**COVID-19 Workspace Safety Plan – Unit Level**

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.  

[https://covid19.ubc.ca/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Anthropology and Sociology / Faculty of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Anthropology and Sociology Building (ANSO)</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>June 23, 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>See Appendix A for floorplans of all workspaces</td>
</tr>
</tbody>
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**Introduction to Your Operation**

1. Scope and Rationale for Opening

This document outlines the Covid-19 Building (Common Areas) Safety Plan for Anthropology and Sociology building during Stages 1 and 2. A document outlining Stage 3 for ANSO will be released no sooner than mid-July. Staff is not expected to return to the building until Stage 3. The exception to this is technical staff required for Stage 1 and Stage 2 research. There are four groups with spaces in the building: the Department of Anthropology, the Department of Sociology, the BC Studies Journal and the Canadian Literature Journal. BC Studies and Canadian Literature have offices in Level 0. Only members of the Department of Anthropology are seeking access to the building during the proposed period of this Safety plan from June 23, 2020 until July 31, 2020. Research within the Department of Anthropology requires specialized laboratories that can only be accessed at UBC. In addition some of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of most research groups has been adversely affected, delaying graduation times, grant-mandated project completion, and career progression. Thus, it is essential that the Department of Anthropology open to restart the research mission.

This plan proposes to open the following buildings and workspaces (the Anthropology and Sociology Building and the Laboratory of Archaeology facilities in the Museum of Anthropology building) All of these workspaces are necessary to conduct on-site research and teaching, including research involving collections that are housed in the Laboratory of Archaeology and cannot be removed from the buildings, use of specialized equipment such as the scanning electron microscope to undertake research as part of ongoing grants, gathering of data from collections to prepare for upcoming grant submissions, repurposing of a lab space under a current CFI/BCKDF grant critical to the research of a pre-tenure faculty member, working on teaching materials (especially 3-D scanning) required for online classes in the fall.

The needs of the Departments of Anthropology and Sociology differ with respect to access and by
stage. For Anthropology to maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy in accordance with Stage 1 of the Research Resumption planning, the services within each building and facility will be staffed at reduced levels (11 faculty, 1 staff, 3 instructors, 3 emeritus faculty (clearing offices) and 1 student in ANSO building; 5 faculty, 3 staff, 1 post-doc and 2 students in MOA building). Anticipated to start in June, all Anthropology faculty, staff, and research personnel who can work off campus must continue to do so in Stage 1. The Stage 2 cap is anticipated to rise (currently we estimate that number of returning staff will rise to 14 faculty, 2 staff, 3 students and possibly 2 Musqueam research team members returning at this stage), starting approximately 30 days following the start of Stage 1 subject to provincial COVID-19 restart guidance. Stage 3 is 100% return to work. At the moment, the timing of these stages is fluid and will align with provincial guidance.

For Sociology, no faculty or students are currently expected to be included for Stage 1. However, under Stage 2 guidelines, two faculty will gain access and several additional faculty and students will be considered. The needs and access for space will be addressed biweekly and also in consultation with heads of both department.

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”

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 SRS health-safety-covid-19 guidance site
   - Ordering Critical Personal Protective Equipment
   - Building Operations Notice – COVID-19 Custodial Considerations

6. Professional/Industry Associations
   - None

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.

The Department of Anthropology has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID
operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- UBC Custodial will regularly clean high-touch surfaces and common areas according to the Building Operations Notice – COVID-19 Custodial Considerations. All Anthropology specific equipment, will be cleaned by individual users before and after each use.
- Anthropology Offices (153, 158, 1204, 1206, 1208, 1207, 1209, 2207, 2208, 2305, 2307, 2319, 3103, 3105, 3109, and 3124) and LOA Labs (15, 306, 307, 117, 1109, and 1216) are in the ANSO Building. LOA Labs (125, 125a, 156, 214, 216, 218, 221, 223) are in the MOA building. Users will clean offices and labs regularly and maintain physical distancing measures of one person per room.
- The ANSO Lounge with fridge and microwave (Room 208) will remain closed during Stage 1.
- The Mailroom (Room 2101) will be cleaned by custodial services regularly. Users will be responsible for wiping down equipment with disinfectant wipes before and after use. Physical distancing measures will be in place and signage indicating occupancy will be placed at the entrance.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

As mentioned above, we are reducing the number of people in the buildings and labs to 10 in the ANSO building and 11 in the MOA building in order to reduce contacts between people. A number of these people are counted twice so in total only 14 people will be accessing the spaces.

