Faculty of Applied Science

Pulp and Paper Centre (PPC)

COVID-19 Intermediate Plan

This Building Safety Plan will be developed by Local Safety Teams, and approved by Unit Heads/Directors. This plan will include a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at https://covid19.ubc.ca/.

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<td>2020.09.03</td>
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<td>George Soong, Safety and Operations Officer</td>
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| 2020.10.18 | 2.0     | Marie Clopin, APSC Return to Campus Coordinator | Section 1: (edit links)  
14. Specific events specified.  
17. UBC Entry Check Sign link added.  
18. Workday (instead of PAT).  
20. Wording for dishes  
24. Required Signage “And Marking”  
25. Approach to handle potential Covid-19 incidents  
Section 7: Mandatory Mask  
Throughout the document: previous language around mask contradicting the new policy has been removed | Orlando Rojas, Director of PPC                  |
|            |         |                                             |                                                                                    | Steve Feng, Head of Mech                        |
|            |         |                                             |                                                                                    | Charles Haynes, Head of CHBE                    |
|            |         |                                             |                                                                                    | James Olson, Dean FoAS                         |
Introduction to Your Operation

1. Scope and Rationale for Opening

The research and teaching mission in the Pulp and Paper Centre in the Faculty of Applied Science requires specialized equipment or laboratories that can only be accessed on campus at UBC. The COVID-19 shutdown is having a significant effect on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery.

Pulp and Paper Centre will open only facilities necessary to conduct on-site work. This includes, but is not limited to, basic laboratory operation, teaching, instrument facilities, support facilities, and custodial service.

- Continue R2R Stage-1 approved research activities in PPC labs
- No increase lab occupancy due to 2-meter safe distancing restriction
- All PPC amenity remains accessible as Stage-1, described in Building Safety Plan
- No office worker returns to PPC building

The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of occupancy which accommodated physical distancing protocols. The gradual yet wider Return to Campus (R2C) to support additional essential operations is triggering a revised and increased building and/or room capacity of 66% (or 2/3) of total occupancy in cases where the space accommodates required physical distancing protocols. Stage 3 is 100% occupancy in cases where the space accommodates physical distancing protocols. Each workspace, room, lab, office, etc. is unique and requires its own consideration. The timing of these stages is fluid and will align with provincial guidance.

PPC intermediate plan is developed and reviewed by PPC Local Safety Team members in consultation with PPC Director. The plan will be approved by PPC Director and submitted to APSC Dean’s Office, JOHSC and UBC SRS for final approval. The overall Flow Chart for intermediate plan review and approval is provided in Appendix A. Review and evaluation of “child” plans (Appendix A) for specific personnel will be overseen by the PPC Local Safety Team in consultation with the PPC Director. Centre-level approval will be provided by the PPC Director when appropriate. Setting of weekly R2C work schedules for approved personnel will be completed by the PPC LST based on schedules submitted by approved supervisors and in a manner that ensures compliance with all health and safety guidelines. Review and evaluation of all R2C “child” plans for specific personnel will be informed by and following Worker Priority Evaluation Chart provided in Appendix B. As shown in the Priority Evaluation Chart (Appendix B), the Centre will define 5 priority levels (“tiers”) into which an individual applying for R2C approval may be binned. These priority tiers are intended to allow us to phase the return to research process temporally and according to current needs from the current (“tier 1”) stage specific to research personnel (< 33% of maximum occupancy) approved in the Stage 1 Return to Research process, up to < 66% maximum building occupancy when personnel within all 5 tiers are approved for R2C. This PPC Intermediate R2C Plan and all appended documents comprising the full plan are prepared by PPC Director Dr. Orlando
Rojas and Safety Officer George Soong in consultation with the PPC Local Safety Team, which includes lab representatives and management.

Section #1 – Regulatory Context

2. Federal Guidance

3. Provincial and Sector-Specific Guidance
   - BC's Restart Plan: “Next Steps to move BC through the pandemic”
   - COVID-19 Self Assessment Tool

4. WorkSafe BC Guidance
   - COVID-19 and returning to safe operation - Phases 2 & 3
   - WorkSafeBC COVID-19 Safety Plan
   - WorkSafeBC: Designing Effective Barriers
   - WorkSafeBC: Entry Check for Workers
   - WorkSafeBC: Entry Check for Visitors
   - WorkSafeBC Protocol: Offices
   - WorkSafeBC Protocols: Post-Secondary Education

5. UBC Guidance
   - COVID-19 Campus Rules
   - Guidelines for Preparing for Reoccupancy
   - Guidelines for Safe Washroom Reoccupancy
   - Space Analysis and Reoccupancy Planning Tool
   - UBC Employee COVID-19 PPE Guidance
   - Ordering Critical Personal Protective Equipment
   - UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
   - UBC Facilities COVID-19 website - Service Level Information
   - UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
   - Workplace Physical distancing Planning Tool and Signage Kit
   - Preventing COVID-19 Infection in the Workplace training course
   - UBC Cleaning Standards & Recommendations for Supplementary Cleaning
   - UBC Classroom Safety Planning
   - UBC Signage
   - COVID-19 Safety Plan Addendum: Required Non-Medical Masks

6. Professional/Industry Associations
   - N/a

Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably
achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels in PPC: UBC and APSC have specific guidance as to activities under that sector are lacking. Centre and PIs use the following risk assessment approach to determine activity level risk by identifying both PPC’s or activity’s contact intensity and contact number, as defined below:

- What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
- 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 25 will fall into the high risk.

