Faculty of Applied Science  
Department of Mining Engineering  
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/](https://covid19.ubc.ca/).

<table>
<thead>
<tr>
<th>Department / School</th>
<th>Mining Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location(s)</td>
<td>Frank Forward Building, 6350 Stores Road, V6T 1Z4; Coal &amp; Mineral Processing Laboratory, 2332 West Mall, V6T 1Z4</td>
</tr>
</tbody>
</table>

| Proposed Re-opening Date | September 3/20 |

The stage 1 COVID-19 Building Safety Plans may be viewed from the following link:  
COVID-19 Frank Forward Building Safety Plan (Stage 1)  
COVID-19 Coal and Mineral Processing Building Safety Plan (Stage 1)

Principles and procedures from those plans that are not covered or revised in this document continue to pertain in Stage 2 return to campus.

### Introduction to Your Operation

<table>
<thead>
<tr>
<th>1. Scope and Rationale for Opening</th>
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<tbody>
<tr>
<td>The research and teaching mission in the Department of Mining Engineering 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 and contract funded project completion, career progression, teaching preparation, and lecture delivery.</td>
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<tr>
<td>The Department of Mining Engineering will open only those 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.</td>
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<tr>
<td><strong>Additional information:</strong></td>
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<tr>
<td>• Service and activity types to open:</td>
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<tr>
<td>Currently open under Stage 1 and ad hoc approvals:</td>
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<td>Research labs, including two labs which are also used for teaching Photocopier rooms</td>
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<tr>
<td>Common areas such as bathrooms, hallways, entrances/exits, elevators, stairwells, first floor lobby, smoking areas and the loading dock</td>
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<tr>
<td>Custodial facilities</td>
</tr>
</tbody>
</table>
Areas not currently open:
Administrative offices (room 517) for administrative support of researchers and access to office supplies

Areas not currently open, but would be available on a case-by-case basis with permission only:
1 Classroom (occasional; for preparation of teaching materials and in-person meetings with small groups)
Multi-user office areas (for limited numbers of researchers whose home situations are not conducive to effective work)
Lunch room/kitchen facilities
Conference room (unstaffed)
Faculty offices

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.

Additional information:
• This plan was developed by Carmen Jensen (Mining Engineering) in consultation with Be Wassink (Materials Engineering), reviewed by the Mining local safety teams and then approved by the Mining department head (Scott Dunbar).

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”
• Thrive BC Self-Assessment Tool

4. WorkSafe BC Guidance
• COVID-19 and returning to safe operation – Phase 2
• WorkSafe COVID-19 Safety Plan
• WorkSafe: Designing Effective Barriers
• WorkSafe: Entry Check for Workers
• WorkSafe: Entry Check for Visitors

5. UBC Guidance
• UBC Employee COVID-19 PPE Guidance
• UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
• UBC Employee COVID-19 Physical Distancing Guidance
• COVID-19 Safety Plan for General Teaching Spaces
• UBC Employee COVID-19 Use of UBC Vehicles
Section #2 - Risk Assessment

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)

<table>
<thead>
<tr>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
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<tr>
<td>• 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.</td>
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<tr>
<td>• 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.</td>
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</table>

**Additional information:**

- The greatest contact intensities are likely to occur in research labs, shared office areas, technical services facilities, lunchroom/kitchen facilities and meeting rooms. These areas have the greatest potential for groupings of people and prolonged interactions. However, groups will be small (6 in the largest rooms or less, while maintaining physical distancing restrictions) In some instances, there will be prolonged close contact between two persons where one-on-one training is required. One on one training will be occasionally needed for specific instruments but almost all can be done by a trainer giving direction at a distance, and both parties wearing face masks/shields and gloves, and with the use of hand sanitizer before starting. If methods to mitigate this requirement cannot be found, then SRS procedures for working closely together will be implemented.

### 8. Contact Number (Proposed COVID-19 Operations)

<table>
<thead>
<tr>
<th>Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)</th>
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<tbody>
<tr>
<td>• 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</td>
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</table>

**Additional information:**

- **Forward:** The typical maximum occupancy pre-COVID 19 was 320 people (as per information from APSC Resumption of Research Plan, May 29, 2020). Two thirds of this for Stage 2 is 213. However, to be able to maintain physical distancing a maximum of 120 is more reasonable.
(38%). The basis is explained in Appendix G. Please note these numbers are determined in consultation with the Materials Engineering Department.

- CMP: The typical maximum occupancy pre-COVID 19 was 159 people. Two thirds of this for Stage 2 is 105. However, to be able to maintain physical distancing a maximum of 89 is more reasonable (56%). The basis is explained in Appendix G.

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.

The plan was emailed to the Mining Engineering Local Safety Team on August 14. All were invited to comment and make suggestions by August 17. Feedback was gathered from members of the LST. A final draft was sent to the LST on August 30 and discussed at the LST Monthly Meeting on August 31. The Mining LST has representatives from graduate students, undergraduate students, faculty, technical staff and administrative staff. All Mining Personnel (faculty, staff, graduate students) will be emailed a copy of the plan once it is submitted. Feedback will be gathered over the 30 days after submission and the plan will be revised as necessary.

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 have been 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 may also be made available via the following channels:

- Weekly team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

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. The plan will be available in the department’s Canvas Safety Course. Additionally, hardcopies will be posted on Health and Safety boards and in the main Departmental/School offices as all returning workers must have access to the plans, either physical or online.

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.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

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 Mining Engineering, situationally identified by the Supervisor/Manager, and final approval granted by the Head of the Supervisors unit (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.
- Training of new personnel (undergraduates, graduate students, postdoctoral fellows, teaching assistants, research associates, etc.) is permitted. When training is required that cannot be performed with physical distancing, then personnel must follow the Faculty of Applied Science safety regulations for in-person training activities.
- 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 a classroom and meet all of the requirements outlined in the SRS UBC Employees COVID-19 Essential In-Person Meetings/Training 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.
- Non-essential business/research travel is not permitted at this time, but will be revisited in future Stages.
• Field work will be reviewed and approved on a case-by-case basis by the Department Head/School Director.

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 Mining 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 the Department of Mining Engineering department head. It may not be possible to accommodate all requests. All personnel must abide by their lab or area working-alone policies as specified by individual supervisors. Safety plans to ensure that there are regular checks may be developed, or supervisors may continue to enforce working alone policies that specify what activities are too hazardous and are not permitted when working alone.

Weekend Work: After-hours work (weekends, holidays and outside of the regular Mon.-Fri., 7:00 AM-7:00 PM hours) may be necessary at times for experimental work that runs long term. This will require permission on a case-by-case basis from the department head.

In R2R and R2C, weekend work is allowed, so as long as it does not conflict with delivery of custodial services. The Department of Mining Engineering will ensure their Building Administrator is informed about when weekend work is permitted so as to confirm the custodians are given time and space to complete their work. Working outside of the normal weekday hours (7:00 AM-6:00 PM) requires permission from the department head.

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 make a request to their Department Head for working outside of normal weekday hours. If granted the supervisor must inform the Building Administrator that there will be work continuing beyond the regular hours. The department will require 2 days notice in advance of weekend work for such requests.

2. The Building Administrator should 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.

Hazardous Laboratory Work: If potentially hazardous laboratory work is planned, the researcher and supervisor should ensure that a monitor is present and available. The monitor can be a lab technician, a post doc or faculty member. The monitor should be present while the hazardous work is being done. Usually this work should be scheduled during regular operating hours: Monday to Friday, 9:00 am - 5:00 pm. Other people working nearby should also be informed. The monitor should be available in case of an emergency or other questions, and should help to ensure that the restrictions are being observed. Supervisors are required to communicate to the department head about intended medium- and high-risk lab activities (type of work, location and dates). Supervisors and the department head
may decide on whether a monitor will be provided by the department or by the supervisor and who that will be.

