FACULTY OF ARTS RESUMPTION OF RESEARCH PLAN

(JUNE 2020)

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Reviewed and approved by:
Gage Averil, Professor and Dean, Faculty of Arts
1. Overview

COVID-19 is known to spread through the air and through contact with contaminated sites. The measures that we propose are specifically to interrupt transmission through these two modes. The protocols require restricting the number of personnel in individual research spaces and buildings, and posting signage for elevators, high traffic areas, stairwells and shared facilities.

In Stage 1 of the Resumption of Research process, the goal is to keep the number of people in buildings below about 30% of normal capacity in order to reduce contacts between them. During this stage, all faculty, staff and students who can work off campus must continue to do so. Exemptions may only be applied for on a case-by-case basis for faculty who absolutely cannot work from home.

During Stage 2, more people will return to on-campus research, but the number of people in buildings will be kept below about 60% of occupancy. A revised version of this plan to guide access and occupancy during Stage 2 is anticipated.

2. Planning Team

The high-level planning for resumption of research in the Faculty of Arts is the product of ongoing discussion during the weekly Heads and Directors meetings for all academic units in the faculty, held in May 2020. Heads and Directors communicated a range of issues to the Associate Dean of Research (ADR), based on discussions that they had with their faculty, students and staff. In addition, discussion with the other Deans Office staff ensured that concerns from the full range of personnel were identified. These considerations guided the membership of the Planning Team, which includes faculty and staff from academic units representing the Natural Sciences, Social Sciences, Humanities and the Creative and Performing Arts, as well as from the Dean’s Office and from the UBC Library.

The Planning Team is chaired by the ADR (Brett Eaton), and supported by the following faculty and staff.

**Dean’s Office:**
- Gerald Vanderwoude, Assistant Dean, Faculty Operations
- Nick Smolinski, Advisor, Safety and Environment
- Ana Policzer, Senior Planner, Facilities Planning

**Department of Anthropology:**
- Alexia Bloch, Professor and Head
Responsibilities for developing and implementing research resumption plan
There will be two sets of Safety Plans developed for each academic unit: the first will apply to specific research spaces, and the second will apply to units as a whole and the building(s) and floor(s) that they occupy. The unit Heads and Directors will develop the unit-level Safety Plans, that will be reviewed and approved the Faculty of Arts Associate Dean, Research (ADR) and Assistant Dean, Faculty Operations (ADF). Heads/Directors will designate a Responsible Faculty Member (RFM) to develop Space-level Safety Plans for each specialized research space. Heads/Directors, the ADR, and the ADF will approve the research space safety plans. The ADF and designated Faculty Operations staff will oversee the application process, provide support to RFMs. Schedules for faculty and graduate students to access special research spaces will be developed by the RFMs and approved by Heads/Directors. Schedules for faculty to access office space will be developed by the Heads/Directors. Schedules for departmental staff will be developed by Department Administrators and approved by Heads/Directors. Plans for Dean’s Office staff will be developed by human resources and approved by the Dean.

Detailed responsibilities are listed below:

1. Unit-level safety plans and space-level safety plans will detail accommodations and changes made to specific spaces to ensure physical distancing. A worker and public-facing plan for each department/area will be posted online to SRS website, with a link embedded in the department or faculty’s main website.
Faculty of Arts and the Planning Team

- The Planning Team developed principles guiding research resumption in buildings controlled by the Faculty of Arts (the plan was presented and discussed at three meetings of the Heads and Directors of the academic units in the Faculty of Arts, and responds to concerns raised about how the plan affects staff, graduate students and post-doctoral fellows, as well as faculty members).
- Under the direction of the ADF, Dean’s Office staff will (a) provide spatial plans of the buildings and research spaces, and help refine the estimated safe building occupancy level for each specialized research space identified by the academic units (see Appendix B for a preliminary list), and (b) guide any other operational, building, and HR issues associated with resumption.
- The Planning Team has developed guidelines and requirements for return to research in accordance with UBC and Provincial guidelines, including general guidelines for assessing the priority for access to research spaces.
- Once this Faculty level plan has been approved, the ADR will ensure that it is posted on the UBC AIR intranet page, which will be accessible to faculty, staff and students.
- Dean’s Office staff will disseminate training and support resources and templates as received from VPRI and SRS to Heads/Directors.
- The ADR will coordinate with VPRI to ensure activities are consistent with overall UBC guidelines.
- Once a detailed Safety Plan has been approved by the unit Head/Director, the ADR and the ADF will review it for consistency with this faculty level plan, and provide the final approval.

Unit Heads and Directors

- Head/Directors will ensure that the Faculty Plan is shared with faculty, students, and other researchers in their unit.
- They will ensure that all employees receive safety training.
- They will develop a Safety Plan for the building(s) and floor(s) occupied by the unit.
- They will develop a specific plan to monitor compliance for their unit in conjunction with their Safety Team Representative (‘STR’ – faculty and staff who work with the Faculty of Arts Joint Occupational Health & Safety Committee (JOHSC), and will monitor overall compliance; if necessary, Heads/Directors will revoke permission to operate for those who do not follow the safety plan.
- Heads/Directors will manage any conflicts that arise within their unit and report issues to the ADR and the ADF.
• For access to shared buildings, the Heads/Directors will designate a safety personnel to coordinate across units and faculties and be responsible for reporting to Heads/Directors of each unit present in the building.