As a general rule, each office and lab will be occupied by one to two users (multiple users will only be in spaces where physical distancing can be maintained) at a time. Where user contact is required for area technical staff assistance, this contact will be brief and occur in a suitable facility area using established physical distancing measures, PPE and cleaning protocols.

**Normal Operations:**

- **ANSO Building Offices:** There are 131 offices accommodating 1-4 people per room
- **ANSO Building LOA Labs:** There are 7 labs accommodating 2-16 people per lab
- **ANSO Mailroom/Print Center (Room 2101):** accommodating up to 6 people using space at same time.
- **ANSO Building Lino Lounge (Room 208):** accommodating up to 20 people using space at the same time for lunches.
- **- MOA Building LOA Labs:** There are 7 labs + an archives room accommodating 4-30 people per room.

**COVID-19 Measures Limited Operations:**

- **ANSO Building Offices:** There are 131 offices. In Stage 1, 15 offices will be occupied. All offices will only have 1 person per room
• ANSO Building LOA Labs: There are 7 labs accommodating 1-4 people per lab
• ANSO Mailroom/Print Center (Room 2101): accommodating up to 4 people using space at same time.
• ANSO Building Lino Lounge (Room 208): Lino Lounge will be closed in Stage 1. In Stage 2 it will be available for up to 9 people using space at the same time.
• MOA Building LOA Labs: There are 7 labs + an archives room accommodating 2-10 people per lab.

See Appendix A for proposed COVID-19 density and directions on proposed flow through.

9. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety s, and Supervisors in identifying risks and protocols as part of this plan

• The Departments of Anthropology and Sociology have drafted the organizational document on which this plan is based. The ad hoc committee’s members include (Alexia Bloch, Susan Rowley, Patricia Ormerod, Guy Stecklov), and input has been sought from the Joint Occupational Health and Safety Committee (Nick Smolinski). Various members of the committee have met on several occasions (May 25, May 29, June 3 and June 12) and held email conversations to discuss the details of the plan. All members solicited input from the groups they represent, and details included in this plan reflect input and guidance from this diverse cross-section of Anthropology and Sociology faculty, staff and graduate students. The back to work policies will be distributed once approved via email to solicit further feedback. In addition, Susan Rowley is the LOA representative on the MOA Reopening Committee, which meets three times a week and she drafted the LOA Appendix to the MOA plan.
• Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
• Expectations of faculty, staff and students using these facilities is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.

10. Risk Level Determination (H/M/L)
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

• Based on the measures outlined in this plan, the Department of Anthropology and Sociology operations are considered to be low risk, post mitigation. The measures outlined in this plan will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.

11. 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 will
also be made available via the following channels:
- Weekly team meetings
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

The Department Administrators will continue to disseminate information from UBC Wellbeing.

**12. 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.

This plan will be posted to the following: UBC’s COVID-19 Safety Plan website, the FoA JOHSC website, and website of each department. Additionally, hardcopies will be posted on Health and Safety boards and outside the main departmental office. An alert noting the plan availability and link to this final posting will be included on the main sites of the Anthropology and Sociology departments and the Faculty of Arts.

**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

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.

13. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Most faculty, staff and students will continue to work from home. Exceptions have been granted for cases where research personnel do not have the possibility to work from home; approval was decided by the Head of each Department (Please see Appendix E for the list of all ANSO Office users and Appendix F for the list of all LOA at ANSO and MOA users).
- Anthropology Faculty and Staff in ANSO building: Carole Blackburn, Millie Creighton, Vinay Kamat, Nicola Levell, Charles Menzies, Daisy Rosenblum. Anthropology Faculty and staff in LOA labs at ANSO: Susan Rowley, Patricia Ormerod, Camilla Speller, Zhichun Jing Darlene Weston, Emma Jing Li, Natasha Sundra Rajoo, Elizabeth McManus (Stage 2), Logan Grant (Stage 2).
- Anthropology Faculty and Staff in LOA labs at MOA: Susan Rowley, Patricia Ormerod, Camilla Speller, David Pokotylo, Zhichun Jing, R.G. Matson (Stage 2), Rhy McMillan, Steve Daniel (Stage 2), Morgan Ritchie, Diana Moreiras, Douglas Carswell, Natasha Sundra Rajoo, Simon Davy, Amber Leenders, Kody Huard (Stage 2). In addition three UBC Studios staff along with Darlene Weston and Emma Jing Li will require access to LOA labs at MOA for up to two weeks of 3-D scanning in Stage 1. These researchers with access will also require occasional access to their individual offices and related specialised Research facilities opened during stage 1 to carry out necessary creative research and practice on campus. They will be phased in for return to their individual offices in early July during stage 2 and have access, Monday to Friday, 8:00 am to 6:00 pm.
- Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home have been permitted to use their office for lectures; approval was decided by the Head of each Department. (Anthropology faculty and instructors: Sara Shneiderman, Rafael Wainer, Heather Robertson, Amir Shiva. Sociology faculty are also likely to apply and will be considered later.)
- Retiring faculty who need to clear their offices as they are required for incoming faculty members (Anthropology faculty: John Barker, David Pokotylo, Patricia Shaw).
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to
prepare materials for the fall (e.g., making videos for online course production) may also be accommodated by the Head of each Department where possible. At present no one has requested this access but it will be dealt with on a case by case basis.

- In-person group meetings, events or lectures will not be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they will not have guests in the office during Stage 1 or Stage 2.
- The LOA Director and LOA Manager have developed return-to-on-campus-research plans for their own research spaces. These have been reviewed and approved by the Head of Anthropology, in consultation with their JOHSC. The spaces are included and listed in this plan.

14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Staff and graduate students will only return to designated facilities to carry out work they are unable to do from home.
- Access to any workspace in the ANSO Building and LOA spaces at MOA will be restricted to 8:00 am to 6:00 pm, Monday to Friday, to ensure custodial worker crew scheduling and access to sanitise facilities freely without added risk of contacting any departmental staff, faculty or graduate students.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity (see Appendix A for attached floorplans).
- Any worker who is alone in the building will follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift.
- During Stage 2, scheduling will be introduced to increase the number of people with access to the building without compromising the ability to maintain physical distancing. It is the responsibility of the Department Heads and Administrators to ensure scheduling is created so that physical distancing can be maintained. The mode of data collection/sign-in will be a sign-in sheet (an online document may be developed later). The data will be available from the relevant Heads and Administrators in case there is a need for contact tracing. The detailed approaches to sign in/sign out protocols are described in Appendix C.

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans, we have detailed the following attached floorplans with:

1) An illustrated 2-metre radius circle around stationary workspaces with the exception of all offices which have been designated as having an occupancy of 1; and
2) Illustrated one-way directional traffic flows.
3) Additional information including key card access points where hand sanitizing stations, sign-in sheets, and this plan will be posted.

**See attached floorplans in Appendix A**

**Laboratory/Office Considerations**

Laboratory or office occupancy parameters (i.e. description) are detailed here. All offices will have an occupancy of 1 person during Stage 1 and Stage 2. Occupancy limits will be posted on the door of each LOA Lab by LOA Director Susan Rowley (see Appendix F for the complete list of LOA Lab facilities and their occupancies).

**Building/Facility Considerations**

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing. Only the Mailroom (2101) will be open during Stage 1. It has a maximum occupancy of 4 people. The Lino Lounge (208) will be closed in Stage 1 and will reopen in Stage 2. It has a maximum occupancy of 9. All bathrooms have a maximum occupancy of 1 under the guidelines in the Faculty of Arts Return to Research Plan.
- All stairwells will be marked for ascending or descending between floors (of course this will not apply in an emergency, such as a fire)
- Elevators will only be used for moving collections, for moving heavy loads and for accessibility needs. The elevators in both ANSO and MOA are for two people and appropriate signage is in place.
- Tape or markings will be placed on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
- When common office machines are used (e.g., copier, scanner) in the Mail Room they must be wiped down by the user with disinfectant prior to and following use
- The doors to multi-person washrooms (1203, 1310, 215, 210, 2114) will be propped open to minimize high touch surfaces and maximize airflow. Where possible, only one person will use the washroom at a time. Occupied/unoccupied door signage will be implemented. The following washrooms will remain closed during Stage 1 occupancy (21, 23, 2203A, 2310).
- Markings spaced 2 m apart will be placed on the floor outside the mailroom/copy centre to allow people to physical distance while awaiting access to the space.
- The following Personal Protective Equipment will be required to be used and will be supplied by the departments: hand sanitizer will be located at each entrance to the building, disinfectant wipes will be available in multiple spaces including washrooms, shared research
facilities (LOA Labs) and the mailroom. In addition, nitrile gloves will be supplied in research spaces for use when handling collections or working with equipment that cannot be disinfected.