Scheduling Responsibilities:
- The expectation is that the lab technicians will regularly be present in each Mining Engineering building. If they are not scheduled to be present then coverage will be provided by the other technical support staff.
- The technical staff will fulfill the role of the responsible person present during regular days and hours.
- For work during or outside of normal hours that does not involve medium- or high-risk activities, the supervisor will be responsible to provide a schedule. Personnel may not enter the building without being scheduled to be there. Medium- or high-risk activities as identified by the working alone policy may not be performed by someone working alone.
- The Department of Mining Engineering will ensure scheduling of shared rooms (via PI or office admin safety plans) is performed in each building.
- As per stage 1, unsupervised shared rooms will have occupancy limits posted on doors. Scheduling in such cases is not necessary.
- Where scheduling is required in a lab shared by more than one PI, there will be one PI or responsible person who does the scheduling.

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.

The Department of Mining Engineering have faculty, staff and students occupying the Frank Forward Building and the Coal and Mineral Processing Building. Additional spatial analysis will be detailed in each of the Child plans (workspace plans). Faculty are expected to reference this plan in the development of their workspace plans.

*Procedures relevant to spatial considerations for building common areas developed for stage 1 that still pertain for stage 2 are copied into Appendix J. This includes bathrooms, hallways, building exterior doors, technical facilities (e.g. stores) and others.*

*Modifications to stage 1 procedures to adjust to stage 2 are detailed at the end of this section.*

*New procedures for opening new areas are also detailed at the end of this section.*

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, time and department. When they select "Arriving" the subsequent questions will include full name of the person entering the building and the self-assessment for COVID-19 symptoms (which will be imbedded in this survey). When they select "Departing", name, date and time as well as a list of primary rooms they have been in will be included. No self-
assessments required at exit. *There may be reason for exemptions to accommodate systems for shared buildings.

- The Department of Mining Engineering will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded. MINE personnel will review entry/exit survey data and will continue to do LST COVID-19 safety inspections as per stage 1 procedures.

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

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 1 occupant, based on elevator size, with appropriate signage.
- Place tape or markings on the floor to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Forward: A maximum of one person will be permitted in the Mining Department kitchen area (FF 517B). Users will be permitted to store food in the fridge and reheat food and clean dishes. There is a sink in each kitchen area. Social distancing will be required. Users will be instructed to heat food/clean dishes and not linger. Room FF508 will be used as a lunch room. The room is large enough to accommodate the maximum room occupancy indicated (Figure H6, Appendix H) with adequate social distancing.

- Coal and Mineral Processing (CMP): A maximum of two people will be permitted in the CMP kitchen area (CMP 355). Users will be permitted to store food in the fridge and reheat food and clean dishes. There is a sink in each kitchen area. Social distancing will be required. Users will be instructed to heat food/clean dishes and not linger. For CMP personnel, CMP 240 (Lobby Area) will be used as a lunch room. The room is large enough to accommodate the maximum room occupancy indicated (Figure H8, Appendix H) with adequate social distancing.

- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing. Chairs and tables will be removed from the kitchens. The kitchens will be available for heating food and cleaning dishes, but not for eating.
- Where possible, windows in rooms should be opened to ensure good air circulation while the room is occupied.
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. Room 517B is accessed from 519A. The door between the two rooms will be propped open.

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. There is one main office area: FF517. Room FF517 is an administrative office space and includes an enclosed office for the administrator (FF517E) and an open office area with partial dividers for administrative staff (FF517A and D). In the open office area (FF517A and D) two staff at a time will be allowed to work- one person in the FF517A area and another in the FF517D area.

Where a feature/service leads to formation of a line-up (e.g., photocopying), markings spaced 2m apart should be on the floor.

Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.”

**Points of Access to Building and Access Control**

- Access to the buildings is provided using key cards and the buildings will remain locked until further notice.
- Forward: The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- Coal and Mineral Processing (CMP): No changes will be made to the stage one access plan for the perimeter doors in CMP.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open. This will be done where possible inside labs. Lab entrances will remain closed for security.

**Department-Managed Undergraduate / Graduate Learning and Teaching Spaces**

- Classrooms and meeting rooms can be open for specific events provided that a safety plan (with posted room occupancy) has been developed.

**UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces**

- Before entering one of the UBC-managed rooms, Department of Mining Engineering personnel must read the COVID-19 Safety Plan for General Teaching Spaces. At this time, no in-person teaching is planned in 2020-21W, term 1 in the Forward and Coal and Mineral Processing buildings.
- In addition to all of the policies stated in the document, all high touch surfaces must be cleaned both before and after use.
• Elevators (maximum of 1 occupant, based on elevator size).
• Stairwells that are busy or very tight (for directionality). Procedures for stairwells will continue as per stage 1; see Appendix J for details.
• Physical distancing signage must be posted at entrances and/or hallways.
• 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.
• Hand sanitizing stations/equipment in the common areas of the building will be installed by Building Operations as they deem required.

Offices
• Single occupancy office space is to be used only in the case of special exemptions awarded by the Department of Mining Engineering Head. A maximum number of single occupancy office spaces has been determined (see Appendix G).
• Temporary short access (e.g., 10 minutes for grabbing a book) to shared office spaces will be provided by Head’s 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. There are two shared office spaces (508E and 512) in the Forward Building and 5 shared office spaces (362, 352, 310A, 258, 110) in the CMP Building. Spaces in these areas will be opened up for students/staff who are doing desk/computer work, but whose off-campus work areas are not suitable. This will require the head’s permission for each instance. Once approved by the Head, the co-chair for the LST and the Student Support Person should be notified. The maximum occupancy numbers (Appendix H) can accommodate social distancing requirements. Occupants will be instructed to maintain at least 2 m separation (for instance, two people would not be able to sit at adjoining desks, even if these are their normally assigned spaces). The department Student Support Person has a map of desk assignments for each of the following shared areas: FF508E, FF 512, CMP 362, CMP 258, CMP 352. If a person needs to be working at their assigned desk due to computer equipment then they should be scheduled such that they can be 2 m apart from any other people working in the room.

Shared Facilities
• Access to some facilities will be restricted to appointments made by email (e.g., machine shop), others will require online scheduling.
Additional information:

- See Appendix J for details of procedures for shared facilities that remain unmodified from the stage 1 building safety plan. See also Modified Stage 1 Procedures at the end of this section. See also New Procedures for Common Areas at the end of this section. Details of operations within areas accessed by instructors to prepare for online teaching (e.g. preparations for lab courses) will be included in the updated Return to Research/Child Plans.

- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use. Areas that include shared equipment and high-contact areas are Rooms FF517B (kitchen), FF508 (eating area), and FF517H (photocopy room), CMP355 (kitchen), and CMP 240 (eating area). These areas are unsupervised.

- 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, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).

- Visitors should be chaperoned by a faculty, staff or graduate student who has been approved to return to campus.

- 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. Visitors entry and exit will be logged by the building survey.

- Occupancy restrictions are not to be exceeded by visitors.

- Further requirements for visitors are detailed in section 15.

Modified stage 1 procedures

Lunchroom & Kitchen:

- Frank Forward: FF517B. Kitchen will be open for stage 2. In FF517B, only one person at a time is permitted in the room. Chairs will be removed. People may enter the areas to store food in refrigerators, heat food in microwaves and clean dishes/utensils. Users must supply their own dishes/utensils and take them with them when they enter and leave. Users must not linger; food may not be consumed in these rooms. Food may be taken from these rooms or other rooms across the hall to rooms 508 to be eaten there. Cleaning supplies will be available in 508. Technical staff will check daily to see there are enough supplies in room FF517B and FF508. Users are responsible to clean/disinfect surfaces they touched after use (counters, taps, microwave surfaces, refrigerator doors, interior and exterior door knobs).

- Coal and Mineral Processing: CMP355 will be open for stage 2. In CMP355, only two people at a time is permitted in the room. Chairs will be removed. People may enter the areas to store food in refrigerators, heat food in microwaves and clean dishes/utensils. Users must supply their own dishes/utensils and take them with them when they enter and leave. Users must not linger; food may not be consumed in these rooms. Food may be taken from this room or other rooms to the lobby area of CMP (CMP240) to be eaten. Cleaning supplies will be available in CMP 240 and CMP 355. Technical staff will check daily to see there are enough supplies in...
room CMP 240 and 355. Users are responsible to clean/disinfect surfaces they touched after use (counters, taps, microwave surfaces, refrigerator doors, interior and exterior door knobs).