**Responsible Faculty Members**

• The designated RFM for each specialized research space will consult with their Head/director to develop a detailed Safety Plan for access to each specific research space\(^2\) that strictly adheres to Provincial and UBC guidelines

• The RFM will appropriately train workers who will access those spaces, and maintain a record of that building-specific training

• The RFM is responsible for organising the installation of all necessary signage and provision of cleaning/sanitization equipment, and PPE necessary to conduct the research

• All RFMs accessing space in a given building must coordinate access to and use of the building space(s) to ensure that physical distancing is maintained at all times

• Each RFM will sign and post a Specialized Research Space Access Agreement (Appendix A) at the entrance to each research space, and will be the first point of contact for reporting any incidents of non-compliance.

**Graduate students, Post-doctoral fellows and staff**

• Adhere to safety practices according to Provincial and UBC guidelines

• Ensure all activities on campus adhere to the Safety Plan provided by the RFM

• Ensure timely reporting of any issues or complaints to RFM

3. **Faculty-level guiding principles**

The Faculty of Arts is guided by the following principles, as outlined by VPRI.

1. The health and well-being of faculty, students and staff is paramount

2. The orders, notices and guidance of the Provincial Health Officer will be followed

3. Permission to conduct on-campus research and scholarship can only be granted to those who require on-campus resources and cannot conduct this work remotely

4. There will be a phased and coordinated approach across each campus

\(^2\) the responsible faculty members associated with each specialized research spaces are listed in Appendix B.
5. Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses.

6. If an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.

7. Equity will be considered in evaluating how to plan and conduct research resumption.

In addition, the FoA Planning Team developed the following additional guiding principles. Due to the complexity and variety of research activities, research facilities and other specific considerations for the various units in the Faculty of Arts, we have provided as detailed and specific a set of principles as possible to guide Heads and Directors as they approve the Safety Plans developed by the RFMs for specialized research spaces and develop Safety Plans for the building(s) and floor(s) of their unit that will be re-opened during Stage 1 of the Research Resumption process.

1. **Checking for symptoms:** 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.

2. **Individuals with symptoms:** Any individual displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing ([BC COVID-19 Symptom Self-Assessment Tool](https://www2.gov.bc.ca/gov/content/health/services/health-safety/coronavirus-test/self-assessment-tool)) and call 811 and have been symptom free for the length of time recommended by the BCCDC.

3. **Continue working from home:** All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, and online library research should be done from home. Exceptions may be considered for cases where research personnel are unable to work from home.

4. **Who gets access:** Access requests from graduate students, post-doctoral fellows and pre-tenure faculty members will normally be given priority over requests from tenured faculty members. All research staff necessary to operate and maintain key equipment must also be included in the planning process. Access priorities will be decided by the academic unit Heads/Directors, using this document for guidance.

5. **Access to office spaces:** Access to office spaces will be phased in during Stage 1, as permitted by the capacity of each building floor to accommodate additional personnel. This will require access to buildings that do not include specialized...
research spaces, and will proceed once the buildings containing specialized research spaces have been re-occupied. During Stage 1:

a. office access may be granted by a Head/Director to faculty members who are unable to work from home due to living circumstances and/or childcare demands,

b. access to offices for teaching purposes will be a high priority, and must be balanced against access for the purposes of research (it is generally expected that the number of people requiring access for the purposes of teachings will be similar to the number requiring access for research), and

c. rather than requiring individualized access plans for each faculty member, office access agreements will be based on a suitably modified version of the standard access agreement template used to grant emergency workspace access prior to Stage 2 (see Appendix D), to be developed by the unit Heads/Directors and approved by the ADR and ADF.

6. **Determining access priority**: while the Planning Team will provide a guideline for prioritizing access for the purposes of both research and teaching, each unit is expected to adapt their specific guidelines, as necessary. Heads/Directors will:

a. determine the priority rating for each access request,

b. ensure that the number of access requests granted for all purposes can be accommodated without compromising any individual’s ability to maintain physical distancing, and

c. ensure that an appropriate balance between teaching and research access is maintained.

7. **Safe Building Occupancy Levels**: The Dean’s office staff will support RFMs and unit Heads/Directors in developing appropriate safety protocols and in developing safe occupancy levels\(^3\) for all buildings under the control of the Faculty of Arts.

a. During Stage 1, the total number of individuals granted access to a particular space will not exceed the safe building occupancy level (approximately 30% of the normal building occupancy level), ensuring that physical distancing can be maintained at all times.

b. Monitoring during Stage 1 will guide the refinement of the estimated safe building occupancy levels, and be incorporated into a revised set of access plans for Stage 2.

\(^3\) Safe building occupancy levels will be assessed based on the floorplans and the recommended physical distancing requirements, and are not expected to exceed 30% of the normal occupancy levels.
c. During Stage 2, temporal distancing (i.e. scheduling shifts) will be considered to accommodate a larger number of individuals wishing to access on-campus resources while still maintaining safe occupancy levels. It is possible that occupancy levels may rise to about 60% of the normal building capacity at this stage, provided safe physical distancing can be maintained.

8. The resumption of field-based research will follow an updated exemption process with updated procedures and considerations that reflect the latest guidance from the Provincial Health Authority.

