



## 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    | Civil and Mechanical Engineering Laboratories – “Rusty Hut”<br>(including HHL & EERF) |
| Address of Building | 2275 East Mall  |

### Introduction

This plan covers entryways, hallways, stairwells, bathrooms, and lobbies in the Rusty Hut building.

### Reference Documents:

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

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|---|
| <p><b>Provincial and Sector-Specific Guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">BC's Restart Plan: "Next Steps to move BC through the pandemic"</a></li> <li>• <a href="#">BC COVID-19 Self Assessment Tool</a></li> </ul>   |
| <p><b>WorkSafeBC Guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 and returning to safe operation - Phases 2 &amp; 3</a></li> <li>• <a href="#">WorkSafeBC COVID-19 Safety Plan</a></li> <li>• <a href="#">WorkSafeBC: Designing Effective Barriers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Workers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Visitors</a></li> <li>• <a href="#">WorkSafeBC Protocol: Offices</a></li> <li>• <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li> </ul>   |
| <p><b>UBC Guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Campus Rules</a></li> <li>• <a href="#">Guidelines for Preparing for Reoccupancy</a></li> <li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li> <li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• <a href="#">Ordering Critical Personal Protective Equipment</a></li> <li>• <a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a></li> <li>• <a href="#">UBC Facilities COVID-19 website</a> - Service Level Information</li> </ul> |



- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

## General Procedure:

- Only authorized people may enter the building. **Building hours are restricted to 7 am to 7 pm from Monday to Friday. After hours and weekend access is not permitted.**
- Occupants are required to either wash their hands in the nearest sink or use hand sanitizer upon arrival, and are encouraged to use hand sanitizer when exiting.

### *UBC Guiding Principles apply at all times:*

- Anyone who is ill or has symptoms of cold or flu will not come to work on UBC campus. They will work at home if well enough, access sick leave if available or arrange an unpaid leave of absence with their supervisor or manager.
- Anyone who had a positive COVID-19 diagnosis will only return to work on campus after they have fully recovered.
- Anyone who has travelled or had contact with a possible COVID-19 infected person or area will work from home for 14 days and only return to work on campus if fully asymptomatic.
- Everyone will practice good hygiene including frequent handwashing, avoiding touching their face, coughing into their sleeve and avoiding touching surfaces or other people.
- Everyone will regularly clean the frequently touched surfaces in their workspaces.
- Everyone will maintain a physical distance of 2 metres from others as much as possible.
- Meetings will be conducted by phone or video conferencing unless the 2 metre distance between participants can be complied with.
- Everyone will follow relevant signage and floor markings when moving around campus spaces and buildings.
- Everyone will complete the mandatory online training module 'Preventing COVID-19 Infection in the Workplace' prior to returning to campus.
- Everyone will familiarize yourself with the COVID-19 Safety Plans approved for your work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building respectively.

### *APSC Faculty Principles apply at all times*

- Opportunities to return to research will be implemented with a fair, equitable approach that strictly adheres to Provincial guidelines.
- APSC acknowledges that the circumstances surrounding COVID-19 affects different people to different degrees, some disproportionately, and seeks to provide an equitable return to research.
- A return to research sites will be only as necessary. Many research activities will continue to



operate remotely, including manuscript preparation, meetings with lab groups, teams and graduate students.

- Authorization will be required to restart research activities (the default is to continue under the current curtailment program).
- Certain forms of research must be considered separately given their specific features and different public health dimensions, including laboratory sciences, field work, human subject research, as well as plant and animal care.
- Access to research spaces must be planned in conjunction with a range of campus services to allow for appropriate cleaning, safety and security.
- Any return to research at UBC will need to be calibrated within the wider provincial context with respect to supply chains and access to PPE.
- While wage continuity for student trainees and staff on research funds should be encouraged, as well as graduate student research and thesis completion, no students or staff should be obliged to work in conditions they consider unsafe.
- Any worker (staff, students, faculty, post-docs, research associates, technicians, and other research personnel) who feels uncomfortable or unsafe to work on campus can apply for an exemption to his/her supervisor.
- Zero tolerance: deviations from the guidelines will result in removal of the authorization to operate

### Before traveling to campus

- All work that can be done remotely must be done remotely. For example, data processing, writing manuscripts, creating presentations, studying, online library research, computations, should be done from home.
- Before coming to work, all staff, research personnel, teaching personnel and trainees 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 and should contact a health care provider. The BC Health Self-Assessment tool can be used to determine if you require further testing or medical care: <https://bc.thrive.health/>.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated for at least 14 days. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate.
- Note: Supervisors cannot require trainees to work under conditions in which they feel unsafe. If you feel unsafe, contact the graduate advisor or Head and do not report to work.