- Coffee makers, kettles, and toasters are not allowed to be used.

**Signs:**

- Room FF517B, on doors and door to FF519A (3 needed). Maximum occupancy for kitchen: 1.
- Room CMP355, on door (1 needed). Maximum occupancy for kitchen: 2.

**Food storage:**

- Food and beverages may not be stored or consumed in labs.
- Food may be stored outside of labs e.g. in the hallway.
- Food and beverages may be stored in office areas associated with labs so long as the office areas don’t share a common air space with the lab.
- Food and beverages may be stored in the kitchen refrigerators.
- Wash hands before and after eating.

**Signs FF 508 Doors (2 needed)**

- TEMPORARY LUNCHROOM
- One additional person may pass through at a time.

Sign FF508 (inside): (2 needed, one on each side)

- Maximum 6 people may sit in this room at a time to eat their meal.
- One additional person may pass through at a time.
- Maintain 2m physical distancing.
- Clean and disinfect all touched surfaces after eating.
- Wash hands before and after eating. Closest sink for handwashing is in the kitchen (517B)

**Sign CMP 240 (Lobby/ Lunchroom area): (2 needed, one on each side)**

- Maximum 4 people may sit in the lobby area at a time to eat their meal.
- One additional person may pass through at a time.
- Maintain 2m physical distancing.
- Clean and disinfect all touched surfaces after eating.
- Wash hands before and after eating. Closest sink for handwashing is in the washrooms next to the elevator.

**Food deliveries:**

**Frank Forward Building:**

- 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, Figure I1, Appendix I.
- Orders must be prepaid; no payments at the door.
- Delivery people will message an occupant to indicate a delivery has arrived.
- The delivery person leaves the order outside at the door.
- 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.

Coal and Mineral Processing Building:
- Only one building occupant at a time may be at a door to accept a food delivery.
- Only the north building door may be used - number 1, Figure I2, Appendix I.
- Orders must be prepaid; no payments at the door.
- Delivery people will message an occupant to indicate a delivery has arrived.
- The delivery person leaves the order outside at the door.
- 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.

Signs FF:
- 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.

Signs CMP:
- On north doors (1 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.

Photocopy rooms (see Figure H6, Appendix H):
- Room FF517H. Only one person at a time may be in the photocopy/mail room.
- The doors 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 FF517 until the photocopy room is free. Stand so as to be visible to others using the hallway.
- Wipe the interior and exterior door knob as you leave the room
- Sanitize hands upon exiting the room.
• Occupants are responsible to check that there are disinfectant supplies and hand sanitizer in the photocopy rooms
• Technical staff will check daily on disinfectant supplies and hand sanitizer in room FF517H.

Sign:
• Room 517H (1 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
• Disinfect the interior and exterior door knobs to the photocopy room upon leaving
• Sanitize hands upon leaving the photocopy room

New procedures for Common Areas

Classroom access (room 506)
• Room 506 may be accessed on an occasional basis by instructional staff for purposes of preparing materials for undergraduate teaching.
• It may also be accessed by research staff for conducting research meetings.
• Up to four people at a time may be present (an instructor/faculty member and 3 others). Physical distancing (>2 m separation) must be maintained.
• Attendees should enter and leave the room in single file, maintaining 2 m physical distancing.
• Open the windows to ensure good air circulation while the room is occupied.
• Before holding an In-Person Meeting or Training please visit: https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf to determine if the meeting/training is essential.
• Users must ensure supplies of hand sanitizer and cleaning and disinfectant supplies are in the room. Contact the mining lab technical staff for additional supplies.
• Commonly touched surfaces like bench tops, door knobs, cabinet handles, equipment, etc. must be cleaned and disinfected at the end of the time. Hands must be sanitized upon exiting the room.
• Faculty/staff will be able to book this room through departmental online scheduling.
• Bookings will need a 15 minute vacancy period between bookings.

Sign:
• On room door, exterior (1 needed)
• Users must pre-book through the departmental online scheduling.
• A 15 minutes vacancy period is required between each booking.
• Maximum four people, including one instructional faculty or staff

Shared office areas (FF 512, FF508E, CMP258, CMP362, CMP310A, CMP110 and CMP 352)
• Maximum occupancies are indicated in Appendix G and Appendix H.
• Access is by permission from the department head only. Priority will be given to students/staff who need to do office/computer work, but whose off-campus work situation is not conducive to effective work. Scheduling is to be done by the Mining department administrator or their delegate.
• If there are windows in the room, please open the windows while occupied.
• 2 m or more separation must be maintained at all times. Occupants may need to use desks that are not their normally assigned areas.
• Users must ensure supplies of hand sanitizer and cleaning and disinfectant supplies are in the room. Contact the mining lab technical staff for additional supplies.
• Commonly touched surfaces such as desk tops, computer keyboards, mouse, door knobs, etc. must be cleaned and disinfected at the start and end of each day.

Signs:
• On exterior office doors (1 needed per room/area)
• Access by permission from the department head only. Only people scheduled may be in this room.
• Maximum occupancy X people (as per Appendix G and Appendix H)

Conference room (FF 519A)
• In-person meetings will be permitted only if absolutely necessary. Physical distancing (>2 m separation) must be maintained at all times.
• Before holding an In-Person Meeting or Training please visit: https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf to determine if the meeting/training is essential.
• Up to four people at a time may be present
• Attendees should enter and leave the room in single file, maintaining 2 m physical distancing.
• Physical distancing (>2 m separation) must be maintained.
• Users must ensure supplies of hand sanitizer and cleaning and disinfectant supplies are in the room. Contact the mining lab technical staff for additional supplies.
• Faculty/staff will be able to book this room through departmental online scheduling.
• Bookings will need a 15 minute vacancy period between bookings.
• FF519A is the access route to the kitchen we will also allow pass through privileges. If the room is occupied at the 4 persons maximum, one person can be permitted to pass through. Others will need to wait in the hallway until the kitchen is not occupied. If the room is not occupied then 1 person may wait in 519A until the kitchen is free.
• Commonly touched areas such as control pads, door knobs, table surfaces, etc. need to be cleaned and disinfected at the start and end of the meeting.

Sign 519A:
• On room doors, exterior (1 needed per room):
• Users must pre-book through the departmental online scheduling.
• A 15 minutes vacancy period is required between each booking.
• Access for meeting purposes by permission from the department head only. Only people scheduled may be in this room.
• Maximum occupancy 4 people, including one instructional faculty or staff
• One additional person may pass through the room to access 517B
• When room is not occupied, one person may wait to use the kitchen.
When Accessing to Kitchen area (FF517B)
- 519A is the access route to 517B (kitchen area). It will function as a waiting area when the kitchen is already occupied.
- The door to 517B will be propped open so that people can visually see if the kitchen is occupied.
- Maximum occupancy while waiting to use the kitchen: 1

Eating areas (Rooms 508)
- Students/staff/faculty may use these rooms for eating.
- Maximum occupancy 6 people in room 508.
- Mining technical staff (room 403) will check daily to restock hand sanitizer and cleaning and disinfectant supplies.
- Occupants must clean and disinfect table tops where they eat.

Sign:
- On exterior wall near room entrances (1 needed per room):
  - Eating area only
  - Maximum occupancy numbers
  - Clean and disinfect touched surfaces before and after eating

Main office - Mining (rooms 517)
- It is assumed the office area in 517 (A/D) is a separate room from the photocopy room (517H) and the kitchen (517B) Two people at a time may occupy rooms 517 A/ D. Scheduling will be handled by the department administrator.
- Questions and administrative assistance must be handled by email as much as possible. People other than administrative staff must not go to the main offices unless it is absolutely necessary. They must stand at the office door and call in for assistance. They may not enter the office without permission from the office staff.
- Maximum occupancies 3 (2 administrative staff plus one other person needing to access office services (briefly) or passing through to reach the enclosed offices within 517. People needing to obtain office supplies may not get them themselves (no self-service). Office staff will provide items requested and place them on a table or other surface for pick-up. Physical distancing (must be maintained.)
- Office staff must ensure there are sufficient supplies of hand sanitizer and cleaning and disinfectant supplies present. (Contact the mining lab technical staff for additional supplies.)
- Windows are recommended to be opened whenever office staff are present.
- Office doors must be propped open whenever office staff are present.
- Office staff will clean and disinfect touched surfaces after each visit.