9. Behavioral research will follow the guidelines prescribed by UBC BREB.

4. Contextual information

The Faculty of Arts includes 25 academic departments, schools and institutes, with faculty members conducting research that is funded by SSHRC, CIHR and NSERC. The majority of our research activities can be broadly classified into the Social Sciences, the Humanities, and the Creative and Performing Arts, with a smaller number of research activities falling into the Natural Sciences category. As a result, the unit Heads and Directors will have the responsibility to develop detailed plans for all the research spacing in their buildings, and this document will lay out the detailed principles to which the heads and directors will adhere. The Dean’s Office will support the heads and directors in the process of developing appropriate safety protocols and estimating the safe building occupancy levels.

Using numbers from the 2019W academic year, the faculty employs more than 1223 faculty members (including 580 tenured/tenure track faculty members and 95 post-doctoral fellows) and 622 staff members. We also have 1602 PhD students and 3061 Masters students enrolled in our graduate programs.

The Faculty has a Joint Occupational Health & Safety Committee (Arts JOHSC) that works with and supports Local Safety Teams (LSTs) that are composed of local representatives within each unit. These Local Safety Team representatives will be responsible for:

- Assisting to create building-specific guidelines, in collaboration with Heads/Directors and seeking guidance from the JOHSC as required.
- Sharing these guidelines with RFMs as they develop their individual project plans
- Providing advice to RFMs on building, workplace, lab, shop and studio safety requirements and infrastructure/equipment needed
• Communicating across units and faculties to ensure a coordinated approach to shared buildings
• Receiving the care packages from Building Operations
• Contributing to monitoring and compliance with safety guidelines, including ensuring that specialized research spaces are properly marked and identified and that safety plans are posted.

The faculty controls over 30 buildings, most of which lie north of University Boulevard and between West Mall and East Mall. As of 25 May, 2020, we are aware of plans to resume research in the following buildings (see Appendix B for the list of room numbers and persons responsible for developing and implementing the access plans):
• Audain Art Centre
• Spruce house – Ponderosa Commons
• BC Binning Studios
• Dorothy Somerset Studios
• Frederic Lasserre Building
• Old Fire Hall
• Museum of Anthropology
• Anthropology & Sociology Building
• Geography Building
• Kenny Building (specific rooms not yet listed in Appendix B)
• Iona Building (specific rooms not yet listed in Appendix B)
• Music Building
• Old Auditorium

As of 26 May 2020, we have received requests for access for just over 100 faculty, students and research staff from four units (AHVA, ANTH, GEOG and MUSIC). Additional requests are expected (from PSYC and ECON, in particular). The requests for access are cataloged in Appendix C. Not all of the requests are Very High priority, which are the ones that will be considered for access during Stage 1: Heads and Directors will be asked to re-evaluate their rankings now that we have a more complete set of principles and priority descriptions, so we expect the rankings to be adjusted prior to the implementation of the plan.

Researchers in the Faculty of Arts also have research facilities in buildings that are shared with other Faculties. The primary users of shared spaces come from the Psychology unit; all those researchers occupy space controlled by Medicine (i.e.,
DMCBH/Koerner and CDM), and will complete a request to resume research (to determine their access priority) following the 'COVID-19 Return to Work Plan' for DMCBH/Koerner. The other units in Arts share space with other units in Arts, and will develop coordinated safety plans.

As of 11 May 2020, the faculty has been granted 13 research exemptions for on-campus access. These exemptions provide researchers with access to the following buildings:

- Center for disease Modelling
- Djavaad Mowafaghian Centre for Brain Health
- Ponderosa Commons – Maple House
- Koerner Pavillion
- Anthropology and Sociology;
- Museum of Anthropology

5. Prioritization of access for resumption of research and teaching

Resumption of research
The FoA is using a prioritization scheme to relate priority rating to the stage of the Resumption of Research at which access can be granted. There are four categories of access priority.

- **Very High**: access requests in the Very High priority category will be granted as soon as possible during Stage 1, to the extent that physical distancing can be maintained and the safe work protocols can be followed. This category will normally be restricted to graduate students who expect to graduate in the next 6 months, to post-docs who need to complete their projects in the next 6 months, and to assistant and associate professors who expect to apply for tenure / promotion in the next 12 months. The research staff and graduate student required to conduct any of the above research must be identified and included in the planning process, will be assigned an access priority of Very High.

- **High**: access requests in the High priority category will be granted during the later part of Stage 1, or during Stage 2. This category will normally include graduate students planning to complete their studies in the next 12 months, undergraduate honors students planning to graduate in the next 6 months, post-

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4 If the number of “Very High” priority requests exceed the estimated safe occupancy levels for a space, the Head / Director and the RFM will be asked to re-prioritize the requests to resolve the discrepancy.
docs who cannot make significant research progress without access to specialized equipment on campus, and to assistant and associate professors planning to apply for tenure / promotion in the next 24 months. In exceptional circumstances, access will also be granted to faculty who do not have access to adequate working conditions at home.

- **Moderate**: these access requests will not normally be granted during the first two stages of the Resumption of Research planning, but may be granted during Stage 3, depending on the safe occupancy levels and upon the advice from the public health authorities at that time. This category includes a wider range of graduate students, undergraduate honours students and research assistants, and faculty members; however, those who can effectively conduct their research activities from home will be encouraged to continue doing so.

- **Low**: people with a low priority for access are those who can continue to work on their research effectively from home until a vaccine or treatment is widely available in BC.

**Resumption of teaching**
The FoA is also using a prioritization scheme to relate priority rating to the stage of the Resumption of Teaching at which access can be granted. There are three categories of access priority. High priority requests will be granted during the later part of Stage 1 or during Stage 2, Moderate requests during Stage 2 or 3 and Low priority requests will not be granted until a vaccine or treatment is widely available. Furthermore, the prioritization of access for teaching is based primarily on teaching workload, working conditions at home, and the technological / pedagogical requirements for the courses being taught.