- The use of the following Personal Protective Equipment will be encouraged but will not be supplied by the departments. This includes personally purchased non-medical grade face masks and nitrile gloves being used in common areas.

Points of Access to Building and Access Control

- Access to the ANSO Building is provided using key cards and the buildings will remain locked during Stages 1 and 2. Access to the MOA building is through key-card access to the Administrative Entrance and a check-in with MOA Security.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open.

Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units will be closed off (with tape) for Stage 1.

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The ANSO Building was not open during the research curtailment. It has been cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services. The MOA building has been cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services.

Signage and Directional Guides

- Elevators (maximum 2 occupants, based on elevator size). This sign has already been posted by UBC Building Operations.
- Signs will be installed in stairwells indicating directionality of stairwells. Yield procedures will also be posted in each stairwell.
- Physical distancing signage will be posted at each entrance and on each hallway.
- Narrow hallways will be designated one-way with appropriate signage on the floor and at eye level. See Appendix A for building flow diagrams. Yield procedures will be posted throughout the building.
- A Worker Entry Check sign will be posted at each 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.
- Signage will be posted in each LOA Lab and at all building entrances to remind everyone of the measures in place

Hand Sanitizer Stations
- Hand sanitizing stations will be placed inside of all key card entrances to the buildings. The one at MOA is already in situ.
- Hand sanitizers will be placed in each lab that does not contain a sink for hand washing. Hand sanitizing and/or wipes will also be available in the Mailroom to wipe down surfaces of photocopiers and computers after use.

Offices
- All offices will be single occupancy.
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by the relevant head’s approval on a case-by-case basis.
- Graduate student / trainee offices will not be used in Stage 1 except where special exemptions are awarded by the relevant Department Head. In Stage 2, some shared office use may occur but this is not currently anticipated. Should it have to occur it will be on rotation to ensure proper physical distancing.

Shared Facilities (LOA Labs)
- Access to LOA facilities will be controlled by the LOA Director and the LOA Manager.
- A sign will be posted at the entrance to each lab indicating the maximum number of people that can be inside at a time
- Users MUST comply with procedures or access/services will be denied
- All shared equipment, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use
- If required, visits to the workplace to deliver collections (e.g., Indigenous Nations and consulting archaeologists) will be prearranged, staggered, and safety protocols will be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). A record of all visitors to LOA facilities will be kept by the LOA Manager.

16. 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 research personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance. Examples include repairs to equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include:
couriers, archaeological consultants or researchers dropping off collections or samples for analysis, and other researchers on campus accessing equipment.

- All elevators in the ANSO and MOA buildings are limited to two people as per UBC Building Operations signage already in place.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Do not congregate in common areas. Minimize social interactions in the building.
- 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, linked here.
- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Labs

- Occupancy of the LOA labs (see Appendix F list of labs spaces and users) will be restricted by the designated Responsible Faculty Member (LOA Director Susan Rowley) so that all research personnel (see Appendix F) can work 2 m apart. The number of people that can work in each lab simultaneously is listed in Appendix F using an occupancy with Covid-19 in mind has been calculated using a 6m radius circle or an average of 7m2 per person. Lists of people returning and occupancy stage are found in Appendix F. The maximum occupancy of each lab will be posted on the door.
- While practicing physical distancing, it is important to ensure that research personnel are not working alone in labs where this is normally prohibited. For LOA all research labs are designated as labs where people can work safely alone.
- People working in research labs together will adhere to physical distancing.
- LOA personnel working in LOA Labs in ANSO will follow all the guidelines in this document. LOA personnel working in LOA Labs in the MOA building will follow all the guidelines in this document as well as all guidelines in the MOA COVID-19 Response and Safety Plan. This document will be circulated to all LOA users and they must acknowledge they have received and read it.

Offices

- Faculty office use is by exemption from the relevant Department Head only.
- Student / post-doc offices will not be used in Stage 1 except where an exceptional case has been approved by the relevant Department Head. They may be used for storing personal
belongings while trainees are working in the lab.