Sign 517:
- On exterior wall near the doors and 2 side walls (3 per office)
- Maximum occupancy 2, one additional person may pass through.
- Do not enter without permission from office staff
- No self-service permitted
Faculty offices
- These are not common areas, but will be addressed here.
- Faculty members or their designates make enter (maximum one person)
- Faculty must notify their department administrator of their intent to come to the building so that the building maximum occupancy limit is not exceeded.

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 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. One-on-one training for use of some shared departmental facilities (e.g. electron microscope equipment) will be necessary. One-on-one training in research labs may also be necessary.
- 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.

Additional information:
- Most deliveries for the Mining Engineering Department will be made to the CMP Building. The lab technician will direct delivery persons to do the building entry/exit survey, maintain social distancing and to sanitize hands. The technician will contact department personnel for whom the delivery is intended.
- Some courier deliveries for the Mining Engineering Department may be made to the Forward Building. When delivered to the Forward Building they will be made to Room 6B (Stores). The stores keeper will direct delivery persons to do the building entry/exit survey, maintain social distancing and to sanitize hands. The stores keeper will contact department personnel for whom the delivery is intended. Delivery persons will be only in the stores area and only briefly.
- Appointments with repair and service personnel will be made by the people who require the work. They may be met at the east entrance of Forward Building (Number 2, Figure I1, Appendix I) or the North Entrance for the Coal and Mineral Processing Building (Number 2, Figure I2, Appendix I). The department personnel meeting service people will inform them of the requirements in advance by email and upon arrival (building entry/exit survey, social distancing requirement, hand washing/sanitization). The department person who arranges the service visit will contact the department administrator to let her know he/she will be in the building.
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- Other non-university visitors will have to be arranged by department personnel and follow the same requirements as service personnel. Visits by groups of people must be arranged with permission from the department head. Maximum numbers of occupants in rooms where meetings will take place must not be exceeded. All the requirements noted above will apply.
- Departmental personnel coming from other buildings to access services in the Frank Forward Building may enter through the east entrance. They will have to arrange permission with the building administrator to ensure we do not exceed maximum building occupancy. They will have to meet the requirements outlined above.
- Departmental personnel coming from other buildings to access services in the Coal and Mineral Processing Building may enter through the north entrance. They will have to arrange permission with the building administrator to ensure we do not exceed maximum building occupancy. They will have to meet the requirements outlined above.
- Contractors in the Forward Building will be coordinated by the department head and/or the department administrator. Numbers of contractor personnel in the building will be monitored by the department administrator. They will have to meet the requirements outlined above.
- Contractors in the Coal and Mineral Processing Building will be coordinated by the Technical Staff.
- Any other types of visitors will have to be arranged with permission through the department head. They will have to meet the requirements outlined above.

- All elevators are limited to one occupant (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 non-medical masks is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines; see [Personal Protective Equipment](#).
- Department-bookable classrooms can be reopened in R2R Stage 2 & R2C. Classrooms will not be open for in-person teaching activities in 2020-21W term 1.
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunchrooms) will be controlled by the Departments of Mining Engineering. Remove chairs from common rooms to limit the number of people who can sit in accordance with physical distancing standards.
  - Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing. When and where
kitchens/lunchrooms can be closed, this is recommended. See section 14 for requirements on food preparation and consumption.

### 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.

No vehicles are in use by personnel housed in Frank Forward for university activities.

### 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/School 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 of Mining Engineering 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. The departmental administrator will review the entry/exit survey data to ensure compliance. Other than UBC staff/student visitors and visitors coming to stores to deliver or obtain items, all visits must be communicated to the department administrator in advance. Failure to do so may result in disciplinary action. Visitors who need to be in the building for a significant part of a day (e.g. repair persons, research sponsors, etc.) need to be hosted by building personnel who themselves are permitted entry. The LST's will continue to do weekly inspections of the whole building to check for compliance with all requirements.
- Every person (employee, graduate student, 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 WorkSafeBC signage, as below:
  a. [WorkSafe: Entry Check for Workers](#)
  b. [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 necessary to identify building occupants that coincide with someone who accessed a building and subsequently developed COVID-19 symptoms. In this event, workers will be notified by email of the need to stay home. These workers 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 PAT system.

### Section #4 – Engineering Controls

#### 19. Cleaning and Hygiene

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 is more effective. Hand sanitizer is not effective for dirty or greasy hands. Effective hand sanitizer use requires a sufficient quantity (about 3 mL, or a blob about the diameter of a quarter) and that hands be rubbed repeatedly, all over, with the gel until the hands feel completely dry. Prematurely drying hands, e.g. with paper towels mitigates effectiveness.
  - 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. Hand sanitization stations are installed by Building Operations.

- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings during regular hours: 7:00 AM to 3:30 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](#).
• If microwaves or other cooking equipment are being used, there must be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there must be supplies available there for this purpose.

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 is not encouraged, but it is not be expressly forbidden.
- 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 surfaces inside a room (e.g., fridge handles, solvent containers, 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.
- Chairs and tables will be removed from the kitchens. Coffee makers and kettles will be off limits, with signage indicating the restriction. Microwave ovens and refrigerators will be left in place for safe storage and heating of food. Kitchens may be used only to store and heat food and clean up dishes. Users of the spaces must provide their own dishes and cutlery and take it with them. No other common/shared equipment or tools in the building pertain, as per the stage 1 building safety plan.

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 of the Department of Mining Engineering Child plans.

Semi-permanently installed barriers (e.g. plexiglass) were determined to be either unnecessary or potentially hazardous in the stage 1 planning process. This still pertains. Other means of separation such as tables as per the stage 1 plan will continue to be implemented. For example, inside the door to the machine shop there is a wheeled table that acts to promote physical distancing between shop and other personnel. The table is readily removed in case rapid egress is required. A door to a facility may also be closed; people wishing to access the room have to knock and wait for someone to answer.

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 Departments of Mining Engineering Employees**

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Mining Engineering will disseminate this Intermediate Level plan via e-mail and will post it on the Department of Mining Engineering website.
- A meeting will be held with Departmental Head, faculty and staff to discuss their roles and responsibilities. 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**

- 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.

**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 uploaded to the MINE SAFETY ONLINE WORKSHOP in CANVAS.
- Faculty will provide the names of all personnel working in their areas in the building to the co-chair for the LST (Carmen Jensen). The co-chair for the LST will periodically check to see that the returned students, staff and faculty have completed the required training and/or allow building access only once training has been completed.

**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 Department of Mining Engineering 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:**

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy
• Checklist of items that require disinfection at the end of each shift. This should include switches, freezer/ fridge handles, keyboards and mice of communal computers, cart handles, etc.

Items are indicated in specific procedures outlined in section 14.

Building Operations has sent out approved floor tape and decals to the Departments. Mark Donald-Jones may be contacted to obtain more of these items.

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.

The BERP for the Frank Forward Building and the Coal and Mineral Processing Building have been updated to accommodate the reduced staffing levels. 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. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as hard copies on building bulletin boards. Amended BERPs will be provided, where necessary, as part of any site-specific safety planning.

EMERGENCY CONTACTS information is listed in a table in Appendix O.

