



THE UNIVERSITY OF BRITISH COLUMBIA

# Faculty of Medicine

## Research Resumption Plan for Stage 1

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Version 19

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## COVID-19 Research Resumption Plan (Stage 1) UBC Faculty of Medicine

This plan will provide guidance to the Faculty of Medicine unit leaders to allow our Faculty to return to their laboratories and workspaces in a staged manner. This will allow our faculty to resume important research activities while abiding by physical distancing and safe practices. We expect compliance by everyone in our faculty and this means responsibilities for everyone: Faculty, Centre, PIs, staff and trainees.

Following research activity curtailment in March 2020, UBC is implementing a staged resumption of on-campus research starting in mid-June, adopting a gradual approach over the summer months if the number of COVID-19 cases remain low in BC. This plan will be updated and reviewed as new information arises and BC Health guidelines change.

In developing this plan, we have been guided by all of the following guidance and tools:

- Federal Guidance
  - [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- Provincial or Sector-Specific Guidance
  - [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- WorkSafe BC Guidance
  - [COVID-19 and returning to safe operation – Phase 2](#)
  - [Worksafe COVID-19 Safety Plan](#)
  - [Worksafe: Designing Effective Barriers](#)
  - [Worksafe: Entry Check for Workers](#)
  - [Worksafe: Entry Check for Visitors](#)
- UBC Guidance
  - [UBC Employee COVID-19 PPE Guidance](#)
  - Ordering Critical Personal Protective Equipment
  - Building Operations Notice – COVID-19 Custodial Considerations
  - Workplace Physical distancing Planning Too and Signage Kit

For Stage 1, the conduct of on-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. As a principle, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue working remotely, wherever possible. For more information, visit

<https://research.ubc.ca/planning-phased-resumption-campus-research-scholarship-and-creative-activities>. The Faculty of Medicine Research Resumption Plan is available to Faculty, staff and student researchers upon request.

## 1. FOM AND HEALTH AUTHORITY RESEARCH GUIDING PRINCIPLES

The following principles will be used to guide decision making and processes by the Faculty of Medicine and Health Authority Research Institutes related to staged-in resumption of on-site activities:

- The health and well-being of faculty, health professionals, trainees, staff, patients and the public is paramount.
- The orders, notices and guidance of the Provincial Health Officer, Health Authorities and WorkSafe BC will be followed.
- Approval for on-site activities (including research, education and administration) will only be granted to those who require on-site resources and cannot conduct this work remotely. **All activities that can continue remote work must do so.**
- There will be a staged and coordinated approach across each building and site (includes university, health authority and clinical research spaces).
- Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation at any particular site.
- Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
- Zero tolerance: deviations from the guidelines will result in removal of the authorization to operate.

## 2. PLANNING LEADERSHIP TEAM

The Resumption of Research Plan of the Faculty of Medicine has been drafted under the leadership of Dr. Rob McMaster, Executive Associate Dean, Research, for the Faculty of Medicine. In order to assist our leadership team in the development of the plan and other relevant documents, a Resumption of On-site Activity Task Force was established, chaired by Dean Dermot Kelleher and included members from the leadership in the Faculty of Medicine Research (Dr. Rob McMaster, Executive Associate Dean Research, Dr. Michelle Wong, Senior Director, Research and Dr. Corné du Plessis, Research and Education Coordinator), Education (Dr. Roger Wong, Executive Associate Dean Education, and Jennifer Golinski, Senior Director, Educational Programs), and Operations (Shanda Jordan Gaetz, Managing Director, Michelle Neilly, Director of Facilities, and James Beresford, Director, Strategic Initiatives). In addition, there was consultation and input with all the Associate and Assistant Deans of Research of the Faculty, the Department Heads, School Directors, Centre Directors and the Institute Directors. This leadership table also disseminated the information further within their units for all research faculty and staff comments.

Starting in April and continuing through to June 2020, extensive and multiple meetings were held with the Faculty leadership noted above in addition to the senior administrative personnel. Thus, the final submitted version of the Return to Research planning guide for the Faculty of Medicine incorporates input from across the Faculty; however, the content of the final submitted plan was the responsibility of the Executive Associate Dean, Research and Senior Director, Research.

The applicable JOHSC(s) will review the plan within 30 days of submission, and the plan will be revised as necessary. When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines and contact their representative on the FoM JOHSC to express their concerns.