- People in common areas must also adhere to physical distancing.
- Temporary short access to offices (e.g. 10 minutes for picking up a book) will be provided by head or director’s approval on a case-by-case basis.

Shared Facilities / Shops / Stores / etc.
- Shared facilities must restrict the number of personnel in the facility at a time. Facility managers are responsible for developing a safe physical distancing practice; this may include adding scheduling for services and access to equipment. The maximum occupancy of each lab must be posted on the door.

Administration Spaces
- Front offices will not be open during Stage 1.

Common Spaces / Hallways / Washrooms / etc.
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be carefully controlled. We will remove chairs from common rooms to limit the number of people who can sit in accordance with physical distancing standards.
- Department-bookable classrooms will be blocked off from access for Stage 1.
- Researchers will be asked to bring lunches from home, use personal coolers, and eat in their offices or outside. No food or drink is permitted in LOA labs.
- LOA personnel working in the MOA building will not have access to the MOA Staff Lounge during Stages 1 and 2.

17. 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.

There are no vehicles in the Departments of Anthropology and Sociology. Should someone need to borrow the Faculty of Arts van, the worker will adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance, including only one person per vehicle.

18. Worker Screening
All users will be required to follow self-screening procedures and to follow the following guidelines:
1) Stay home if exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) Ensure self-isolation if returning to Canada from international travel; and 3) ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised.

- 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. Personnel must inform the relevant Department Head and Administrator.
- 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 or 811 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.

- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.

- All entrances will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will directly use the WorksafeBC signage, as below:
  a. Worksafe: Entry Check for Workers
  b. Worksafe: Entry Check for Visitors

- Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.

- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so.

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

- Describe tracking protocol. The primary method for communication with the faculty/staff and graduate students will be via e-mail. Any faculty of student who cannot attend due to one or more of the three categories of restriction (as defined by Worksafe) will immediately email the relevant Department Head and Administrator. Those using LOA labs must also contact the LOA Director and LOA Manager.

- To assist with Worker Screening any returning staff will use UBC PAT (personnel absence tracker) used to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

Section 4 – Engineering Controls

20. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)
- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- Mail Room (Stage 1) and Lino Lounge (Stage 2) are common areas that require additional cleaning by users. Training will be provided during the Departmental online training sessions where this plan is outlined. In addition cleaning protocols will be posted and cleaning products provided in these locations.
- All LOA labs will be cleaned following the WHO guidelines for decontamination. ([https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf](https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)) which will be clearly posted in each lab space.
- Personnel will wash their hands regularly and avoid contact with one another.

### 21. 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

- Where possible tools will be labelled with a user’s name and left in a box with their name on it. Where tools must be shared they will be wiped down prior to and after use.
- The LOA Director (RFM) and LOA Manager will generate a cleaning schedule for all high-touch items in the LOA laboratories. For all new cleaning protocols, training regarding the protocols and cleaning solutions will be provided. All laboratory cleaning will follow the WHO guidelines for decontamination ([https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf](https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)).
- Laboratory common surfaces will be wiped prior to and after use with disinfectant. Supplies will be made available by the LOA Director and LOA Manager so that this disinfection can be done by users.
- Common surfaces in the ANSO Mailroom will be wiped down prior to and after use by the worker with disinfectant. These supplies will be made available by the relevant Department Heads and Administrators.
- All items brought from home that are used in shared spaces (e.g. laptops) will be wiped down with disinfectant wipes upon arrival and at departure.

### 22. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Any such barriers will refer to:

- WorkSafe BC’s “Designing Effective Barriers” guidance.
- Building Operations guidance on the purchase and installation of plexiglass.

These will be installed in the ANSO building during Stage 2 and prior to Stage 3 when staff (excluding LOA technical staff) are expected to return.

### Section 5 – Administrative Controls
23. **Communication Strategy for Employees**
Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

**Dissemination of this Plan to the JOHSC**
Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

**Communication of the Plan to Employees**
To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Departments of Anthropology and Sociology will disseminate both the faculty-level plan and this plan via e-mail. As a follow-up, each Department will hold a virtual town hall to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. The roles and responsibilities of the employees will also be covered at this meeting (see sections below).