Personnel in the building are unlikely to know if a trained floor warden is present or not. It is also highly probable that a full complement of floor wardens will not be present on any given day. All personnel will be instructed that in the event of an alarm they must:

- Turn off all heat sources
- Strongly tell all others in the room to evacuate
- Close the room doors
- Head for the nearest stairwell (physical distancing does not pertain in an evacuation)
- Strongly tell others they notice in rooms along the way to evacuate
- Exit the building via the nearest stairs
- Assemble in the north courtyard
- Inform any building personnel they recognize as having authority or emergency personnel if they believe someone may still be in the building

The amended BERPs prepared for Stage 1 is posted on the MINE website safety page; see https://mining.ubc.ca/safety/safety-resources/

<table>
<thead>
<tr>
<th>Building</th>
<th>Name Unit Head</th>
<th>Email &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Building</td>
<td>Materials Engineering</td>
<td><a href="mailto:daan.maijer@ubc.ca">daan.maijer@ubc.ca</a>,   604 822 6013</td>
</tr>
</tbody>
</table>
Describe how to 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

Additional information:
There will be a weekly LST inspection to check for compliance with safety plan requirements. This gets communicated to the department head. The safety plan will be reviewed by the LST’s and SRS. Modifications will be made by the MINE LST co-chairs as required. Subsequent revisions in response to SRS guidance, WorkSafeBC requirements, provincial legislation or federal legislation will be made by the MINE LST chair. A revised intermediate safety plan will be sent to the department heads for review, then emailed to all department personnel, posted on the department websites’ safety pages, UBC’s COVID-19 Safety Plan website, Faculty-level website and the APSC JOHSC website. Paper copies will be posted on building bulletin boards.

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

• No changes to workers' roles are expected.

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

Additional information:
Possible PPE required in the building includes:
Safety glasses (splash)
Safety glasses (impact)
Safety goggles (splash)
Face shields (splash)
Face shields (impact)
Gloves (disposable, for solvents, acids, bases, dry materials)
Gloves (non-disposable, for solvents, acids, bases, dry materials)
Gloves (for protection against extreme heat or cold)
Lab coats
Respirators, dust masks and/or half-face respirators (for exposure to hazardous dusts and mists)
Hearing protection (single use and ear muffs)

In most common areas in the building no PPE is required. PPE is required for lab facilities. PPE will be obtained from the technical staff for Mining.
Other pertinent supplies include hand soap, hand sanitizer, detergents, disinfectants and disposable toweling. These will also be obtained and distributed by the technical staff from Mining.

Section #7 - Acknowledgement

29. 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, Scott Dunbar 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: ________________________________
Date: __________________________

Dean, Faculty of Applied Science Signature: ________________________________
Date: __________________________
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

No Return to Campus

Worker approved in return to research stage 1 or research exemption

Priority 1 access

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

Priority 2 access

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

Yes

Priority 3 access

Worker has home conditions which are not suitable for remote work

Yes

Priority 4 access

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

Yes

Priority 5 access

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

Yes

Speak with Unit Head/Director

Worker requiring limited time access for a defined period of time (i.e. 3 day access to office)

Yes

Speak with Unit Head/Director

Does worker really need to return to campus?

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>Carmen Jensen</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. If department operations will be conducted in buildings not normally used then individuals should follow the guidelines here: https://riskmanagement.sites.olt.ubc.ca/files/2020/08/COVID-19-Procedure-for-Conducting-Work-Outside-Your-Building-Of-Primary-Occupancy_Final.pdf

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 [CIRS]</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>Building Name</td>
<td>Department</td>
<td>Faculty Name</td>
<td>Staff Name</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Clean Energy Research Centre</td>
<td>Civil Engineering</td>
<td>Xiaotao Bi</td>
<td>Sarah Chen</td>
</tr>
<tr>
<td>APSC Dean’s Office</td>
<td></td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Civil Engineering Building</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td>APSC Dean’s Office</td>
<td></td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</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>APSC Dean’s Office</td>
<td></td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Mechanical Engineering</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>Mechanical Engineering</td>
<td>Scott Dunbar</td>
<td>Joanna Ho</td>
<td></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>School of Community and Regional Planning</td>
<td>Heather Campbell</td>
<td>Dolores Martin</td>
<td></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>
</tr>
<tr>
<td>APSC Dean’s Office</td>
<td></td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Integrated Engineering Program</td>
<td></td>
<td>Jon Nakane</td>
<td></td>
</tr>
<tr>
<td>Building/Location</td>
<td>Department</td>
<td>Name 1</td>
<td>Name 2</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------------------</td>
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<tr>
<td>Mining COVID-19 Intermediate Plan</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,</td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>Koerner Pavilion</td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
</tr>
<tr>
<td>Landscape Architecture Annex</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td>Lower Mall Research Station</td>
<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Macleod Building</td>
<td>Under construction</td>
<td>n.a.</td>
<td>n.a.</td>
</tr>
<tr>
<td>Medical Sciences Block C</td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
</tr>
<tr>
<td>Ponderosa Office Annex B</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td>Pulp and Paper Centre</td>
<td>Engineering Co-Op Program</td>
<td>Orlando Rojas</td>
<td>Steven Dreger / George Soong</td>
</tr>
<tr>
<td>Purdy Pavilion</td>
<td>School of Nursing</td>
<td>Elizabeth Saewyc</td>
<td>Bob Wilson</td>
</tr>
<tr>
<td>Staging Research Centre</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td>The Brimacombe Building</td>
<td>Advanced Materials and Process Engineering</td>
<td>John Madden</td>
<td>Gary Lockhart</td>
</tr>
<tr>
<td></td>
<td>Laboratory</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Chemical and Biological Engineering</td>
<td>Charles Haynes</td>
<td>Marlene Chow / Samy Larkam</td>
</tr>
<tr>
<td></td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
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<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
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<td>Daan Maijer</td>
<td>Michelle Tierney</td>
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<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>The Fred Kaiser Building</td>
<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</td>
</tr>
<tr>
<td>Location</td>
<td>Department</td>
<td>Contact Person</td>
<td>Additional Contacts</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Wayne and William White Engineering Design Centre</td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>The Wesbrook Building</td>
<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Pulp and Paper Centre</td>
<td>Orlando Rojas</td>
<td>Emil Gustafsson / George Soong</td>
</tr>
<tr>
<td></td>
<td>Electrical and Computing Engineering</td>
<td>Steve Wilton</td>
<td>Darla La Pierre / Matthew Kutarna</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 Forms

Return to Campus - 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 workspace 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 access 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/FGWKHfH. Once complete, please upload a copy to the MINE SAFETY ONLINE WORKSHOP.

<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 workspace plan</td>
<td></td>
</tr>
<tr>
<td>Review the Powerpoint on the Building 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>
</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:

- 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, photocopy room, kitchen, conference room, lunch room, classroom
- 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’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.
Return to Campus Activity - Commitment Form - CMP Building
Mining Engineering

Mining COVID-19 Intermediate Plan

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Coal and Mineral Processing (CMP) Building. In general and workspace in particular. The building guidelines have been co-developed by the LST from Mining Engineering. All students, staff and faculty who are permitted to resume activities in the CMP Building are required to complete the following requirements. All documents for review are accessible through the MINE SAFETY ONLINE WORKSHOP; self enrol here: [https://canvas.ubc.ca/enroll/EGWKHH](https://canvas.ubc.ca/enroll/EGWKHH) Once complete, please upload a copy to the MINE SAFETY ONLINE WORKSHOP.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the CMP building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the workspace safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the Powerpoint on the Building 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>
</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:

- 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, photocopying room, kitchen
- 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

