tr>
<td>and send certificate to <a href="mailto:mandatorytraining@civil.ubc.ca">mandatorytraining@civil.ubc.ca</a></td>
<td></td>
</tr>
</tbody>
</table>

Your name: ___________________ Your Role (fac/staff/grad student/etc.): ________________

Supervisor: ___________________ Your main room no. ______

Your Signature: _______________ Date: _______________

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 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 unit 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