**Prioritization criteria**
Each unit in the Faculty of Arts will develop their own specific criteria for assigning a priority level to each individual who wishes to have access to on-campus facilities.

- Table 1 provides an example of a generic set of criteria for research access, and
- Table 2 provides an example of a generic set of criteria for teaching access.

**The role of the Heads and Directors**
As Heads and Directors develop the priority lists and the detailed access agreements for each research space, they will ensure that:

- all research work and course instruction that can be done off campus will continue to be done off campus
• all researchers with access to campus will continue to conduct as much of their work as possible from home, including data analysis, writing and presentation preparation
• appropriate consideration is given to students, faculty and staff with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to Covid-19 due to medical conditions
• faculty who do not have adequate working conditions off campus are granted permission to work in their offices as soon as it is safe to do so (this applies to faculty in both tenure-track streams, lecturers, sessionals, postdocs and other appointments)
• the appropriate data is compiled in an access priority template for each individual requesting access, including level of priority, amount of access requested, and justification for access
• the number of people approved to be on campus at any one time never exceeds the safe occupancy levels by department and floor.
Table 1: Research prioritization criteria (to be modified by individual units, as necessary)

<table>
<thead>
<tr>
<th></th>
<th>Very High</th>
<th>High</th>
<th>Moderate</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PhD students &amp; candidates</strong></td>
<td>candidates who can complete their research in the next 6 months if granted access, but who would otherwise not graduate</td>
<td>candidates who can complete their research in the next 12 months if granted access, but who would otherwise not graduate</td>
<td>students who have not reached candidacy, but can conduct preliminary research if granted access</td>
<td>Students/candidates who can effectively work off campus on proposal development, data analysis, and writing</td>
</tr>
<tr>
<td><strong>Masters students</strong></td>
<td>students who can complete their research in the next 6 months if granted access, but who would otherwise not graduate</td>
<td>students who can complete their research in the next 12 months if granted access, but who would otherwise not graduate</td>
<td>students who can conduct preliminary research if granted access</td>
<td>Students who can effectively work off campus on proposal development, data analysis, and writing</td>
</tr>
<tr>
<td><strong>Undergraduate honours students</strong></td>
<td>undergraduates who can complete their existing thesis project and graduate in the next 6 months, if granted access</td>
<td>undergraduates who can complete their existing thesis project and graduate in the next 12 months, if granted access</td>
<td>Undergraduates who can effectively work off campus, or who can complete other coursework in lieu of an honours thesis</td>
<td></td>
</tr>
<tr>
<td><strong>Post-doctoral fellows</strong></td>
<td>fellows who may complete projects in the next 6 months if granted access</td>
<td>fellows who cannot make progress on their research without access to research facilities or who are lacking suitable workspace at home (e.g. small home, young children at home)</td>
<td>Fellows who need access to initiate a new research project, or who have less than ideal workspace at home (e.g. moderate sized home, older children at home)</td>
<td>Fellows who can effectively work off campus on proposal development, data analysis, and writing</td>
</tr>
<tr>
<td><strong>Faculty members (research and EL stream)</strong></td>
<td>Untenured faculty conducting research that is critical for tenure / promotion in the next 12 months</td>
<td>Faculty conducting research that is critical for tenure / promotion in the next 24 months, or for a major tri-council grant application in the next 12 months who are lacking suitable workspace at home (e.g. small home, young children at home)</td>
<td>Faculty with less than ideal work conditions at home (e.g. moderate sized home, older children at home)</td>
<td>Faculty who can effectively prepare and deliver courses, supervise their students, analyse data, and write manuscripts from home</td>
</tr>
<tr>
<td><strong>Research technicians, support staff, and graduate researchers</strong></td>
<td>workers who provide support an approved research project</td>
<td>workers who provide critical support an approved research project conduct critical maintenance</td>
<td>Workers who conduct normal maintenance and provide non-critical research support</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: all people granted access must require access to resources only available on campus. No access to campus will be granted to individuals who can continue to work at home.
### Table 2: Teaching prioritization criteria (to be modified by individual units, as necessary)

<table>
<thead>
<tr>
<th></th>
<th>High</th>
<th>Moderate</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching load</strong></td>
<td>9 or more credits of teaching by Dec 31, 2020</td>
<td>6 credits teaching by Dec 31, 2020</td>
<td>3 credits by Dec 31, 2020</td>
</tr>
<tr>
<td><strong>New course development</strong></td>
<td>Developing one or more new courses</td>
<td>Transforming more than one course for online delivery</td>
<td>Transforming one course for online delivery</td>
</tr>
<tr>
<td><strong>Childcare responsibilities</strong></td>
<td>Primary caregiver with young children at home</td>
<td>Secondary caregiver with young children at home</td>
<td>No children living at home</td>
</tr>
<tr>
<td><strong>Workspace at home</strong></td>
<td>Small home, no designated workspace available</td>
<td>Moderate size home, low quality workspace available in a common room</td>
<td>Designated office space in a purpose-specific room in the house</td>
</tr>
<tr>
<td><strong>Technology / pedagogy</strong></td>
<td>Requires access to technology for creating online content (videos); requires access to reliable internet connection for course delivery; course relies on repeated access to material housed on-campus</td>
<td>Course delivery would be improved by access to university internet system, a suitable working environment, and access to course materials housed on-campus</td>
<td>Course can be delivered using technology available at home; course relies on materials that are already online, or which can easily be put online</td>
</tr>
<tr>
<td><strong>Reappointment etc.</strong></td>
<td>Teaching performance is critical for tenure / promotion / reappointment in the next 12 months.)</td>
<td>Teaching performance is critical for tenure / promotion / reappointment in the next 24 months.)</td>
<td>Teaching performance will not affect any future tenure / promotion / reappointment decisions</td>
</tr>
</tbody>
</table>

**NOTE:** all people granted access must require access to resources only available on campus. No access to campus will be granted to individuals who can continue to work at home.