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

**Forward Building:** Below is a table indicating occupancy limits in Stage 1 and maximum* occupancies for Stage 2.

<table>
<thead>
<tr>
<th>Room/area</th>
<th>Stage 1</th>
<th>Stage 2 *</th>
<th>Comments/notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06B</td>
<td>1</td>
<td>2</td>
<td>Technical services – stores</td>
</tr>
<tr>
<td>017</td>
<td>1</td>
<td>1</td>
<td>Technical services - machine shop</td>
</tr>
<tr>
<td>017A</td>
<td>2</td>
<td>2</td>
<td>Technical services - electronics shop</td>
</tr>
<tr>
<td>106/108</td>
<td>3</td>
<td>4</td>
<td>Research lab</td>
</tr>
<tr>
<td>119</td>
<td>3</td>
<td>5</td>
<td>Research lab</td>
</tr>
<tr>
<td>105</td>
<td>0</td>
<td>5</td>
<td>Shared student/research staff office area; by permission only</td>
</tr>
<tr>
<td>101</td>
<td>0</td>
<td>2</td>
<td>Undergrad lab; some research activities</td>
</tr>
<tr>
<td>205/205A</td>
<td>2</td>
<td>2</td>
<td>Research lab</td>
</tr>
<tr>
<td>206</td>
<td>2</td>
<td>2</td>
<td>Research lab</td>
</tr>
<tr>
<td>219</td>
<td>0</td>
<td>2</td>
<td>Undergrad lab</td>
</tr>
<tr>
<td>201, 203</td>
<td>0</td>
<td>6</td>
<td>Shared student/research staff office area; by permission only</td>
</tr>
<tr>
<td>208A</td>
<td>1</td>
<td>1</td>
<td>Shared facilities for research</td>
</tr>
<tr>
<td>210</td>
<td>1</td>
<td>2</td>
<td>Lab for undergrad courses and shared facilities for research</td>
</tr>
<tr>
<td>217</td>
<td>0</td>
<td>2</td>
<td>Classroom; occasional; preparation for undergraduate teaching only</td>
</tr>
<tr>
<td>301</td>
<td>3</td>
<td>4</td>
<td>Research lab</td>
</tr>
<tr>
<td>306</td>
<td>1</td>
<td>1</td>
<td>Photocopy room</td>
</tr>
<tr>
<td>308</td>
<td>0</td>
<td>2</td>
<td>Kitchen/lunch room; briefly, to heat food/clean up only</td>
</tr>
<tr>
<td>308A</td>
<td>0</td>
<td>4</td>
<td>Conference room; by permission only</td>
</tr>
<tr>
<td>309/309A</td>
<td>0</td>
<td>1</td>
<td>Main administrative offices</td>
</tr>
<tr>
<td>310</td>
<td>0</td>
<td>4</td>
<td>Shared student/research staff office area; by permission only</td>
</tr>
<tr>
<td>317</td>
<td>0</td>
<td>6</td>
<td>Large classroom - designated as a temporary eating area</td>
</tr>
<tr>
<td>401</td>
<td>3</td>
<td>3</td>
<td>Research lab</td>
</tr>
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<td>403</td>
<td>4</td>
<td>6</td>
<td>Research lab</td>
</tr>
<tr>
<td>406/408</td>
<td>3</td>
<td>4</td>
<td>Research lab</td>
</tr>
<tr>
<td>417</td>
<td>2</td>
<td>3</td>
<td>Research lab</td>
</tr>
<tr>
<td>419</td>
<td>2</td>
<td>4</td>
<td>Technical services - electron microscope lab</td>
</tr>
<tr>
<td>508</td>
<td>0</td>
<td>6</td>
<td>Designated as a temporary eating area</td>
</tr>
<tr>
<td>508E</td>
<td>0</td>
<td>3</td>
<td>Shared student/research staff office area; by permission only</td>
</tr>
<tr>
<td>512</td>
<td>0</td>
<td>2</td>
<td>Shared student/research staff office area; by permission only</td>
</tr>
<tr>
<td>517A</td>
<td>0</td>
<td>1</td>
<td>Student Support Desk</td>
</tr>
<tr>
<td>517D</td>
<td>0</td>
<td>1</td>
<td>Financial Clerk Desk</td>
</tr>
<tr>
<td>517B</td>
<td>0</td>
<td>1</td>
<td>Kitchen; briefly, to heat food/clean up only</td>
</tr>
<tr>
<td>517E</td>
<td>0</td>
<td>1</td>
<td>Administrator Office</td>
</tr>
<tr>
<td>517H</td>
<td>1</td>
<td>1</td>
<td>Photocopy room</td>
</tr>
<tr>
<td>503</td>
<td>4</td>
<td>6</td>
<td>Research lab</td>
</tr>
<tr>
<td>506</td>
<td>0</td>
<td>4</td>
<td>Classroom; occasional; preparation for undergraduate teaching only</td>
</tr>
<tr>
<td>519A</td>
<td>0</td>
<td>4</td>
<td>Conference room-m; by permission only; access to 517B.</td>
</tr>
<tr>
<td>Faculty offices</td>
<td>N/A</td>
<td>10</td>
<td>1/3 of the offices; one person max.</td>
</tr>
</tbody>
</table>

TOTAL 39 120

* Faculty to review their lab areas and decide on maximum numbers while still maintaining physical distancing.
### Coal and Mineral Processing Building:

Below is a table indicating occupancy limits in Stage 1 and maximum occupancies for Stage 2.

<table>
<thead>
<tr>
<th>Room Area</th>
<th>Stage 1 Max.</th>
<th>Stage 2 Max.</th>
<th>Comments/notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 100</td>
<td>1</td>
<td>2</td>
<td>Large equipment storage</td>
</tr>
<tr>
<td>CMP 112</td>
<td>2</td>
<td>2</td>
<td>Technical services - Lobby by machine shop, temp waiting area</td>
</tr>
<tr>
<td>CMP 101</td>
<td>1</td>
<td>1</td>
<td>Technical services - machine shop</td>
</tr>
<tr>
<td>CMP 108</td>
<td>1</td>
<td>1</td>
<td>Technical service - workshop</td>
</tr>
<tr>
<td>CMP 109/109A</td>
<td>1</td>
<td>1</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 103</td>
<td>1</td>
<td>1</td>
<td>Chemical storage room</td>
</tr>
<tr>
<td>CMP 102</td>
<td>1</td>
<td>1</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 110</td>
<td>0</td>
<td>2</td>
<td>Graduate student office</td>
</tr>
<tr>
<td>CMP 111</td>
<td>2</td>
<td>2</td>
<td>Research lab - Rock Mech</td>
</tr>
<tr>
<td>CMP 111A</td>
<td>1</td>
<td>1</td>
<td>Research lab - Rock Mech</td>
</tr>
<tr>
<td>CMP 151</td>
<td>1</td>
<td>2</td>
<td>Research lab - Core logging - Storage room</td>
</tr>
<tr>
<td>CMP 152</td>
<td>2</td>
<td>2</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 155</td>
<td>2</td>
<td>2</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 200</td>
<td>8</td>
<td>8</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 201</td>
<td>8</td>
<td>8</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 210, 208, 206, 207, 203, 201A, 216</td>
<td>7</td>
<td>7</td>
<td>Research labs (1 per lab)</td>
</tr>
<tr>
<td>CMP 204</td>
<td>1</td>
<td>2</td>
<td>Research lab - crushing room</td>
</tr>
<tr>
<td>CMP 205</td>
<td>1</td>
<td>2</td>
<td>Research lab - mechanical assistance always needed</td>
</tr>
<tr>
<td>CMP 240</td>
<td>2</td>
<td>4</td>
<td>Lobby Lunch area, with +one person allowed to pass through</td>
</tr>
<tr>
<td>CMP 252, 254, 256</td>
<td>3</td>
<td>3</td>
<td>Staff offices (1 per office)</td>
</tr>
<tr>
<td>CMP 258, 362</td>
<td>0</td>
<td>8</td>
<td>Graduate student offices (8 per office)</td>
</tr>
<tr>
<td>CMP 351</td>
<td>1</td>
<td>1</td>
<td>Research lab - computer room</td>
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<tr>
<td>CMP 355</td>
<td>0</td>
<td>2</td>
<td>Kitchen - 2</td>
</tr>
<tr>
<td>CMP 358</td>
<td>1</td>
<td>2</td>
<td>Microscope Lab</td>
</tr>
<tr>
<td>CMP 304</td>
<td>3</td>
<td>4</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 305</td>
<td>3</td>
<td>4</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 304A</td>
<td>1</td>
<td>1</td>
<td>Research lab</td>
</tr>
<tr>
<td>CMP 310A</td>
<td>0</td>
<td>2</td>
<td>Graduate student office</td>
</tr>
<tr>
<td>CMP 352</td>
<td>0</td>
<td>2</td>
<td>Office – postdoctoral and visiting faculty</td>
</tr>
<tr>
<td>CMP 360</td>
<td>0</td>
<td>1</td>
<td>Faculty office</td>
</tr>
</tbody>
</table>

