
The information below supersedes the information in the body of the plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By (Name + signature or initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020.06.13</td>
<td>1.0</td>
<td>Gurminder Minhas</td>
<td>Document first approved</td>
<td>Orlando Rojas, BPI Director</td>
</tr>
<tr>
<td>2021.02.03</td>
<td>2.0</td>
<td>George Soong</td>
<td>- Mandatory Non-Medical Mask</td>
<td>Orlando Rojas, BPI Director</td>
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<td>- Regulatory context</td>
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<td>- Communication of Worker’s Concerns</td>
<td>OR</td>
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# Non-Medical Masks

**Non-Medical Masks (New)**

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.
The following information and language supersede any language found in the initial document approved.

**Regulatory Context**

<table>
<thead>
<tr>
<th>3. Provincial and Sector-Specific Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BC’s Restart Plan: “Next Steps to move BC through the pandemic”</td>
</tr>
<tr>
<td>• BC COVID-19 Self Assessment Tool (New)</td>
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</tbody>
</table>

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<thead>
<tr>
<th>4. WorkSafeBC Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• COVID-19 and returning to safe operation - Phases 2 &amp; 3</td>
</tr>
<tr>
<td>• WorkSafeBC COVID-19 Safety Plan</td>
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<tr>
<td>• WorkSafeBC: Designing Effective Barriers</td>
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<td>• WorkSafeBC: Entry Check for Workers</td>
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<td>• WorkSafeBC: Entry Check for Visitors</td>
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<tr>
<td>• WorkSafeBC Protocol: Offices (New)</td>
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<tr>
<td>• WorkSafeBC Protocols: Post-Secondary Education (New)</td>
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<tr>
<th>5. UBC Guidance</th>
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<tbody>
<tr>
<td>• COVID-19 Campus Rules (New)</td>
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<tr>
<td>• Guidelines for Preparing for Reoccupancy(New)</td>
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<td>• Guidelines for Safe Washroom Reoccupancy(New)</td>
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<tr>
<td>• Space Analysis and Reoccupancy Planning Tool(New)</td>
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<tr>
<td>• UBC Employee COVID-19 PPE Guidance</td>
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<tr>
<td>• Ordering Critical Personal Protective Equipment</td>
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<td>• UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance(New)</td>
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<td>• UBC Facilities COVID-19 website - Service Level Information</td>
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<tr>
<td>• UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance(New)</td>
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<tr>
<td>• Workplace Physical distancing Planning Tool and Signage Kit(New)</td>
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<tr>
<td>• Preventing COVID-19 Infection in the Workplace training course(New)</td>
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<tr>
<td>• UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning(New)</td>
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<tr>
<td>• UBC Classroom Safety Planning(New)</td>
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<tr>
<td>• UBC Signage(New)</td>
</tr>
<tr>
<td>• COVID-19 Safety Plan Addendum: Required Non-Medical Masks (New)</td>
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</tbody>
</table>
Worker Screening

- 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. Via a Qualtrics survey, which is accessible via a QR code or a link, they must acknowledge that they have done the self-assessment before entering the PPC building. **Thrive BC Self-Assessment Tool**
  - 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.

Communication of Worker’s Concerns

When an employee is concerned about any of the UBC 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.
COVID-19 Workspace Safety Plan – Lab Specific

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director. Once complete, the plan can be submitted with your online application to return to research.

Resources to Consult

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

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC Research Resumption webpage
- WorksafeBC

Section #1: Lab information

<table>
<thead>
<tr>
<th>Department</th>
<th>Mechanical Engineering</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>Applied Science</td>
</tr>
<tr>
<td>Building(s)</td>
<td>Pulp and Paper Centre</td>
</tr>
<tr>
<td>Lab(s)/workspace(s)</td>
<td>Lab 123/125/127, 227, 305, HHL 116</td>
</tr>
</tbody>
</table>

Introduction to Your Lab

Laboratory 123/125/127 is a large space of three adjoining labs on the ground floor of the PPC. Doors are usually open to facilitate free motion between the various lab equipment. Prior to Covid-19, several researchers and technicians would use the space besides PBI’s team. #116 is a high headroom lab that is only used occasionally by two staff for re-pulping. Four of PBI’s staff used to share #227 as an office prior to Covid-19.