Should your area periodically need to be serviced by custodial services or similar, we ask you to please move out of the immediate area to ensure that social distancing and the safety needs of these workers can be met.



- **GETTING TO WORK**

Private methods of transportation are preferred. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

WORKING hours are limited to shifts between 7:00 am – 7:00 pm Monday to Friday.

#### RH Specific General Procedures:

- Traffic flow through the building will be controlled by encouraging a primary flow of traffic in the hallways where possible.
- Keep to the right at all times.
- When travelling against the primary flow of traffic, yield to oncoming traffic using wider spots in the hallways / doorways.
  - Flow on the first floor – from ends towards lobby:
    - Door D by the Structures lab towards the lobby
    - Door O at the west end towards the lobby
    - In/Out at low use doors
      - K (beside blue rollup door) – only used by 3 researchers with keys
      - B (Structures lab) – only used by researchers in that lab
      - H (HHL/EERF) – fully glassed doorway and entry path into the two respective labs – easy to see and yield to others
  - Vertical flow:
    - Only staircase is to the Skywalk to CEME, which is closed
  - Directional arrows will be applied with tape on the ground
  - Directional signs where needed
- Bathrooms
  - Signed for single use
  - Waiting locations to be marked in hallway, 2 m from door
  - Handwashing signs posted
- Kitchens
  - Refrigerators and microwaves marked “Do not use”
- Building sanitation will be per Custodial Services
- Occupants are encouraged to eat lunch outside if weather allows. Otherwise, personal desks or the CEME lobbies are options. Lunch breaks should be staggered.
- Lobby seating to be restricted to occupancy 1
- Lunch rooms closed

#### Common Area Plans:

The following common area safety plans must be followed:

**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. See [Using Non-Medical Masks at UBC](#) for the most up to date information.**



#### Bathrooms:

- Signed for single use
- Waiting locations to be marked in hallway, 2 m from door
- Handwashing signs posted
- “Please knock before entering” sign to be posted on all doors

#### Hallways:

- Traffic flow through the building will be controlled by encouraging the one-way use of hallways where possible. See General Plan.
- When one-way traffic is not possible, walk on the right. Yield to oncoming traffic.

#### Entrances/Exits:

- Note that some doors are for entry only, some are for egress only, and some are in/out. See map.
- Immediately wash hands after entering the building.

#### Stairwells:

- The only stairwell leads to the skywalk to CEME. The skywalk will be closed, so the staircase will be marked “Do not use – skywalk closed until further notice”

#### Lunch room:

- Refrigerator, microwave, and coffee machine to be marked “Do not use – kitchen closed until further notice”
- Lounge closed

## Communications Plan

- Common email to all Mech and Civil faculty, staff, and student employees
- Signage to be posted per other sections
- Posted to Mech and Civil webpages
- Reminder email with each research exemption approval
- Notices regarding the safety protocols will be posted at entrances and community areas like lunchrooms for all workspaces.

## Monitoring

- Scott Jackson is responsible for monitoring for Civil Engineering
- Mech staff will share monitoring responsibilities for Mechanical Engineering
- All faculty, staff and students are encouraged to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or designate. Alternatively, they may approach the Mech or Civil Local Safety Team or the APSC Joint Occupational Health and Safety Committee.
- Working alone will require a buddy system check-in/check-out (via email / text / IM).
- All need to be aware of fire safety as many floor wardens will not be returning to campus.



### Emergency Procedures:

Building Emergency Response Plan (BERP)

<http://safety.mech.ubc.ca/resources/>

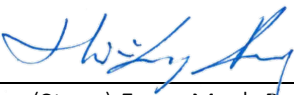
### List of Units Occupying Building



| Name Unit Representative   | Email & Phone #   |
|----------------------------|---|
| Mech: Jen Pelletier        | <a href="mailto:jen@mech.ubc.ca">jen@mech.ubc.ca</a>   604-827-4090             |
| Civil: Scott Jackson       | <a href="mailto:scottj@civil.ubc.ca">scottj@civil.ubc.ca</a>   604-822-4143     |
| Info: APSC: Ailish Statham | <a href="mailto:ailish.statham@ubc.ca">ailish.statham@ubc.ca</a>   604-827-2979 |