![Risk Assessment Diagram]

PPC will continue using one or more steps under the following controls taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people, as described at Stage-1 Workspace Safety Plans
- Engineering controls – currently no physical barriers present in PPC (like Plexiglas or stanchions to delineate space); lab is allowed to open door to increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection
7. Contact Density (Proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work.

- In R2R Stage 1, the goal was to reduce the number of people in PPC building and labs to about 1/3 of normal occupancy in order to limit contacts between people in lab spaces and in common spaces. Individual supervisors/managers assigned labs and room occupancy to ensure that physical spacing is possible at all times. If a job or task required close proximity, the supervisor/manager consulted with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19.

- In R2R Stage 2 and the wider R2C plan, the PPC building/space capacity will increase to no more than 2/3 of occupancy (25) to enable more people to return to on-campus work, provided the established protocols herein and current provincial guidance can be met.

- Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their workspaces.

- All workers must complete the Safety and Risk Services COVID-19 training course.

- All workers are to complete an online Self-Assessment for COVID-19 daily before they enter the PPC building.

- All workers are to use the logbook for Check-In on arrival and Check out on departure from the PPC building. PPC Safety Officer or LST checks the logbooks at the end of work hours, 5 pm.

- All workers within PPC spaces are required to follow health regulations and sanitation procedures, as detailed in the PPC building safety plans, the child plans associated with this R2C, the updated PPC Individual Faculty Return to Research Agreement, and the Hazard Elimination and Physical Distancing measures specified in Section 3 of this document.

- Workers have the right to refuse work, and should inform their supervisor if they are choosing to exercise that right. The supervisor should then contact Safety and Risk Services and the PPC Safety Officer responsible for safety (George Soong). If the worker feels uncomfortable discussing this with their supervisor, they may contact the Centre Director, their Local Safety Team or their representative on the Joint Occupational Health and Safety Committee (safetycommittees.ubc.ca).

8. Contact Number (Proposed COVID-19 Operations)
Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- As mentioned above, in R2R Stage 2 and the R2C plan, the number of people in the PPC building will be increased to no more than 2/3 of occupancy (25) which accommodates physical distancing protocols. Physical distancing must be enforced and rooms must not exceed the posted maximum occupancy. To avoid risks associated with working alone, high risk work areas (for example PPC 116 HHL) will have at least two people provided that there is sufficient space to allow for physical distancing.

- Maximum occupancy levels for each space/room within PPC that can be accessed by approved personnel in the R2C are provided in Appendix C to this Intermediate Plan. These maxima (25) are set to ensure physical distancing protocols are enforced at all times.
9. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan.

This Intermediate Return to Campus plan is developed in consultation with PPC Director, PIs and researchers and BPI management team, over the period of 17 August 2020 to 21 August 2020. Those consultations where conducted to enable stakeholders to raise questions and provide feedback that served to clarify procedures and strengthen the overall plan. The PPC LST will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

10. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees.

The responsibilities of Each Worker and worker Group permitted to return to campus are defined in Appendix D. In addition, Appendix G, which comprises the updated PPC Building Safety Plan, details the Safety Training Plan currently in use in the PPC building, as well as all policies and protocols that must be followed by each individual within PPC work spaces to ensure they and all other personnel in the building remain physically and mentally healthy. 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 (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

11. Plan Publication
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

PPC’s final plans will be posted to the following: UBC’s COVID-19 Safety Plan website, APSC Return to campus SharePoint, JOHSC website, and individual Departmental/School websites. Additionally, hardcopies will be posted on Health and Safety boards and in mailbox in photocopy room as all returning workers have access to the plans, either physical or online.

Section #3 – Hazard Elimination or Physical Distancing
Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.
The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times.
- Do not touch your eyes/nose/mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands.
- All staff are aware of proper handwashing and sanitizing procedures for their workspace.
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided.
- Management must ensure that all workers have access to dedicated onsite supervision at all times.

Based in part on these general UBC guidelines, specific protocols all approved R2C personnel within PPC must follow include:

- All workers coming to campus must take the Safety and Risk Services COVID-19 training in addition to other mandated SRS courses.
- The default work arrangement continues to be working remotely; returning to campus will open gradually, in a prioritized way.
- Permission to return to campus will only be granted to those who want to return and cannot effectively do their work from home, whether due to equipment or facility needs, lack of a suitable space at home, or other individualized reasons.
- Being approved to be on campus generally does not mean a worker needs to be (or should be, if there is no need) on campus each day.
• Workers returning to campus will be assigned a priority level, and only those with the appropriate priority level may go to campus. Which priority levels have access to campus will change to both relax and tighten occupancy as directed by the Province and University.

• People in the following categories may not come to campus: Those who have had COVID-19 symptoms in the last 14 days; Those directed by a Public Health Authority or medical professional to self-isolate; Those who have arrived from outside of BC in the last 14 days; Those who have had contact with a confirmed COVID-19 case in the last 14 days.