Section #2 - Risk Assessment

1. Lab/workspace Occupancy (under proposed COVID-19 operations)

List the number of people that will be present in your lab/workspace at the same time. List this by every room/lab/workspace you occupy.

Confirm that you have discussed each employee’s comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.
• Three staff will work in the lab areas at the same time: Joyce Huang (until August 31st, 2020), Daniel Adegboriye (until December 31, 2020), and Sudipta Kumar Mitra (until further notice). After Joyce’s work term ends, Lola Bryson will take her position (until December 31, 2020). Two workspaces have been marked by tape in #125 for staff to perform work while keeping a distance of 2m.

• Office #227 now only houses two staff at a time. Joyce Huang (later Lola Bryson) and Mirjam Mai usually spend less than 30 minutes at a time together in the office since Joyce is mostly in the lab. They can maintain a 2m distance at their desks. Mirjam also works from home up to 3 days a week. Keith Gourlay works from home and may come in occasionally for a few hours and will coordinate with Mirjam for days when she is not in the office. Should both of them have to come in on the same date they will ensure the maximum occupancy of the office 227.

• Daniel and Sudipta are sharing #305 as an office and can maintain 2m distance. They spend most of their time in the lab.

• Gurminder works remotely and may occasionally visit PPC for short periods of time after prior announcement to ensure maximum occupancy of the building and required rooms.

• Concerns about Covid-19 has been discussed with each of the students listed above. Masks, hand sanitizer and alcohol wipes for personal portable equipment are available.

2. Hazard Identification
Describe what hazards exist in your lab/workspace; both research-related (chemicals, heavy machinery) and COVID-19-related (areas that require closer personal interaction, equipment/instruments that cannot maintain social distancing i.e. that require >1 person to operate)

• There are the hazards of rotational equipment and pinch points. The use and operation of these equipment will follow already existing standard procedures and safety protocols. There are hazards from chemicals such as surfactants, sizing agents, methanol or strong bases. SDS are available and staff will be reviewing safe handling procedures before starting experiments. Closed shoes, lab coats and goggles are being worn when working with chemicals.

• Covid-19 hazards: Most equipment can be used by one person alone except for the re-pulper in #116 where both staff members would wear masks. Maintaining a distance in #127 can be difficult therefore staff will wear a mask there at all times. Masks and gloves will be provided to the students. Students will be provided information about the limitations and risks of non-medical masks.

3. Employee (HQP, research staff, other) Input/Involvement
Detail how you have involved frontline workers (HQP and research staff) and Joint Occupational Health and Safety Committees (JOHSC) and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

• This safety plan will follow the guidelines set out by the PPC LST. This includes guidance on the use of gloves and masks, use of hand sanitizers and obeying the new signage, traffic flow, maximum occupancies and restricted work hours of 8:00am to 5.00pm Monday to Friday with no afterhours or weekend access permitted.

• The HQP were consulted about their recommendations for maintaining a safe environment.

Describe how you will publish your plan (online, hardcopy) and otherwise communicate workplace health measures to employees. Guidelines from SRS are available here: https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/
This safety plan will be reviewed by the PPC and MECH LSTs and department head to determine if the content is in line with the new operational procedures.

The completed plan will be emailed to each worker, PPC LST, and PPC building director. Copies of the plan will be printed and posted near the entrance to the 123/125/127 laboratory as well as outside the offices 227 and 305.

### Section #3 – Hazard Elimination or Physical Distancing

#### 4. Scheduling

For those required or wanting to resume work at UBC, detail how you are rescheduling employees (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC.