### Appendix

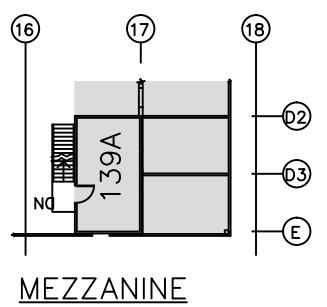
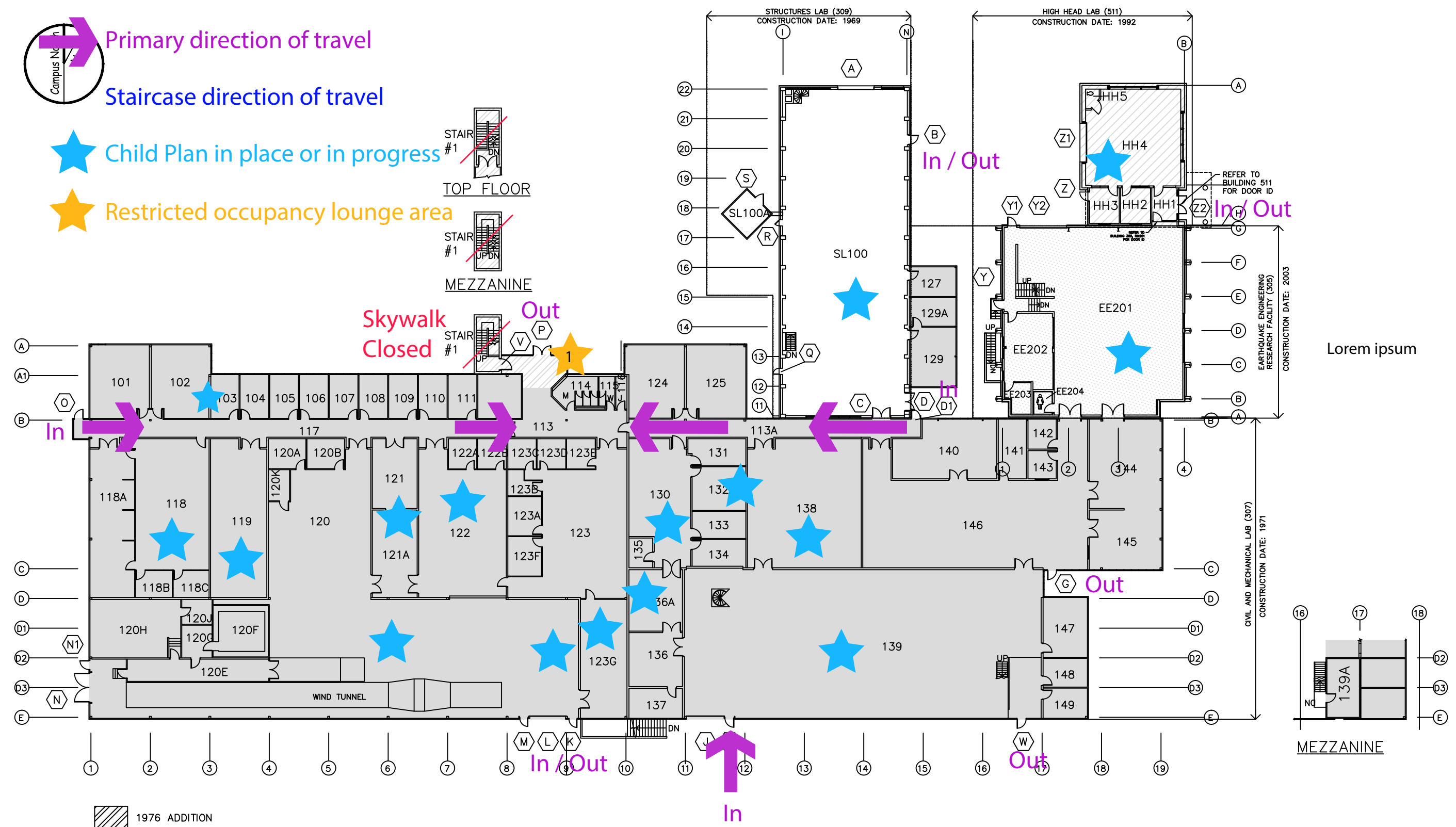
RH Annotated Keyplan

### Department/School Head/Director Approval

|   |                                    |
|---|------------------------------------|
| X <br>_____<br>Hsi-Yung (Steve) Feng, Mech Department Head | _____<br>November 23, 2020<br>Date |
| X<br>_____<br>Bernard Laval, Civil Department Head  | _____<br>Date                      |

 Primary direction of travel  
 Staircase direction of travel

 Child Plan in place or in progress  
 Restricted occupancy lounge area



\* DENOTES LAST REVISION

| No. | DATE      | PROJ. No. | DWG. No.       | BY  |
|-----|-----------|-----------|----------------|-----|
| 13  | 02 JUN 16 |           | COMBINE BLDG   | PL  |
| 11  | 4 FEB 05  |           | 307-06-036     | DCB |
| 12  | 28 JUL 05 |           | ADDRESS CHANGE | JEL |

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