**Stage 1:** Max. allowed was 53; Actual was 53 (33%)

**Stage 2:** Max. allowed is 102; Actual is 89 (56%)
Appendix H – Building floorplans

Basement floor plan

Faculty offices; total for the building Max occupancy = 10

Electronics shop Occupancy = 1

Machine shop Occupancy = 2

Loading dock

Stores areas Occupancy = 2

Figure H1. Building floor plan, ground floor/basement. Maximum occupancy numbers are indicated.
Figure H2. Building floor plan, first floor. Maximum occupancy numbers are indicated.
Figure H3. Building floor plan, second floor. Maximum occupancy numbers are indicated.
Figure H4. Building floor plan, third floor. Maximum occupancy numbers are indicated.
Figure H5. Building floor plan, fourth floor. Maximum occupancy numbers are indicated.
Figure H6. Building floor plan, fifth floor. Maximum occupancy numbers are indicated.
Figure H7 CMP Building floor plan, ground floor/basement. Maximum occupancy numbers are indicated.
Figure H8 CMP Building floor plan, first floor. Maximum occupancy numbers are indicated.
Figure H9 CMP Building floor plan, second floor. Maximum occupancy numbers are indicated.
Appendix I – Frank Forward and Coal and Mineral Processing Building vicinity and entrances/exits

Figure I1. Map of the Frank Forward building vicinity and building layout: 1 - the north doors (exit only); 2 - the east doors (entrance only); 3 - the south doors (exit only).
Figure I2. Map of the Coal and Mineral Processing building vicinity and building layout: 1 - the north doors (entrance and exit); 2 and 3 - the east doors (exit only); 4 and 5 - the west doors (shipping and receiving only, no entry or exit).
Appendix J - Common area plans developed for stage 1 that pertain for stage 2

The following common area safety plans must be followed:

**Common Area Plans - Forward Building**

**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 I1, Appendix I):
• East doors, first floor
• North doors, first floor
• South doors, ground floor
• The building may be accessed only using a UBC card (student card, faculty/staff card) at the east
entrance. The east entrance (no. 2, Figure I1, Appendix I) 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: 120 persons
  • Authorized personnel only:
  • ONLY when scheduled by supervisors
  • Use automatic door opener button

See Appendix K for an example of typical signs

Sign:
• East entrance (2 needed, exterior)
  • SRS physical distancing sign (See Appendix L)

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 Appendix H).
- 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 to 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:
• The east stairs (near entrance no. 2; see Appendix H, Figure H2) will be designated as ascending only.
• The south stairs (near entrance no. 3; see Appendix H, Figure H1) will be designated as descending only.
• The middle stairs (near entrance no. 1 and the elevators; see Appendix H, Figure H2) 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

Atriums/Mezzanines/Landings:
• First floor lobby area just inside the north doors (Figure H2, Appendix H).
• No lingering/waiting permitted in this area

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

Smoking areas:

• Smoking is permitted outside the building in the north courtyard and in the area outside the south entrance (see Figure H1, Appendix H).
• 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 H1, Appendix H):

• 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 2716).
• 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 room door 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 (See figure in Appendix M). 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 or transporting heavy/bulky items may use an elevator to access stores.
• Line up in the hallway south of the stores lobby as shown in the figure in Appendix M. At most three people at a time may line up here, 2 m apart, as indicated by floor markings.
• 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 right). 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:
- On the floor as indicated in the figure in Appendix M.
- 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 H1, Appendix H):
- 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.

Classrooms

Most classrooms remain off limits during stage 2. Room 506 may be used occasionally, with permission of the department head, only to prepare materials for teaching.

Sign:
- On classroom doors
- No access to this room until further notice

Common Area Plans - Coal and Mineral Processing Building

Entrances/Exits:
There are five building entrances/exits (Appendix H):
• **North Doors**: first floor, main Entrance into CMP Lobby (Entrance 1 in Figure 2), CMP Addition area, enter CMP 240 (lobby area) and hallway to technician offices, card access.
  o The building may be accessed only using a UBC card (student card, faculty/staff card) at these doors and will be the only entry point for the building. People can ENTER and EXIT from these doors.
  o Push the automatic entry button to enter; preferably use your elbow.
  o Wash/ sanitize hands immediately upon entry.
  o Letting another person in by opening a door for them is not permitted, in order to maintain physical distancing.
  o Only one person at a time may pass through a door; 2 m of separation must be maintained outside and inside.

• **East Doors**: first floor (Entrance 2 and Entrance 3 in Figure 2), no card access.
  o No entry permitted at these doors. EXIT is permitted.

• **West Doors**: basement/ ground floor (Entrance 4 and Entrance 5 in Figure 2), card access.
  o No entry permitted at these doors except for the purposes of going between the old and new parts of the CMP Building.
  o EXIT is permitted.

• **East Bay Doors (off CMP 200 and 201, east side)**
  o These doors are used for shipping, receiving, and moving purposes only.

• **West Bay Doors (ground level/ basement)**
  o These doors are used for shipping, receiving, and moving purposes only.

**Sign:**
- North entrance (1 needed, exterior)
- ENTRANCE AND EXIT
- Maximum Occupancy: 89 persons
- Authorized personnel only:
  - Department technicians and scheduled research personal ONLY.
- NO ADMITTANCE to research personal who are NOT SCHEDULED to be in the building.
- Use automatic door opener button
- See Figure 3, Appendix for an example of typical signs

**Sign:**
- East and west doors (exterior, 6 needed)
- Exit only. Use North Doors to Enter.
- Remember to sign out.

**Sign:**
- North doors (interior, 2 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.

Sign:
• East Bay doors (CMP 200 and 201)
• These doors are used for shipping, receiving, and moving purposes only.
• No entry or exit.

Sign:
• West Bay Doors (basement)
• These doors are used for shipping, receiving, and moving purposes only.
• No entry or exit.

Elevators:
• There is one elevator with only a front door. It is located just inside the north doors.
• 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 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 elevator doors (3 needed)
• 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:
• Stand here floor signs, inside elevator (1) and outside elevator doors (3).

Washrooms:
• Some Washrooms in this building are designed for single occupancy while others have two stalls in the washroom. Washrooms with multiple stalls
• Single Occupancy Washrooms: (4)
  o Only one person at a time is permitted in any washroom.
Mining COVID-19 Intermediate Plan

- For single occupancy washrooms, the locking mechanism on the washroom door indicates where a washroom is occupied.
- Use elbows or knuckles or a pen/pencil to turn light switches on or off.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Washrooms with multiple stalls (2)
- Doors open or closed will be used to signal if a washroom is occupied. Washroom doors will remain propped open when not in use. If a washroom door is closed, then assume it is in use.
- Only one person at a time is permitted in any washroom.
- Use elbows or knuckles or a pen/pencil to turn light switches on or off.
- If washroom appears occupied wait outside the door. If uncertain about occupancy, call out loud to find out if occupied.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Sign:
- Single Occupancy Washrooms: (4 needed; on doors)
  - One person at a time only.
  - Locking mechanism on door indicates occupancy.
  - Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Washrooms with two or more stalls: (2 needed; on doors)
- One person at a time only.
- Use elbow or knuckles to turn lights on and off.
- If the door is closed do not enter (occupied). If door is open the washroom is vacant.
- Prop door open when leaving to signal vacant.
- Call out loud to check if unsure if washroom is occupied.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Sign:
- Handwashing technique (placed by building operations by sinks); (6 needed)

Sign:
- 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.
• On each landing of stairwell (8-12).
• Lobby Area (4; one on each wall); 2nd level hallway by technician offices and elevator (4- each wall).

Lobby Floor:
• Tape indicating pathway through CMP 240. Floor decals along pathway in with 2 m spacing

Stairwells
• Only one person may be on a flight of stairs at a time. If you see a flight of stairs already is occupied please remain on the landing or in the hallway, maintaining 2 m physical distancing, until the stairwell is clear.
• Walk on the right side.

Sign:
• East and West stairwells (on stairwell doors and on each landing, 12 needed)
• Only one person may be on a flight of stairs at a time.
• If stairwell is occupied, please wait at landing or in hallway until stairwell is clear.
• Maintain 2 m separation
• Wash hands after exiting stairwell

Lobby:
• First floor lobby area (room 240) just inside the north entrance (Figure H8, Appendix H).
• 6 people may sit in the lobby area at a time. In addition to the 6 people, individuals may pass through the lobby area, one at a time.