- The staff will be restricted to 8:00am to 5.00pm workdays Monday to Friday. No late or weekend work times are permitted as per new PPC building rules. The staff will coordinate amongst themselves to ensure that they never work alone.
- The staff members will travel independently to and from work and to the storage facility on Barnard Street. If a car must be shared to handle heavy loads at the storage, the staff will wear masks and wash/sanitize their hands before entering the car and after finishing the work task.
- One on one meetings might be conducted at a safe distance with Mirja Mai and group meetings will all be conducted on-line.

Discuss your **working alone procedures** and how they will be adapted for this safety plan. Also describe how you will track those entering/leaving work i.e. sign in/sign out process

- Work outside of 8:00am to 5:00pm Monday to Friday will not be permitted. The students will coordinate amongst themselves to ensure that there are always two people present in the laboratory, to prevent a “working alone” situation.
- In the event that a student finds for whatever reason that they are working alone, they will contact Mirjam Mai every 60 minutes until they leave the workspace or another staff member arrives. In the event that the supervisor is not available, they should contact Keith Gourlay or Gurminder Minhas.
- Students will sign in and sign out of the laboratory each day. A list is available at the entrance to PPC 123/125/127 for this purpose.

#### 5. Occupancy limits, floor space, and traffic flows

APSC recognizes that labs are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

**As such: Using floor plans and/or photographs of your lab/workspace:**

1. Identify and list the rooms and **maximum occupancy** for each workspace/area;
2. Illustrate a 2 metre radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
3. Illustrate one-way directional traffic flows

- Maximum room occupancy of laboratory in **PPC 123/125/127**: 5 people
- Only 2 people will be allowed at a time in the shared office space (PPC 227, 305)
The workers will eat their lunches with a maximum of one other person in their office, not in the lunch room, in order to socially distance.

If maximum occupancy for PPC 123/125/127 has been reached no other entry into the area is permitted.

The workers are aware that they must leave at least 2m distancing between any pieces of equipment actively being used.

Outside the lab, there is signage posted to show which directions to walk in the staircases, 2 metre spacing intervals on the floors and walls, signs to explain how to walk in the hallways and maximum occupancies for other areas such as washrooms and lunch rooms.

Photos of the laboratory space #125 is provided below to demonstrate physical distancing measures.

Section 4 – Engineering Controls

6. Cleaning and Hygiene

Detail the cleaning and hygiene regimen required to be completed by HQP, research staff and the PIs for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.
- The lab space is equipped with alcohol solution spraying bottles, paper towels, and hand sanitizer. The workers/users of the lab spaces are responsible to cleaning common used equipment and surfaces.
- PBI has ordered masks and gloves for personal use
- Each worker is responsible for wiping down the handles, buttons and touch surfaces of all shared equipment
- Items that are not shared, such as computers and note books will not be required to be wiped down with alcohol wipes.
- All used paper towels will be disposed of in garbage cans.

7. 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, both research-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

- Students will wear sanitary gloves to prevent fomite contamination when using shared tools.
- No equipment requires more than 1 person to operate.

8. Safety Infrastructure Requests (Partitions, Plexiglass installation)
Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

- No new safety infrastructure is requested

Section 5 – Administrative Controls

9. Communication & Training Strategy for Employees
Describe how you (the PI) have or will communicate the risk of exposure to COVID-19 in the workplace to your HQP/research staff/other employees and the safety controls in place to reduce such risk.

Detail how you will ensure that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training and orientation to your specific safety plan

- Each worker is aware to follow the rules and procedures set out by the PPC LST, either through the notices and signage posted by the PPC LST or directly from PPC LST members.
- Each worker has reviewed the material on the SRS website concerning covid-19 safe practices while on UBC campus.
- Each worker has been provided this workplace safety plan, has reviewed the information and is aware of the expectations in how they conduct their work while on campus.
- If the workers have concerns or questions regarding the covid-19 work plan rules they have been instructed to contact the LST directly by phone or email or to contact their supervisor via phone or email.
- Each worker is fully aware that if they have any flu-like symptoms must stay home and notify their supervisor.