• Workers are required to practice proper physical distancing and hygiene, as defined in more detail below.

TRANSMISSION THROUGH CLOSE CONTACT
Transmission through close contact is to be mitigated in the following ways:

• Whenever possible, 2 m physical distancing will be maintained between all people. Each task will be assessed (informally or formally, depending on frequency of task, experience of person taking on task, and the degree of the hazard) to determine whether physical distancing can be maintained.

• Where possible, a need to work closely together will be eliminated by changing the task or using equipment designed to assist one worker in, for example, lifting. When physical distancing cannot be maintained or could easily be forgotten, a hazard and risk assessment will take place, and engineering controls (e.g. plexiglass barriers, tables), administrative controls (lines on the floor, wait here decals, stanchions, etc.), and PPE will be considered, in that order.

• If working closely together is required, supervisors and workers should cooperate to create pairings that persist whenever working closely together is needed, so that workplace “bubbles” re kept to minimal size.

• Workers should wash their hands before and after working together closely, and should avoid touching their face. Cough or sneeze into your sleeve. Use hand sanitizer when washing is not possible.

• Details on distancing in hallways, corridors, and bathrooms are addressed in the PPC Building Safety Plans. Details on distancing in specific spaces are addressed in the Child plans

MITIGATING TRANSMISSION THROUGH SURFACE CONTAMINATION

• Workers should wash their hands frequently throughout the day.

• Workspace surfaces should be cleaned using soap and water or an appropriate disinfectant before starting work and after completing work.

• If workspaces are shared, they should be cleaned regularly throughout the day.

• Frequently touched spaces within a shared space, such as doorknobs and light switches, should be cleaned at least once per day.

• Lunch room, meeting room and photocopy room are open for use, users are requested to clean up immediately after use.

• Cleaning of washrooms, floors, and other areas normally cleaned by custodial services will continue to be cleaned by building custodians (http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-andsanitized/).
These and future guidelines provided by the APSC Safety Team (Appendix E) must be followed at all times during this R2C period.

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

- All work which can be done off-campus must continue to be done off-campus, i.e. data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of supplies, online library research, computations, etc. should be done from home.
- Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization of Departmental/School work activities will be determined by the Pulp and Paper Centre, situationaly identified by the Supervisor/Manager, and final approval granted by the PPC Director (please see Appendix B).
- UBC’s President’s Office presented the following five activities as top priorities:
  1. Academic/Research resumption
  2. Services directly supporting the resumption of research, teaching and learning (i.e. technicians, Shops, CIS, TAs for onsite filming of course materials, etc.)
  3. Revenue generating units
  4. University ancillary services
  5. Administrative units
- Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the PPC Director.
- Faculty teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by PPC Director.
- Faculty requiring access to on-campus space to prepare materials for Fall Term 1 (e.g. making videos for online course production) should be accommodated where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- Training of new personnel (undergraduates, graduate students, postdoctoral fellows, teaching assistants, research associates, etc.) is permitted. When training is required that cannot be performed with physical distancing, then personnel must follow the Faculty of Applied Science safety regulations for in-person training activities.
- In-person study halls and office hours cannot be organized at this time.
- Undergraduate thesis students and undergraduate project students will not be allowed to return, unless specifically authorized by the Department Head/Director as the additional considerations around training, supervision and oversight of these students may pose challenges in meeting the physical distancing requirements
- Everyone must continue to meet online whenever possible.
  - Small in-person meetings that are essential (e.g., training that cannot be completed online) will be permitted as long as physical distancing is maintained. This will require
meeting participants to be spaced by at least 2 m in the classroom and meet all of the requirements outlined in the SRS [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance].

- Units requesting to do this will be required to submit a plan for the room layout for approval by PPC Director.

- Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office at this time.

- Individual faculty members are responsible for developing plans for their own research spaces. These will be reviewed and approved by PPC Director. PPC Director will consult with PPC LST.
  - Amendments from R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.

- Non-essential business/research travel is not permitted at this time, but will be revisited in future Stages.

- Field work will be reviewed and approved on a case-by-case basis by the PPC Director.

### 13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

**Shift Work:** The PPC building will adhere to current one-shift work hours (8:00 am – 5:00 pm. M-F). That said, any supervisor/manager wanting their personnel to work at shared labs will need to negotiate with other supervisors to accommodate lab/equipment access. All personnel must leave PPC by 5 pm.

**Weekend Work:** No weekend work is permitted in Stage-2.

**Medium-to-High Risk Work:** Where medium-to-high risk work is conducted (e.g. potentially hazardous laboratory experiments), one monitor (typically a faculty member, but may be another responsible person like PPC Safety Officer George Soong) should be present each day (8:00 am - 5:00 pm) and this should be broadcast to everyone in the unit and the affected place. The monitor should be available in case of an emergency or other questions, and should help to ensure that the restrictions are being observed.

**Scheduling Responsibilities:**
- PPC will maintain a one-shift schedule for and the contact information of responsible person present during work hours.
- PPC will ensure scheduling of shared labs, via PI or workspace safety plan, is performed accordingly.


Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy.
The PPC has administrative control over the PPC Building and this Intermediate plan applies to all workspaces within this building. Any individual scheduled to come to PPC research spaces must:

- Self-monitor their health status using the BC Health Self-Assessment. If healthy, record that they self-monitored their health status via the logbook provided by the faculty supervisor (see policy 6)
- Use the lab log book for Check-in on arrival and Check out on departure.

The temperature and any abnormal symptoms of the individual must be assessed prior to arrival. COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. Covid-19 coronavirus symptoms according to WHO include:

Common symptoms: fever; dry cough; tiredness
Less common symptoms include: aches and pains; sore throat; diarrhea; conjunctivitis; headache; loss of taste or smell; a rash on skin, or discoloration of fingers or toes
Serious symptoms include: difficulty breathing or shortness of breath; chest pain or pressure; loss of speech or movement

Anyone experiencing any of these symptoms must use the BC Health Self-Assessment tool to determine if further testing or medical care is required. No one with symptoms should leave their home. If symptoms develop while at work, individuals are to leave immediately for home to self-isolate, monitor symptoms and/or seek medical attention in accordance with Public Health directives. Return to work only after the mandated self-quarantine period is complete and all symptoms resolve.

The Faculty of Applied Science Dean’s Office has recommending all the units to use a QR code for check-in/out of the building in order to ensure the occupancy level is respected as well as the COVID-19 self-assessment is done before entering a building. It will consist of:

- One QR code for both sign in and out: to capture name, date and time of the person going in the building and the self-assessment for COVID-19 symptoms will also be imbedded in this survey as well; same QR code for sign out which includes only name, date and time of the person going out the building *There may be reason for exemptions to accommodate systems for shared buildings.
- PPC LST will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded and health and safety protocols are exercised.

Laboratory/Office Considerations
Occupancy limits (Appendix C) will also be posted on the door of each room by the PI or PPC Safety Officer.

Building/Facility Considerations
Common areas (lunchroom, photocopy room, meeting room, bathrooms, elevator)

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevator can only be used for heavy loads and accessibility needs; limited to 2 occupants maximum, signage is posted.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
• Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly.

• Lunchroom is open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes; hand sanitizer and alcohol spray are in place.

• When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.

• Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.

• Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Currently, only one person should use the washroom at a time. Occupied/unoccupied door signage is used.

• Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.

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

Points of Access to Building and Access Control
• Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.

• To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

Department-Managed Undergraduate / Graduate Learning and Teaching Spaces
• PPC meeting room can be open for specific events (such as filming teaching or holding small, distanced training sessions that cannot be done virtually) provided that a safety plan, with posted room occupancy (5), has been developed.

UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces
• Before entering one of the UBC-managed rooms, PPC personnel must read the COVID-19 Safety Plan for General Teaching Spaces if they use these spaces in another building.

• In addition to all of the policies stated in the document, all high touch surfaces must be cleaned both before and after use.

Signage and Directional Guides
• Elevators (maximum of 2 occupants).

• Stairwells that are busy or very tight (for directionality).

• Physical distancing signage must be posted at entrances and/or hallways.

• Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.

• There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
• Post signage within the units to inform of the measures in place.

**Hand Sanitizer Stations**

• Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.

• Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.

• Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.

**Offices**

• Single occupancy office space is to be used only in the case of special exemptions awarded by the PPC Director.

• Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by PPC Director’s approval on a case-by-case basis.

• Use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

**Shared Facilities**

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

• All shared tools, 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 samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.

• Users must comply with procedures or access/services will be denied.

**Visitors**

• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).

• PPC or the visited lab must keep a record of visitors to the workplace. Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings.

• Occupancy restrictions are not to be exceeded by visitors.

**15. Accommodations to maintain 2 metre distance**

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

**Common Physical Distancing Protocols (Everyone)**

• Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC the [UBC Employee COVID-19 Physical Distancing Guidance](#) should be followed. Examples include carrying something heavy or doing repairs to
an equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.

- No unapproved visitors are permitted in the buildings until further notice, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers or technicians on campus accessing equipment.
- PPC elevator is limited to two occupants.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Use of common rooms (e.g., meeting rooms, social spaces, lunch room) will be controlled the PPC Safety Officer. Remove chairs from common rooms to limit the number of people who can sit in accordance with physical distancing standards
  - Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing. Currently PPC lunch room is set for two occupants.

16. Transportation
Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

All supervisors/managers, Pulp and Paper Centre and Departments will adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance, including only one person per vehicle unless there is space to allow physical distancing.

17. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- PPC will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from Thrive BC Self-Assessment Tool.
- Additionally, the PPC Safety Officer is designated to do daily spot checks on the survey database and prohibit people who are scheduled in the building, but are not completing the survey. This person will also ensure that international travellers are not scheduled in the building and have not entered the building during 14 days after their arrival to Canada.
- Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the SRS training.
  - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through UBC IT.
  - Before coming to work, all personnel must check their health status.
- Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
  - Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC.
  - Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
  - Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
  - Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.

- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
  a. UBC Entry Check Sign
  b. WorkSafe: Entry Check for Workers
  c. WorkSafe: Entry Check for Visitors

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

The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the Workday system.