### 6. Building/Facility Considerations

- The Unit-level Safety Plans and Space-level Safety Plans will follow UBC Guidelines for returning to research.
- Unit-level safety plans and space-level safety plans will identify a plan for how signage will be utilized and placed.
- Unit-level safety plans and space-level safety plans will detail accommodations and changes made to specific spaces to ensure physical distancing.
- Heads/Directors will coordinate as necessary with other Faculties using shared research facilities.
- Central coordination by the ADF and the Faculty Operations staff is required to determine a safe level of occupancy and guidelines for building common spaces, including janitorial requirements.
• Based on advice from departmental safety committees, Heads/Directors will develop departmental safety plans and provide advice to RFMs to determine safety equipment required for specialized research spaces
• Researchers may need access to non-lab space in order to undertake research

Points of access to building and access control
• Only approved faculty, staff and students will be granted access to buildings. There will be a maximum allowed number of persons allowed in each specialized research space at all times (as stated in access agreement)
• All persons entering buildings will require key cards to enter. Personal information surrounding collecting information on who accesses buildings will be respected.
• The use of elevators will be discouraged except for those with mobility issues and/or transporting heavy loads. Clear signage will be posted (as received from SRS and/or VPRI) UBC Building Operations has issued signage and can install these in elevators as required via an SR.
• Stairwells and hallways will be uni-directional as much as possible and should be indicated on the building/area floor plan which will be communicated to occupants in advance
• Washrooms will be operated at reduced capacity, with clear occupancy signage posted.

Undergraduate/graduate learning and teaching spaces
Access to offices and other teaching spaces will become a priority during the later part of Stage 1 and during Stage 2 of the Resumption of Research process. Detailed Safety Plans and access schedules will be developed for those spaces, using the lessons learned during the initial part Stage 1 as a guide.

Anticipated start up and building/facility maintenance issues arising
• Determining central process for ordering PPE and other safety equipment
• Central process required for ordering and installing hand sanitizer stations
• Central process required for janitorial and waste pick up
• Safety team representatives, with consultation from Building Facilities Managers and RFMs to determine requirements for signage and directional guides. Central guidelines and templates for signage have been provided by Building Operations.
7. Campus services

- Building Operations will require advance notice of buildings and areas that are approved to be occupied. Their personnel will reinitialize local services such as flushing the building water, HVAC, etc. as required. The lead time required to complete this work is approximately 2 weeks. Delays may arise as a schedule is coordinated for all approved buildings on campus.
- Janitorial service – to be determined when occupancy is determined for Stages 1 and 2.
- Cleaning protocols – being developed centrally but will also be adjusted when occupancy is determined for Stages 1 and 2.
- Waste pick up – will take place daily.

8. Safety protocols

General Protocols for infection control

- Monitor Health Status - At the beginning of each day and prior to entering the research space, all faculty, staff and students will:
  1. Conduct and record a health assessment to confirm that they do not exhibit any symptoms
  2. Stay home if they have any symptoms,
  3. Notify the RFM of their symptoms, and
  4. Follow isolation guidelines
  5. RFM is responsible for removing sick individuals from access list
- Maintain Physical Distancing
  A minimum distance of two meters (6 feet) between persons must be maintained at all times. This applies regardless of whether you are in an office or any common or shared space. The training and ability to work without supervision must be considered by the supervisor in relation to physical distancing. Visual reminders should be posted.
- Avoid face to face or physical interaction where possible. Use digital means for communication, meetings, etc.
- Clearly defined and posted limitations of occupants in spaces.
- Disinfection of shared surfaces – See sanitization of surfaces below.
- Limit time spent in the workplace and work from home whenever possible.
- Training
1. Supervisors will be responsible for tracking staff completion of required UBC training modules within 30 days of resumption of on-campus research, as well as site-specific training.
2. COVID-19 hazards course is being developed by SRS and will be required to be completed by all approved occupants before re-entering the facility and research begins.
3. This will include a general and supervisor component
4. Additional site specific training will be developed and administered by the RFM with assistance from the LST.

**Cleaning protocols and sanitization of surfaces**
Departmental safety committees and RFMs are responsible for building and specialized research space cleaning protocols, while the Heads/Directors are responsible for providing the proper training and support resources (including WorkSafeBC guidelines on best practices for infection control, VPRI/central operations templates and documents, SRS training modules) to RFMs and staff, if not provided by VPRI/central operations.