**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 below)
- They may also contact their worker representative of the JOHSC to express their concerns
- They may also report concerns confidentially to Human Relations at UBC

24. **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

- Once the UBC Preventing COVID-19 Infection in the Workplace online training course has been developed, it will be mandatory for all employees in the Departments of Anthropology and Sociology regardless of when they are scheduled for physical return to work
- Until it is available, it will be the responsibility of the relevant Department Heads and LOA Director (for LOA facilities) or office administrators to appropriately train the employees about the best-practices to prevent COVID-19 infection. A written record of this training will be kept centrally by the relevant departmental administrator.
- In addition, all approved users will need to send an email certifying that they have read this document in its entirety.

25. **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 Departments of Anthropology and Sociology will utilize the signage from the Safety & Risk Services COVID-19 website, the Worksafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

**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 at labs indicating maximum occupancy
- Each lab will have a checklist of items that require disinfection at the end of each shift. This will include equipment, switches, freezer / fridge handles, keyboards, cart handles, etc.

### 26. Emergency Procedures
Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

All of the BERPs within the Departments of Anthropology and Sociology 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 will be publicly available both online and as a hard copy.

As part of the Departmental training, all approved users will receive a copy of the BERP and relevant BERP amendments to review. They must acknowledge receipt of the BERP and that they have read it.

### 27. Monitoring/Updating COVID-19 Safety Plan
Describe how you will 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 the next 12-18 months.

Every two weeks during UBC Stage 1, and every month during UBC Stage 2, the Departments of Anthropology and Sociology will analyze their monitoring information (e.g. sign-in sheets) and will update this plan as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the Department Head. For the policy on monitoring compliance, and managing non-compliance, see Appendix D.

Every week during Stage 1 and every two weeks during Stage 2, the LOA Director and LOA Manager will monitor lab usage (e.g. sign-in sheets) and will send this information to the Head of Anthropology.

### 28. 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

- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.
- All LOA technical staff will work closely with the LOA Manager to assess risks and propose ways to mitigate those risks.
Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19
- Where an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: UBC Employee PPE Guidance and/or UBC working safely - non medical masks)

Section #7 - Acknowledgement

30. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Faculty of Arts

Date
Name
Title
Department
Anthropology
Date
June 16, 2020
Name
Alexia Bloch
Title
Professor and Head

Sociology

Date
June 16, 2020
Name
Guy Stecklov
Title
Professor and Head
Appendix A: Floorplans for of Buildings in the Department of DEPT

The Department of Sociology is located within the Anthropology and Sociology Building on the campus of UBC-V. The Department of Anthropology is located with the Anthropology and Sociology Building on the campus of UBC-V. In addition, the Department of Anthropology has LOA labs in the Museum of Anthropology building on the campus of UBC-V.

(see attached annotated floorplans)
Appendix B: Responsibilities of Each Worker Group

Employee Responsibilities

- 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 (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, administrative tasks, student advising, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 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.
- Teaching-stream faculty or research-stream 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.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to their relevant Department Head.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
• Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview

• Responsible for approving designated Responsible Faculty Member safety plans for their workspaces that ensure physical distancing and safe working practices, and for making it clear that they must enforce the measures taken

• Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

Responsibility of designated Responsible Faculty Members
• Responsible for developing a laboratory safety plan for their space, and communicating this to all group members. This will be reviewed and approved by department heads or directors prior to restarting research in the lab.
• Responsible for ensuring that their trainees take the mandatory UBC COVID-specific training course, as well as taking it themselves
• Responsible for posting on the doors to their lab areas the maximum number of occupants. Where a lab is shared by multiple PIs, this maximum occupancy must be agreed upon. In the event that it is not agreed upon, then the head or director can impose a limit.
• Responsible for scheduling shifts / rotations of researchers during Stage 2 as needed to ensure that physical distancing can be practiced. Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
• Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.
• Ensure the availability of gloves, lab coats and other necessary PPE

Responsibility of Faculty of Arts
• Work together with Departments and Institutes to develop safe working plans at each stage
• Coordinate safety plans across shared buildings
• Review and approve department / institute safety plans (ADR with subset of ROCR committee)
• Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
• Address patterns of non-compliance in a manner consistent with UBC policy
Appendix C: Sign In/Sign Out Protocols

Anthropology and Sociology Building
Sign in/sign out sheets will be posted at the entrances to the building and everyone will be required to sign in/out using their own pen. A shared online scheduling system may be developed later in consultation with JOHSC.

LOA labs will each have a sign in/sign out sheet and everyone will be required to sign in/out using their own pen or pencil.