### Section #4 – Engineering Controls

#### 19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your Departmental/School staff (i.e. non-Building Operations) for common areas/surfaces

- Personnel must wash their hands regularly with soap and water (20 seconds) or use hand sanitizer, and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temps, subject to availability.
• The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
  o If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.
• If microwave ovens or other cooking equipment are being used, there must be signage to reinforce cleaning protocols (e.g., users disinfecting the handles and buttons) and there must be supplies available there for this purpose.

20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

• Food preparation is not encouraged, but it is not expressly forbidden.
• Building Safety plans developed by PPC will highlight the equipment removal/ sanitation procedures for common areas of their building. The guideline given to the Individual users will be to disinfect every common surfaces inside a room (e.g., fridge handles, solvent containers, mice on lab computers
• Each workspace plan developed by faculty/supervisors will highlight the equipment removal/ sanitation procedures for their specific spaces.
• Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the WHO guidelines for decontamination & Health Canada guidelines.
• Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water

21. Partitions or Plexiglass Installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Need for partitions or plexiglass installation will be addressed within each PPC Child plan and approved by PPC Director and PPC LST. Wherever possible, movable plexiglass barriers should be installed, particularly on counter (Engineering Co-op front desk) where personnel must interact with customers or other people (e.g. deliveries).

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange.
### Communication of the Plan to PPC Employees
- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the PPC will disseminate this Intermediate Level plan via e-mail and will post it on the PPC website.
- A meeting will be held with PPC Director, faculty and staff to discuss their roles and responsibilities. Once approved, the Intermediate and Child plans will be distributed by email and stored on a centralized SharePoint site for record keeping purposes.

### Communication of Worker’s Concerns
- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see [Right to Refuse Unsafe Work](#)).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

### 23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the *Preventing COVID-19 Infection in the Workplace* online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS *Preventing COVID-19 Infection in the Workplace* online training course is mandatory for all employees (including those who remain working remotely).
- The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see [Appendix F](#)) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.
- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to the Department/School designate. Forms are to be submitted PPC safety Officer George Soong.

### 24. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

The Pulp and Paper Centre will utilize the signage from the [Safety & Risk Services COVID-19 website](#), and the [WorkSafe’s COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations.

**Required Signage and Marking:**
- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy

Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

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

The BERP of the Pulp and Paper Centre has been updated to accommodate the reduced staffing levels; information and resources for updating these can be found [here](#). When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.

**Approach to handling potential COVID-19 incidents:**
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#).
- Direct people who are unsure about what they should do to the BC Self Assessment Tool.

**OPH Programs and Services** remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months.

The PPC LST will include in their regular meetings, to review any new concerns or issues raised. Supervisors will also be encouraged to include the topic in their regular staff meetings and to encourage their staff to contact the Safety Officer George Soong, with any concerns.

27. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment.

If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job will be conducted, including full documentation of the training. If the worker role changes, the details will be included through amendment of either the PI or office admin site-specific safety plan.

Section #6 – Personal Protective Equipment (PPE)

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

PPC storage room has an inventory of PPE (nitrile gloves, N95 masks, face shields, hand sanitizer, disinfection wipes) and non-medical masks available onsite. The inventory is replenished routinely and as new PPE suggestions arise, the items are ordered. In addition, PIs are also responsible to replenish.
disposable PPE regularly to ensure constant availability to employees. Non-medical masks are not classed as Personal Protective Equipment (PPE) and cannot be considered as part of workplace safety planning.

### Section #7 – Non-Medical Masks

#### 29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See Using Non-Medical Masks website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
  - Office spaces:
    - Non-medical masks are not required when working in a sole occupant office or enclosed room.
    - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
    - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.

- Labs / workshops:
  - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.
  - In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.

- Classrooms:
  - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
  - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.

- As per UBC’s policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces;
  - While entering or exiting research spaces or while moving from an assigned research location;
  - While entering or exiting classrooms;
  - Within classrooms while moving to a seat;
  - Any other time that 2m physical distancing cannot be maintained
Section #8 - Acknowledgement

30. Acknowledgement
Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) The Safety Plan will be shared with staff and how; 2) Staff will acknowledged receipt and will comply with the Safety Plan, and 3) How any relevant updates or amendments to the plan will be communicated to the staff within the unit.

The final version of this Intermediate Plan will be signed by the Administrative Head of Unit, PPC Director and further approved by the Dean of the Faculty of Applied Science, James Olson. It will be distributed to all Departmental/School faculty and staff, the unit’s LST and the Faculty of Applied Science’s JOHSC. It will also be posted on the Departmental/Unit website. If the plan is amended or updates, impacted staff and/or faculty will be informed by email.

Administrative Research Center Director Signature: Orlando Rojas
Date: October 18, 2020

Administrative Head of Mechanical Engineering Signature: [Signature]
Date: October 18, 2020

Administrative Head of Chemical and Biological Engineering Signature: [Signature]
Date: 19 October 2020

Dean, Faculty of Applied Science Signature: [Signature]
Date: 20 October 2020
Appendix A – Approval Process Flow Charts

Table 1 – Intermediate Plan Approval Flow Chart

Table 2 – Child Plan Approval Flow Chart
Appendix B – Working On-Campus Decision-Tree

Worker can effectively work at home

Worker approved in return to research stage 1 or research exemption

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

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

Worker has home conditions which are not suitable for remote work

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

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

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

Does worker really need to return to campus?