- Unit-level safety plans and space-level safety plans will identify shared lab and studio equipment and a cleaning schedule.
- RFMs to set up protocols in Safety Plan for cleaning equipment not covered by janitorial, in consultation with LST and facilities managers if needed
- Follow manufacturer’s guidelines for cleaning and sanitization of electronics and other specialized pieces of equipment.
- Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled.
- For research based applications, Public Health Agency of Canada’s biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective. Consult the UBC SRS Cleaning Procedures SWP (link) on cleaning procedures for more information.
- Use WorkSafeBC template and/or those provided by VPRI
- Require central to advise how cleaning supplies will be ordered made available to each space
- Building-specific training on the appropriate cleaning protocols will be provided according to research space requirements (i.e. specific instruments) and in adherence to WorkSafeBC guidelines (for general environment)
- RFMs will ensure that cleaning supplies and disposal units are available near instruments
Instruments that require detailed cleaning should be allocated to restricted users and/or for longer periods of time to reduce cleaning frequency

Clear signage as to status of instrument i.e. ready for use/needs cleaning will be posted

**Personal Protective Equipment**

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe. The PPE requirements will be identified in risk assessments of each space-level safety plan.
- The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic. This is available on the [UBC SRS COVID-19 PPE Guidance Site](link). All occupants of the building are to reference, and adhere to, these policies, standards and practices.
- The use of Personal Protective Equipment (such as gloves and masks) – other than PPE used for regular work duties and requirements as outlined in local safe work procedures – should be a matter of personal choice.
- PPE is considered “the last line of defense”. Other methods of protection, such as physical distancing, good hygiene practices, and administrative steps (like work shift rotations) etc. are preferred.
- The usage of masks of any kind does not alleviate the requirement to adhere strictly to physical distancing measures put in place by the university.
- Personnel are reminded to remove gloves and dispose of these appropriately when leaving work area for the day.
- Personnel are reminded to ensure proper attire for labs, workshops and studios which include closed-toe shoes and long pants.

Additional information is PPE and procurement is available on the [UBC SRS PPE Site](link)

**For common spaces:**

Procedures for entering and exiting buildings will be developed and communicated in safety plan, including procedures for ensuring that no worker will enter any building or research space if they are exhibiting any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever). Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. Before opening, we will permanently post “entry check” signage. The signage to be used is Worksafe’s Entry Check, as below. [Worksafe: Entry Check for Workers](link) AND [Worksafe: Entry Check for Visitors](link)
• Appropriate safety requirements for normal use, such as ensuring that the required number of Fire Wardens are present, will need to be met.
• Plans will highlight the requirement to minimize contact with surfaces as much as possible.
• Use of hand sanitizer stations is required upon arrival at the buildings. All buildings will have a sanitizer station near the front entrance that will be serviced by UBC Building Operations. Additional stations can be requested via an SR and will be customer funded and subject to availability.
• Lunch rooms, kitchens and other common spaces will remain off limits during Stage 1.
• Any fridges, microwaves and sinks in the buildings will not be used for food storage, preparation, or cleanup to avoid viral transmission through surfaces.
• All meetings will be held online. Regular meeting rooms will not be open for this purpose.
• Exterior doors will remain locked and entrances will be accessed by UBC access cards to limit occupancy. For security reasons exterior doors cannot be propped open.
• Safety protocols, safety signage and distance markers will be posted for guidance in appropriate areas.

For all research spaces:
• Safety plans must be developed by the responsible faculty member for each research lab, studio and space. These plans must specify the number of people that can be in the lab, studio and creative space at one time, the schedule for use, and the safety procedures and required PPE (Personal Protective Equipment) based on SWPs (Safe Work Procedures) for all the research spaces. UBC SRS has developed as safety plan template for this purpose. These plans will be reviewed and approved by Department Heads and the ADR. They must also ensure communication with and adherence to policy by all that they supervise. Plans and schedules for individuals using the lab, studio and creative space will be posted on the outside of the doors.
• Research spaces or equipment used by multiple faculty members will need to have a joint safety plan. The plan will need to consider scheduling use of shared equipment to reduce the number of people using these facilities at any one time, minimize physical proximity, and maintain sterilized surfaces.
• Occupancy must be restricted so that all individuals within labs, studio and creative space or offices can work at least 2 m apart. The number of people that
can work in a lab, studio and creative space simultaneously will therefore depend on the individual lab, studio and creative space configuration, but is not expected to exceed 30% of the normal building occupancy for any building.

- There will be a sign in/sign out sheet posted on the door of every space.
- Anyone who will be working in isolation will require to follow a documented work alone check in procedure at pre determined intervals for the period they are on campus.
- Equipment used by multiple people will need to be sterilized daily by wiping with alcohol or a sanitizing solution appropriate for that equipment and according to manufacturer’s recommendations (will need to obtain cleaning supplies).
- Workspaces (benches and desks) will be wiped by users with alcohol or a sanitizing solution on arrival and departure each day.
- Safety signage and distance markers will be posted for guidance where appropriate.

**Wet/Dry Labs**

- RFM responsible for Safety Plan for specialized research space, including procedures for wiping down instruments on entry and departure
  - Local Safety Team should be consulted.
  - Templates and training resources will be made available i.e. UBC SRS Safety Plan Template or WorkSafeBC template
- RFM determines with advice from Building Facility Managers/VPRI what safety infrastructure can be added – plexiglass, floor markings. Orders put in centrally.
- Addressing equipment where 2 people are needed in close proximity – identify hazard in each space and how this will be addressed.