Museum of Anthropology Building
At MOA a sign in/sign-out sheet for the LOA labs will be located at MOA’s Security desk. All users are required to sign in/out using their own pen or pencil. We hope to implement a shared on-line scheduling system.
Appendix D: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign-in logs, key card access logs, and periodic checks by Responsible Faculty Member (RFM) and safety staff.

Managing Non-Compliance:

- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a LOA lab to the LOA Director or LOA Manager and cc the Head of Anthropology.
- The LOA Director must investigate the situation without delay by contacting the appropriate people and reporting to the Head of Anthropology. The Head will follow up if necessary with research staff, faculty and students. She may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, the LOA Director or Manager will carry out a visual inspection and take photographs of the lab/research space in question.
- If a claim about non-compliance is substantiated, the Head will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.
## Appendix E: ANSO Building Research/Teaching Office Users

<table>
<thead>
<tr>
<th>Room #</th>
<th>User (All starting Stage 1)</th>
<th>Occupancy for Stage 1 and 2</th>
<th>Comment (if not an ongoing use)</th>
</tr>
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<tbody>
<tr>
<td>3105</td>
<td>John Barker</td>
<td>1</td>
<td>Clearing office</td>
</tr>
<tr>
<td>2207</td>
<td>Carole Blackburn</td>
<td>1</td>
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</tr>
<tr>
<td>3109</td>
<td>Millie Creighton</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1204</td>
<td>Zhichun Jing</td>
<td>1</td>
<td>Occasional use with LOA Lab work</td>
</tr>
<tr>
<td>2319</td>
<td>Vinay Kamat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2307B</td>
<td>Nicola Levell</td>
<td>1</td>
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</tr>
<tr>
<td>2305</td>
<td>Charles Menzies</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1212</td>
<td>David Pokotylo</td>
<td>1</td>
<td>Clearing office</td>
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<tr>
<td>153</td>
<td>Heather Robertson</td>
<td>1</td>
<td>Summer T2 teaching</td>
</tr>
<tr>
<td>3103</td>
<td>Daisy Rosenblum</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1208</td>
<td>Susan Rowley</td>
<td>1</td>
<td>Occasional use with LOA Lab work</td>
</tr>
<tr>
<td>1206</td>
<td>Pat Shaw</td>
<td>1</td>
<td>Clearing office</td>
</tr>
<tr>
<td>2208</td>
<td>Amir Shiva</td>
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<td>3124</td>
<td>Sara Shneiderman</td>
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<td>1209</td>
<td>Camilla Speller</td>
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<td>158</td>
<td>Rafael Wainer</td>
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<td>1207</td>
<td>Darlene Weston</td>
<td>1</td>
<td>Occasional use with LOA Lab work</td>
</tr>
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</table>
Appendix E: LOA Lab facilities and Users

LOA RFM – Susan Rowley, LOA Director
LOA Manager – Patricia Ormerod

LOA Labs in ANSO Building

<table>
<thead>
<tr>
<th>LAB Name</th>
<th>Lab #</th>
<th>User (Stage)</th>
<th>TOTAL Occupancy under Covid-19</th>
<th>Stage 1</th>
<th>Stage 2 Additional</th>
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<tbody>
<tr>
<td>Sample Prep Lab</td>
<td>15</td>
<td>Camilla Speller (Stage 1)</td>
<td>4</td>
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<tr>
<td>Small Research Lab</td>
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<td>R.G. Matson (Stage 1)</td>
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<td>GeoArch Lab</td>
<td>307</td>
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<td>LOA Manager Room</td>
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<td>GIS Lab</td>
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<td>Special</td>
<td>117</td>
<td>Patricia Ormerod (Stage 1)</td>
<td>9</td>
<td>2</td>
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<td></td>
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<td>Susan Rowley (Stage 1)</td>
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<td>BioAnth Lab</td>
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<td></td>
<td></td>
<td>Emma Jing Li (Stage 1)</td>
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LOA Labs in MOA Building

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<th>LAB Name</th>
<th>Lab #</th>
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<th>TOTAL Occupancy under Covid-19</th>
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<th>Stage 2 Additional</th>
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<td>Natasha Sundra Rajoo (Stage 1)</td>
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<td>Susan Rowley (Stage 2)</td>
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<td>3 UBC Studios staff (Stage 1 – two weeks only)</td>
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