No Return to Campus

No Return to Campus

Priority 1 access

Priority 2 access

Priority 3 Access

Priority 4 Access

Priority 5 Access

Speak with Unit Head/Director

No Return to Campus
### Appendix C – Maximum Capacity Level in PPC

<table>
<thead>
<tr>
<th>Room number</th>
<th>Description</th>
<th>RTC Capacity</th>
<th>PI/User Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>Research lab</td>
<td>2</td>
<td>Dana Grecov, Boris Stoeber</td>
</tr>
<tr>
<td>114</td>
<td>Research lab</td>
<td>6</td>
<td>Mark Martinez, Sheldon Green</td>
</tr>
<tr>
<td>116</td>
<td>Research HHL</td>
<td>7</td>
<td>James Olson, Xiaotao Bi</td>
</tr>
<tr>
<td>118</td>
<td>Cold Room</td>
<td>1</td>
<td>George Soong, James Olson</td>
</tr>
<tr>
<td>121</td>
<td>Research lab</td>
<td>3</td>
<td>Mark Martinez, Boris Stoeber</td>
</tr>
<tr>
<td>122</td>
<td>Storage Room</td>
<td>1</td>
<td>George Soong (Safety Officer)</td>
</tr>
<tr>
<td>123</td>
<td>Research lab</td>
<td>2</td>
<td>James Olson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gurminder Minhas (PBI Group)</td>
</tr>
<tr>
<td>125</td>
<td>Research lab</td>
<td>2</td>
<td>James Olson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>127</td>
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<td>3</td>
<td>James Olson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gurminder Minhas (PBI Group)</td>
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<tr>
<td>127A</td>
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<td></td>
<td></td>
<td></td>
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<td>201</td>
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<td>George Soong</td>
</tr>
<tr>
<td>205</td>
<td>Office</td>
<td>1</td>
<td>Emil Gustafsson</td>
</tr>
<tr>
<td>207</td>
<td>Office</td>
<td>1</td>
<td>Richard Sones</td>
</tr>
<tr>
<td>208</td>
<td>Research lab</td>
<td>2</td>
<td>Scott Rennekar, Orlando Rojas</td>
</tr>
<tr>
<td>210</td>
<td>Meeting Room</td>
<td>4</td>
<td>George Soong</td>
</tr>
<tr>
<td>212</td>
<td>Office</td>
<td>2</td>
<td>Grad students</td>
</tr>
<tr>
<td>211</td>
<td>Office</td>
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<td>Titichai Navessin</td>
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<tr>
<td>213</td>
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<td>Barbara Conway</td>
</tr>
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<td>215</td>
<td>Office</td>
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<td>Daniela Figueroa</td>
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<tr>
<td>217</td>
<td>Office</td>
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<td>Mark Martinez</td>
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<td>221</td>
<td>Chemical Room</td>
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<td>George Soong</td>
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<td>223</td>
<td>Office</td>
<td>1</td>
<td>Jingqian Chen</td>
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<td>225</td>
<td>Office</td>
<td>2</td>
<td>Emeritus professor</td>
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<td>227</td>
<td>Office</td>
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<td>214</td>
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</tr>
<tr>
<td>307</td>
<td>Office</td>
<td>1</td>
<td>Daisy Shen</td>
</tr>
<tr>
<td>308</td>
<td>Research Lab</td>
<td>4</td>
<td>Sheldon Green</td>
</tr>
<tr>
<td>309</td>
<td>Office</td>
<td>1</td>
<td>Grad student</td>
</tr>
<tr>
<td>311</td>
<td>Office</td>
<td>2</td>
<td>Grad Student</td>
</tr>
<tr>
<td>313</td>
<td>Office</td>
<td>2</td>
<td>Grad student</td>
</tr>
<tr>
<td>321</td>
<td>Office</td>
<td>1</td>
<td>Reanna Seifert</td>
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<tr>
<td>323</td>
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<td>1</td>
<td>Research staff</td>
</tr>
<tr>
<td>325</td>
<td>Office</td>
<td>1</td>
<td>Grad student</td>
</tr>
<tr>
<td>327</td>
<td>Office</td>
<td>2</td>
<td>Research staff</td>
</tr>
</tbody>
</table>

### Appendix D – Responsibilities of Each Worker Group
Employee Responsibilities

• Must take the required UBC COVID-specific training course.
• Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come on campus.
• Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: https://bc.thrive.health/.
• All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
• Faculty who are teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
• Faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
• Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
• In-person meetings, events or lectures should not be organized in R2R Stage 2 & R2C unless they have received approval from Heads/Directors and the Dean, APSC.
• Where exemptions have been given for an employee to access their office, they must not have guests in the office.
• Supervisors/managers will be responsible for developing safety plans for their spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their LST and/or JOHSC.
• Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the PPC Director.
• When an employee is concerned about the rules for R2R Stage 2 & R2C, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first).