**For offices:**

- Office use by faculty will be initiated during the later part of Stage 1 or during Stage 2 of the resumption of research process, and will be limited to those with inadequate working conditions at home.
- Staff who are required as part of the resumption of research process may return during Stage 1, as needed.
- Individuals working at the same time in an office must be at least 2 m apart, and there must be room to move in and out of desks while maintaining the 2 m spacing.
- Individuals working on different days should use different desks to reduce contamination (i.e., no hot-desking).
• Front offices will not be opened during Stage 1. When they do reopen, these will require desk shields as we move forward and a cleaning protocol.
• Graduate student / trainee offices should not be used during Stage 1 except where special exemptions are awarded by the Head / Director
• Anyone who will be working in isolation will require to follow a documented work alone check in procedure at pre determined intervals for the period they are on campus.

Emergency Procedures
• In the event of an emergency building emergency procedures are to be followed as indicated in the unit or building BERP (Building Emergency Response Plan) while adhering as best as possible to physical distancing practices.
• RFM working with the Local Safety Team LST will determine and communicate local emergency exits and any modification to procedure as required.

9. Tools to Control Access

Scheduling and Calendaring
• During Stage 1, the number of people approved to return to campus will not exceed 30% of the normal occupancy levels for any of the buildings, building floors or departments, and on-campus work will be restricted to the period between 8 am and 6 pm, Monday to Friday.
• During Stage 2, the number of people on campus at any one time will not exceed 60% of the normal occupancy levels of the buildings, building floors or departments, but a larger number of access requests may be accommodated by imposing temporal distancing, which will be managed by imposing an access schedule.
• The access schedule for each space being accessed as part of Stage 2 will be posted on the lab, studio, creative space and office doors.
• Shifts within a day will be avoided due to the need for additional cleaning and sanitizing, and increased number of people using the building per day.
• If different people work on different days, they should use different desks or bench spaces (i.e., people working alternate days use alternate seats). Multi-day use may reduce viral transmission risks (e.g., alternating weeks rather than days), but schedules will depend on the type of research being done.
• A sign in/sign out sheet will be posted on the door of each room.

10. Campus Resources/Access Required

University Library Services
Many of our faculty members will require access to University Library Services. While access to these services is not under the control of the Faculty of Arts, we are coordinating with the Library to communicate the needs of our faculty. At this point, the plans from the Library include the following provisional plans, organized with reference to the stages of the Resumption of Research process:

• Stage 1 – materials pick-up service
• Stage 2 – exploring digitization for course reserves, and the possibility of a small library space for public access

Shared facilities
VPRI to provide guidelines for opening shared facilities (pending)

Daycare
Daycare access is a critical concern for many of our researchers wishing to return to campus.

11. Reporting non-compliance

It is of paramount importance that all community members involved in on-campus research activities comply with the Unit-level Safety Plans and the Space-level Safety Plans at all times. It is equally important to understand that failure to comply with these protocols may result in access permissions being withdrawn, may present a risk to the health and wellbeing of our people, and could ultimately lead to discipline.

RFMs are responsible for the health and safety of personnel working in their designated research spaces. Heads/Directors are responsible for the health and safety of everyone who reports to them, and also responsible for ensuring that everyone in the Unit is adequately supervised. The supervisor – the RFM or the Head/Director – is responsible for investigating any complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer. For support in investigating incidents of non-compliance or similar concerns, Heads/Directors or the RFM can contact their Human Resources
Advisor or Faculty Relations Senior Manager. Please involve your Local Safety Team in the investigation.

Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than six-feet apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.

Where non-compliance with safety protocols is clearly occurring, however, it is important to understand the expected reporting procedure.

1. Non-compliance with a safety protocol within a lab/research space is first reported to the RFM. Non-compliance on the part of a RFM is first reported to the Head/Director of the unit.

2. The RFM (or Head/Director) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the RFM. Involve your LST in the process for support. They may also seek advice from UBC Safety & Risk Services.

3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.

4. If a claim about non-compliance is substantiated, the supervisor (RFM or Head/Director) 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.

5. Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

Supervisors are expected to share this document with their teams, to ensure everyone involved in resuming research activity is aware of the importance of respecting the
safety protocols put in place, of the mechanism for investigating complaints of non-compliance, and of the potential consequences for non-compliance.

**Completion of Access Agreements**

- Access Agreement template provided to each approved exemption (Appendix A)
- Each exempted RFM will post signed Access Agreement outside door
Appendix A

Specialized Research Space Access Agreement
Specialized Research Space Access Agreement

I, __________________________, agree to comply with all safety protocols in place in my Department / Faculty while conducting research and scholarly activity on the UBC-Okanagan or UBC-Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

I confirm that safety protocols to address the following issues are available and have been implemented in rooms and spaces bearing this notice (*indicative list*):

1. In keeping with guidance from the Provincial Health Officer:
   a. Personnel will stay at home if they are sick with cold or flu symptoms
   b. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
   c. Personal hygiene: regular hand washing, covering coughs and sneezes
   d. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
2. Personal protective equipment: Any PPE required to undertake this research is available to meet the needs of the people present;
3. The maximum number of personnel in ROOM # _____ at any one time will be no more than:

   X People

Space is left for the PI and/or Department to add unique elements of the safety protocol for this space.