Sign: (2 needed, one on each door)
• On doors from lobby to hallway by technician offices and elevator
• On arrival please follow sign in procedures.
• You may proceed if there is a vacant spot for you to stand.

Smoking areas:
• Smoking is permitted outside the building in the areas outside east entrance and in the area outside the west entrance (see Figure 2).
• 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.

Staff offices, Rooms 252, 254, and 256 (see Figure H8, Appendix H):
• To ask questions or get advice from technical staff, use email or phone (604 822 1421).
• To order supplies or items, use email.
• Get instructions from staff personnel for shipping items by email or by phone.
• Do not pass items or paper back and forth unless absolutely necessary.
• Only staff personnel will be permitted inside offices. No self-service permitted.
• A table will be placed outside CMP 252 and requested items will be placed there by staff personnel for pick-up. There must be 2 m between the person in staff office and the person at the table.
• Access/leave the staff office area from the north entrance, elevator or use stairwells following relevant instructions.
• Maintain 2 m distance between people in hallway outside of the office’s areas, elevator and washrooms.
• Stand on the floor signs.
• If you see all spots indicated by floor signs are occupied, wait in the lobby area.
• If the lobby area floor signs are occupied, wait outside the North doors.

Shipping and Receiving items:
• When Receiving Items from Staff Offices: Students, Faculty and staff are to use the following procedure:
  o Technical staff phone or email students, faculty or staff when items they ordered are available and arrange a time when the items can be picked up.
  o At arranged pick up time, staff will place item on the table in the hallway.
  o Item receiver will collect the requested item from the hallway when they see the hallway is clear.
  o For large samples, item receiver will collect the requested item from bay door areas.
• When Shipping Items: Students, Faculty and Staff are to use the following procedure:
  o Phone or email the technical staff when they need to ship an item to arrange the time for item drop off.
  o Item shipper will bring the item to the hallway and place on the table. For large samples, the technical staff or item shipper will place by the bay door area.
  o Technical staff or the item shipper will call a courier to collect the item from the north entrance.
○ For large samples, technical staff or the item shipper will call a courier to collect the item from the bay door area.

Sign:
- Free standing on pole at location outside room 252 (Figure H8, Appendix H).
- Maintain 2 m space.
- Stand on floor decals. If all are occupied wait in lobby or outside.

Loading area (Bay doors see Figure H7, Appendix H):
- Only staff personnel and delivery people may use the bay door area.
- To dump trash into the dumpster or cardboard for recycling into a dumpster carry it out the east entrance to the dumpster.
- Re-enter the building through the north entrance.

Machine shop, Rooms 101, 101A and 101B (see Figure H7, Appendix H):
- Communicate with machine shop staff by email and phone as much as possible.
- Draw detailed plans where appropriate and email them.
- If you are picking up or dropping off items, communicate by email or phone in advance to minimize person to person contact.
- If you have a question, communicated by email or phone as much as possible.
- If you must talk to the technical staff in person, arrange an appointment by email or phone in advance.
- Once you have prearranged a time, go to the shops to deliver or receive necessary items.
- Staff will receive or provide items on a table, the floor or onto a cart as needed.
- Researchers may take items away once they see there is at least 2 m of distance between themselves and the shop staff.
- Access the shops from the west stairwell (Figure H7, Appendix H).
- Floor stickers indicate spots where you can stand and wait. If all spots indicated by floor stickers are occupied, then come back at another time.
- Doors to the shop will remain closed. Once you are at the head of the line knock on the door and stand back 2 m of it. Shops staff will open the door and discuss what is needed.
- When you are done at shops exit by going to the CMP 100 area and go up use east stairwells. You may use the bay door (CMP 112) to move heavy equipment out of the lab.

Sign:
- Maintain 2 m space.
- Stand on floor decals. If all are occupied come back at another time.

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 Mining technical staff 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

• 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 – Policies will be covered by the Child Plans of any areas that will be allowing working alone.
Appendix K - Illustrative example of signs posted in the Frank Forward and Coal and Mineral Processing buildings

**ENTRANCE ONLY**

Maximum Occupancy: XX persons

Authorized personnel only:

*Scheduled personnel ONLY.*

NO ADMITTANCE to anyone who is NOT SCHEDULED to be in the building

Use automatic door opener button
Appendix L - Physical distancing sign

Remember to physically distance yourself from others

Visit covid19.ubc.ca for more information about UBC’s response to COVID-19.
Appendix M - Diagram illustrating access to stores and shops.

South door
South stairs
Stores lobby
Line up here
Enter
Stores counter
Loading dock

Machine shop
Electronics shop

South door
Loading dock
Stores lobby
Enter
Machine shop
Electronics shop

South door
South stairs
Stores lobby
Line up here
Enter
Stores counter
Loading dock

Appendix M - Diagram illustrating access to stores and shops.
Appendix N - Sign indicating cleaning and disinfection procedures.

Cleaning and disinfection

\textit{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 \textge{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) \textit{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)

\textit{Wash your hands at the end.}
# Appendix O - Emergency contacts information

(excerpted from the Frank Forward Building Emergency Response Plan)

## EMERGENCY:

<table>
<thead>
<tr>
<th>911</th>
<th>Police</th>
<th>Fire</th>
<th>Ambulance</th>
<th>Hazardous Spill</th>
</tr>
</thead>
</table>

## NON-EMERGENCY

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCMP</td>
<td>604 224 1322</td>
</tr>
<tr>
<td>Vancouver Fire and Rescue</td>
<td>604 665 6010</td>
</tr>
<tr>
<td>BC Ambulance Service</td>
<td>604 872 5151</td>
</tr>
</tbody>
</table>

## SECURITY & PERSONAL SAFETY RESOURCES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security (Vancouver)</td>
<td>604 822 2222</td>
</tr>
<tr>
<td>AMS SafeWalk</td>
<td>604 822 5355</td>
</tr>
</tbody>
</table>

## FIRST AID RESOURCES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closest Automated External Defibrillator</td>
<td>(1) First floor, hallway, north of Room 119 north entrance; (2) Room 517</td>
</tr>
<tr>
<td>UBC Faculty, Staff, and Student Workers</td>
<td>604 822 4444</td>
</tr>
<tr>
<td>UBC Students</td>
<td>911 or Student Health at UBC Hospital</td>
</tr>
<tr>
<td>Visitors</td>
<td>911 or Urgent Care at UBC Hospital (604.822.7662)</td>
</tr>
</tbody>
</table>

## SAFETY RESOURCES & RISK MANAGEMENT SERVICES CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS Sexual Assault Support Centre</td>
<td>604 827 5180</td>
</tr>
<tr>
<td>Asbestos Safety</td>
<td>604 822 8772</td>
</tr>
<tr>
<td>Biological and Radiation Safety</td>
<td>604 822 4353</td>
</tr>
<tr>
<td>Chemical Safety</td>
<td>604 827 3409</td>
</tr>
<tr>
<td>Emergency Management &amp; Business Continuity</td>
<td>604 822 1237</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>604 822 9280</td>
</tr>
<tr>
<td>Health and Safety- Faculty of Medicine</td>
<td>604 827 1982</td>
</tr>
<tr>
<td>Health and Safety- Student Housing and Hospitality Services</td>
<td>604 827 2671</td>
</tr>
<tr>
<td>Health and Safety- Building Operations</td>
<td>604 822 1885</td>
</tr>
<tr>
<td>Report an Accident or Incident</td>
<td><a href="http://www.cairs.ubc.ca">www.cairs.ubc.ca</a></td>
</tr>
<tr>
<td>Risk Management Services</td>
<td>604 822 2029</td>
</tr>
<tr>
<td>Safety Programs</td>
<td>604 822 6513</td>
</tr>
<tr>
<td>Student Health</td>
<td>604 822 7011</td>
</tr>
<tr>
<td>Equity and Inclusion</td>
<td>604 822 6353</td>
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<tr>
<td>Counseling Services</td>
<td>604 822 3811</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>604 822 9040</td>
</tr>
<tr>
<td>Occupational Hygiene</td>
<td>604 822 6098</td>
</tr>
</tbody>
</table>