10. 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, ‘cleanliness state’ of equipment/instruments, hand-washing guidance). See [WorksafeBC](http://www.worksafebc.com) for signage guidelines and templates.

- In common building area the LST has posted signs stating the maximum occupancy of the room on each doorway, notices regarding preventing infection and notices to wash hands in frequented and high visibility areas. There are directions of travel in the staircases and spacing tape on the floor with directions of travel for areas in front of the elevator, lunch room and front lobby.

- The areas to be used by the staff have been demarcated by means of tape on the floor, as shown in the examples below:

![Image of demarcated areas]

<table>
<thead>
<tr>
<th>11. Emergency Procedures &amp; Reporting</th>
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<tbody>
<tr>
<td>Pls must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab’s emergency response plan procedures during COVID-19.</td>
</tr>
</tbody>
</table>

- The workers have reviewed SRS’s Building Evacuation Amendment Covid-19 and are familiar with the priority of evacuation over social distancing during an emergency and the need to social distance once at the predesignated safe location.

- The workers are required to review and follow all documents from the LST, SRS or APSC dean office on covid-19.

<table>
<thead>
<tr>
<th>12. Monitoring</th>
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<tbody>
<tr>
<td>Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor).</td>
</tr>
</tbody>
</table>
• The workspace will be directly monitored by the LST at the Pulp and Paper Centre, led by
  George Soong. An LST member (Reanna Seifert) is regularly present within the requested lab
  spaces and the chair of the PPC LST regular checks on the lab spaces throughout each day.
• If the LST or the workers finds this plan requires updating, they may call or email the request to
  the PI and a new plan will be drafted and disseminated to all workers, their supervisor, the LST,
  the Pulp and Paper Centre building director and printed to be placed in both lab 127 and 123.
• Students are aware they have the right to refuse unsafe work. The students may bring up
  immediate safety concerns with the PPC LST present within the building directly or via email, or
  they can contact their Joint Occupational Health and Safety Committee Representative. They
  may also contact their supervisor via email or phone call. This contact information is known to
  the students.
• All accidents, incidents, and near misses will be reported at CAIRS.ubc.ca

Section #6 – Personal Protective Equipment (PPE)

13. Personal Protective Equipment
UBC has a central process for purchasing PPE. Describe what PPE you will require for your lab.

<table>
<thead>
<tr>
<th>#</th>
<th>Type of PPE</th>
<th>Activity and PPE Use Rationale</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Disposable nitrile gloves</td>
<td>To be worn by all staff when handling wet pulp, working with chemicals or chemically treated pulp</td>
</tr>
<tr>
<td></td>
<td>Chemical resistant gloves</td>
<td>To be worn by all staff when handling methanol during solvent exchange or when nitrile gloves are not sufficient</td>
</tr>
<tr>
<td></td>
<td>Disposable mask</td>
<td>To be worn by all staff then a 2m distance cannot be maintained</td>
</tr>
<tr>
<td></td>
<td>Disposable N95 mask or half-face respirator</td>
<td>To be worn by any staff member that handles dry, fluffy pulp and especially dry NFC fibres</td>
</tr>
</tbody>
</table>

Acknowledgement
I confirm that this Safety Plan has been shared with all workers (HQP, research personnel, etc.) who will be accessing this space both through email and will be made available as a shared document. Workers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date                                                                                     Name (Manager or Supervisor)                                                                 Title
                                                                                          Gurminder Minhas                                                                 Managing Director

Date                                                                                     Name (Manager or Supervisor)                                                                 Title
                                                                                          July 13, 2020                                                                 Mirjam Mai                                                                 R&D Scientist (lab supervisor)