ACKNOWLEDGEMENT

By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:
   • Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
• Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
• It is my responsibility as the Principal Investigator to ensure that I along with all faculty, staff and students engaged as part of my research activities are aware of and comply with the relevant COVID-19 and other safety protocols.
• Only those people essential for the activity to be performed in this space will be asked to return to work;

Name                  Signature                  Date

Department / Faculty Approval

Name                  Signature                  Date

**LAND ACKNOWLEDGEMENT:** The land on which we learn, gather and research is on the traditional, ancestral, and unceded territory of the xʷməθkwəy̓əm (Musqueam) People.
Appendix B

Faculty of Arts Specialized Research Space List and Contacts
Appendix C

Emergency Workspace Access Agreement
Appendix D

Emergency Workspace Access Agreement
Emergency Workspace Access Agreement

I agree to comply with all safety protocols in place in my Department / Faculty while conducting research and scholarly activity in my assigned workspace on the UBC-Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

Building (name / address): __________________________ Room No.: ______________

Occupant (name): __________________________ Contact Telephone No.: ______________

I confirm that I will follow all safety protocols that address the following issues.

In keeping with guidance from the Provincial Health Officer:

   a. I will stay at home if I am sick with cold or flu symptoms, if someone in my household has these symptoms or I am in self isolation due to travel.
   b. I will respect physical distancing by keeping two meters (six feet) away from anybody else at all times;
   c. I will rigorously maintain my personal hygiene, including regular hand washing, avoid touching my face, covering coughs and sneezes and limiting contact with surfaces wherever possible.
   d. I will confirm that a thorough wipe down cleaning of all of high-touch, high-traffic contact points in my assigned workspace prior is conducted at the end of each day;

2. I will only be present in my workspace between the hours of 0800 and 1700 on the following weekdays:


3. If working in isolation I will follow a documented work alone check in procedure as adapted by my unit and required by regulation.

4. Personal protective equipment: I will ensure that I have all the necessary PPE required to conduct my research activities and as directed to safely enter and exit the building and to access the washroom.

5. Room access: with the exception of the washroom (washroom # _______), and the workspace identified above, I will not access any other room on campus, including common rooms, kitchens, photocopier rooms, and classrooms, except as permitted by another approved access agreement. In addition, I will be the only occupant of my workspace.
6. I will carry my UBC ID when on campus for security purposes.
7. I will bring all food and drink required for my workday with me to my workspace, and only consume it there.
8. I will follow the safety checklists for accessing my workspace, and accessing the washroom designated for my use.

ACKNOWLEDGEMENT
By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities. I also acknowledge that:

• Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
• Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
• It is my responsibility to ensure that I comply with the relevant COVID-19 and other safety protocols.

Name  Signature  Date

Faculty Approval

Name  Signature  Date

LAND ACKNOWLEDGEMENT: The land on which we learn, gather and research is on the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam) People.
SAFETY PROTOCOL FOR ENTERING AND LEAVING MY WORKSPACE
(This checklist must be kept with the individual at all times and must be followed each time the individual enters or leaves their workspace)

ENTERING THE BUILDING

☐ Sanitize hands upon arriving at the building, or put on suitable protective gloves

☐ Ensure that the outer doors close and lock behind you (report any malfunctioning hardware to Building Operations at 604 822 2173)

☐ Use the designated elevator or stairwell to access the correct building floor (when using stairwells, be sure to use those labelled “up” going to higher floors, and those labelled “down” for going to lower floors; when using the elevator, follow posted guidelines in the elevator for maximum occupancy)

☐ Sanitize hands upon arriving at your workspace, or dispose of your protective gloves in a bin designated exclusively for that purpose, if you are wearing them

☐ Call your designated safety contact listed below upon arriving at your workspace and continue to do so at two-hour intervals.
   Safety contact name: __________________________ Number: __________________________

NOTES:
+ if a check-in is more than 15 minutes late, the safety contact will first call the occupant’s contact number, and if they are unable to reach them, they will call Campus Security;
+ the safety contact must record all check-in calls from all approved building occupants.

LEAVING THE BUILDING

☐ Arm any security systems, draw blinds, and secure your workspace windows

☐ Call your designated safety contact listed above immediately before you leave your office

☐ Sanitize hands prior to leaving your workspace, or put on suitable protective gloves

☐ Use the designated elevator or stairwell to access the ground floor of the building (when using stairwells, be sure to use those labelled “up” going to higher floors, and those labelled “down” for going to lower floors; when using the elevator, follow posted guidelines in the elevator for maximum occupancy)

☐ Sanitize hands upon leaving the building, or dispose of your protective gloves if you are wearing them

☐ Ensure that the outer doors close and lock behind you (report any malfunctioning hardware to Building Operations at 604 822 2173)
SAFETY PROTOCOL FOR ACCESSING THE DESIGNATED WASHROOM
(This checklist must be kept with the individual at all times when they are on campus and must be followed each time the individual enters or leaves their office)

☐ Sanitize hands prior to leaving your workspace, or put on suitable protective gloves

☐ Travel to the washroom following any traffic flow directions in the building corridors and maintaining physical distancing of at least 2 m from all other individuals. Avoid any unnecessary contact with surfaces. Use auto or sensor activated basins and dryers where available.

☐ Sanitize hands upon return at your workspace, or dispose of your protective gloves in a bin designated exclusively for that purpose, if you are wearing them.

KNOW YOUR BUILDING ADDRESS & KNOW WHO TO CALL:

☐ Building Address: ____________________________

+ UBC Campus Security to report anything suspicious. 604 822 2222

+ Emergency (ambulance, fire, police) 911

+ UBC Occupational First Aid if you require first aid assistance whilst on campus. 604 822 4444

+ UBC Building Operations Service Centre for building or facilities concerns. 604-822-2173 or Email servicecentre.buildingops@ubc.ca