Responsibility of Faculty of Applied Science

• Develop Parent Plan for R2C.
• Develop application and approval process to restart activities on campus.
• Evaluate and approve applications.
• Develop guidelines and requirements for R2C in accordance with UBC and Provincial guidelines.
• Disseminate training and support resources and templates as received from VPRI and SRS to Principal Investigators, researchers, unit leadership, managers, and supervisors.
• Monitor overall compliance and, if necessary, impose penalties or revoke permission to operate.
• Coordinate with VPRI to ensure activities are consistent with overall UBC guidelines.

Responsibility of Department Heads and Directors
• Ensure that the Parent Plan is shared with faculty, students, and other researchers in their unit
• Approve Building Safety Plans developed by the Departmental Safety Committee (LST).
• Ensure shared facilities are managed collaboratively.
  o Safety personnel and facilities managers will coordinate across Faculties, Departments, Schools, and units where necessary to develop comprehensive, collaborative and accurate Building Safety Plans.
  o They are also responsible for reporting back to Heads/Directors.
• Approve Workspace Safety Plans reviewed by LST.
• Ensure that all employees receive safety training.
• Develop plan to monitor compliance for their unit in conjunction with their Safety Team Representative (‘STR’ – faculty and/or staff on the Unit’s LST who work with APSC’s Joint Occupational Health & Safety Committee (JOHSC): see list of STRs in Appendix E).
• Responsible for ensuring that all required signage is in place throughout the common spaces of the building.
• Handle conflicts from their unit and report issues to the RTCC.

Responsibility of Supervisors and Managers
• Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
• Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves.
• Responsible for posting on the doors to their work areas the maximum number of occupants. Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.
• Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and to respect occupancy limits depending on the current stage of the R2C process. Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
• Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manager. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.

• Ensure the availability all necessary PPE.

• Monitor compliance with Safety Plan for all employees and visitors under their supervision

• Ensure there is sufficient availability of PPE and other safety equipment in order to implement the Safety Plan.

Appendix E – List of APSC Safety Team Representatives (STRs)

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

Appendix F – Shared Facilities

When navigating approvals within shared facilities, the approval should follow the administrative path of where the work will be completed (i.e. research work occurring within a Department/School’s space footprint vs. research work occurring within a Research Centre/Institute’s space footprint.) That said, Department Heads/School Directors and Research Centre/Institute Directors, the relevant LSTs, and building administrators/facility managers must work collaboratively to ensure the accuracy of building occupancy.
Department Heads/School Directors:
- Will approve the Intermediate plan for their unit.
  - This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of their Department/School.
  - Child plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

Research Centre/Institute Directors:
- Will approve the Intermediate plan for their unit.
  - This document should accurately reflect all relevant updated Building Safety Plan(s); Building Safety Plans are to be worked on collaboratively with any/all shared facility owners (LSTs co-chairs, facility managers, Heads/Directors, etc.).
- Will approve all Child plans submitted for work which will occur in the building(s) under the administrative control of the Centre/Institute (i.e. ICICS, AMPLE, etc.).
  - Child plans must support the occupancy capacities and protocol outlined in the Building Safety Plans.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Occupants</th>
<th>Head/Director</th>
<th>Building Admin and/or Facility Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Interactive Research on Sustainability [CIRS]</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
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UBC COVID19 Intermediate Plan Version 2.0
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Appendix F – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Pulp and Paper Centre building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs Pulp and Paper Centre. All students, staff and faculty who are permitted to resume activities in the Pulp and paper Centre building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → PPC Safety Officer George Soong

### Requirement | Check when complete
--- | ---
Review the intermediate plan |  
Review the child plan |  
Complete the SRS online COVID-19 safety course and sent the certificate to PPC Safety Officer George Soong |  
Complete refresh PPC Safety Orientation on site |  

Your name: _______________________ Date: ________

Faculty/Dept. ____________ Your main room no. _______

Your role (faculty, staff, grad student, etc.): ________________

Supervisor: ________________ Signature: ________________

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules
Appendix G – PPC Building Safety Plan

Faculty of Applied Science

PPC Building (Common Areas) Safety Plan

This Building Safety Plan is developed by PPC Local Safety Teams, and approved by PPC Directors. This plan will include a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at [https://covid19.ubc.ca/](https://covid19.ubc.ca/).

<table>
<thead>
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Introduction

PPC is a research building shared by PIs of various research themes. Research staff, grad students and work students not only share labs space and equipment but also lunch room, office, staircase, elevator, washroom and meeting room.

Reference Documents:

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

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC COVID-19 Campus Rules [to be posted on APSC website]
- Guidelines for Safe Washroom Occupancy [to be posted on APSC website]
- Building Operations Faculty Notice – Cleaning [to be posted on APSC website]

General Procedure:

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below have been used in this PPC Building plan:

- Maximum Occupancy number for PPC is FIFTEEN persons for Stage 1 (25 for Stage 2) has been posted at building entrances; work hours in building is limited to 08:00 am to 17:00; card access has been reset.
• Workplace traffic flow has been reconfigured with signage posted: front staircase is for Up Only, back staircase is for Down Only; corridors are still bi-directional; 2-meter distancing tapes have been placed on floor for visual cue.
• All washroom is one occupant only; max two persons in PPC 214 Lunchroom; five for PPC 210 Meeting Room; one for PPC201 Photocopy Room; two for elevator; max occupancy signages have been posted.
• Lunch Room microwave ovens are separated for user safe distancing; hand sanitizers and 70% alcohol are in place; handsoap dispenser is maintained by janitor; users will be reminded to exercise personal hygiene and clean up frequent contact surfaces. Safety Offices will conduct extra cleaning works.
• Washrooms are maintained by janitor with thorough and frequent clean up on handles and knobs. Safety Officer will report deficiency to Building Operations immediately.
• Building sanitization (product used, frequency of use, area where it will be used, reliance on Custodial Services) is maintained by janitor; Safety Officer must report deficiency to Building Operations immediately.
• PPE: safety eyewear, lab coat, gloves; non-medical masks is mandatory if safe distancing is not able to maintain; hand sanitizer and 70% alcohol sprays at shared areas are supplied by PPC, these cleaning products will be supplied by each research team in labs; hardhat and steel toe shoes are worn in PPC 116 HHL.
• Lobby sitting area is for two persons only.

Common Area Plans:
The following common area safety plans must be followed:

**Bathrooms:**
• Limit bathroom use to one person where there are 3 or fewer stalls.
• “Occupied” signage is hanged by exterior door handle to show when a smaller bathroom is in use.

**Hallways:**
• In hallways, signage of Walk on the Right is posted next to front desk. Hallways outside PPC 127 and PPC 208 is not at least 2m wide, signage of Yield to Oncoming Traffic is posted.

**Entrances/Exits:**
• It is encouraged to use automatic door opener which is available to front door to reduce touchpoints, otherwise open doors normally and immediately use hand sanitizer or wash hands. Building entrance doors remain for “In” and “Out”, signages and floor tapes remind people to keep their distance when entering and exiting.
• Inside buildings, corridor and stairwell doors remain shut to comply with fire code.
Elevators: For elevator use, minimize use and respect the posted capacity guidelines. Max 2 persons may use the elevator at any time. Immediately wash hands after exiting the elevator. One-Glove rule is still in place.

Stairwells:
- In hallways and stairwells, practice walking on the right, if stairwells or hallways are not at least 2m wide, yield to oncoming traffic.
- Front stairwell is designated for up only and the back door stairwell is for down only.

Lunch rooms & Kitchen:
- Decals are used to enforce a minimum spacing of 2 meters, this means that only 2 people can access PPC 214 lunch room at a time. Microwave ovens are separated far apart to avoid users staying too close to each other.
- Wash hands before and after using any equipment. Bring your own cup and containers from home. Hand touching surfaces will be cleaned up frequently by janitor and Safety Officer.
- No sharing of kitchen dishware/utensils.

Atriums/Mezzanines/Landings: (if applicable)
- In atriums/mezzanines/landings, practice minimum spacing of 2 meters, this may mean that only 1 person can access the area at a time.

Balconies: (not applicable)

Other: Workspace Safety Plan will be created by PIs, reviewed by PPC LST and approved by BPI/PPC Director Dr. Orlando Rojas.

Communications Plan
All faculty, staff and students permitted for Stage 1 Resumption of Research Activities will be informed about the safety plans for common areas, including the role of the Facilities Manager (Mark Donald-Jones of Red Zone) in that communication.

Monitoring
Identify the staff or faculty member(s) responsible for implementing and then monitoring compliance with the Building Safety plan.
- PPC 108: Dr. Dana Grecov (MECH) and Dr. Boris Stoeber (MECH)
- PPC 114: Dr. Mark Martinez (CHBE), Dr. Sheldon Green (MECH) and Dr. Heather Trajano (CHBE)
- PPC 116 HHL: Dr. James Olson (MECH) and Dr Xiaotao Bi (CHBE)
- PPC 121: Dr Mark Martinez and Dr. Boris Stoeber
- PPC 123/125/127: Dr. James Olson and Performance Biofilaments Inc (Dr. Gurminder Minhas)
- PPC 308: Dr. Sheldon Green (MECH)
• Oversight: Dr. Orlando Rojas of BPI and George Soong of PPC Safety and Operations Officer

Emergency Procedures:

Building Emergency Response Plan (BERP)
BERP is posted at PPC website [www.ppc.ubc.ca](http://www.ppc.ubc.ca), paper copy is also available in PPC 201 Photocopy Room. Emergency Meeting Area remains the same at the open area at north side of PPC, adjacent to Brimacombe building.

List of Units Occupying Building

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<thead>
<tr>
<th>Name Unit Administrator</th>
<th>Email &amp; Phone #</th>
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<tr>
<td>Dr. Orlando Rojas, PPC-BioProducts Institute</td>
<td><a href="mailto:Orlando.rojas@ubc.ca">Orlando.rojas@ubc.ca</a>, 604-822-3457</td>
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Appendix

First floor plan for PPC building, boxed number to show planned occupancy and which rooms will be occupied in Stage 1. Blue line shows entering routes and orange line as the exit route.

Figure 1. PPC first floor.
Figure 2. PPC third floor, max occupancy 5 persons.

Department/School Head/Director Approval

Orlando Rojas  
Name, Title  
June 2, 2020  
Date

Signature