## 3. SHARING OF RESPONSIBILITIES

The COVID-19 virus will remain a serious concern and thus we need to have a process in place that will allow us to resume and continue our work while reducing the risk of acquiring and/or spreading the virus. This will require the sharing of responsibilities across the entire faculty. We expect compliance by everyone in our faculty and this means responsibilities for everyone: Faculty leadership, Centre, PIs, staff and trainees. The following are the responsibilities of the designated individuals:

### 3.1. DEAN, FACULTY OF MEDICINE

- Responsible for reviewing and approving the Faculty level plans for approval by VPRI
- Reviewing and approving Unit level safety plans for Point Grey and Hospital Site Campuses

- Convene regular meetings of the Unit Leadership to get feedback on the research resumption and revise the Faculty safety plan in an iterative process

### **3.2. EXECUTIVE ASSOCIATE DEAN, RESEARCH AND SENIOR DIRECTOR, RESEARCH**

- Responsible for developing the Faculty level plans for approval by Dean, Medicine
- Ensuring these guidelines are shared with all faculty, students, and staff engaged in research activities – at the Point Grey Campus as well as at our Hospital Site campuses.
- Liaising and working together with our Health Authority partners for mixed use buildings where there may be joint jurisdictional protocols and approvals
- Providing Health Authority partners with the Faculty of Medicine guidelines to be used for the UBC Point Grey campus and ensuring alignment with Health Authority policies and procedures
- Convene regular meetings of the Unit Leadership to get feedback on the research resumption and revise the Faculty safety plan in an iterative process
- Reviewing the Unit level plans (Department, Centre or Hospital Institute Level) for access prioritization to ensure physical distancing and safe working practices in their Units, and making clear that Unit Leads must enforce the measures taken.
- Providing support to Unit leadership in investigating incidents of non-compliance or similar concerns.

### **3.3. ASSOCIATE DEANS OF RESEARCH AT LOWER MAINLAND HOSPITAL INSTITUTES**

- Ensuring these guidelines are shared with all faculty, students, and staff engaged in research activities – at their respective Hospital Site campus
- Reviewing site-specific Unit level plans (Department, Centre or Program) to ensure physical distancing and safe working practices in their Units, and for making it clear that Unit Leads must enforce the measures taken.
- Responsible for investigating complaints of non-compliance with the safety protocols of a particular research site, complaints of non-compliance with the guiding principles stipulated in Section 12 of this document, and cases of non-compliance with the guiding principles of the Provincial Health Officer.
- Providing site-specific support to Unit leadership in investigating incidents of non-compliance or similar concerns.

### **3.4. DEPARTMENT/SCHOOL/CENTRE AND INSTITUTE DIRECTORS**

- Approving PIs plans to ensure physical distancing and safe working practices in their labs, and for making it clear that PIs must enforce the measures taken.

- As part of the safety plan training, all individuals will be reminded of Workplace Health measures and supports available to them, both for mental and physical health. For more information: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>
- Investigating Unit level complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer.
- Providing Unit level support to Principal Investigators in investigating incidents of non-compliance or similar concerns.

### 3.5. PRINCIPAL INVESTIGATORS (PIs)

Individual PIs are responsible for the health and safety of personnel working in their lab by prioritizing lab activities and developing lab specific plans to support these activities. These include, but are not limited to:

- Ensuring that only individuals actively involved in research who have completed the required health and safety module and who have read and signed the acknowledgement of the Access Agreement contract are on site.
- As part of the safety plan training, all individuals will be reminded of Workplace Health measures and supports available to them, both for mental and physical health. For more information: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>
- Ensuring that anyone with any symptoms or signs of illness does not enter the building.
- If any individual has a concern about returning to work, they will have an opportunity to discuss that their supervisor, Human Resources, and their employee group as appropriate
- Ensuring faculty, staff and students engaged as part of their research activities are aware of, and comply with, the relevant COVID-19 and other safety protocols in place in the Faculty. Where necessary, using the UBC key planning documents in developing lab-specific safety protocols to mitigate specific contamination concerns arising from lab activities.
- Ensuring faculty, staff and students engaged as part of their research activities are aware of and follow the guidance from the Provincial Health Officer, the University, WorkSafe BC and Health Authority (where applicable).
- Ensuring that only necessary on-campus research activities, requiring access to on-site resources, are undertaken while on-site.
- Ensuring that all research that can continue remotely (meetings, grant and manuscript writing, etc.) continues to take place remotely.
- Ensuring no in-person group meetings of any size will be organized.
- Ensuring a signed copy of the VPRI Access Agreement is sent to all members of their research team, a copy is posted in plain view on the entry door to their designated wet-lab space, and that all lab personnel adhere to the agreement.



- Ensuring that the maximum number of personnel allowed in any room, lab or space accounted for by the VPRI Access Agreement, will be strictly adhered to.
- Responsible for managing work schedules and research priority setting, within the restrictions of the maximum number of approved personnel as per VPRI access agreement.
- Ensuring any PPE required to undertake research-specific activities are available to meet the needs of all lab personnel present.
- Investigating complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above, or non-compliance with guidance from the Provincial Health Officer.

### **3.6. UBC RESEARCH CENTRE/INSTITUTE BUILDING ADMINISTRATORS**

- Observing day to day lab attendance as outlined on the VPRI Access Agreement.
- Procuring research supplies and materials (included research-related PPE), as is usual procedure.
- Monitoring of day-to-day access logs (i.e. sign in/out sheet) to ensure compliance and tracking number of individuals occupying the research space on any given day.
- Reporting of any observations of non-compliance to the Unit Lead (Institute/Centre Director or Department Head as appropriate), the Associate Dean, Research (if at a hospital site), and Executive Associate Dean, Research.

## **4. CONTEXTUAL INFORMATION**

### **4.1. GENERAL OVERVIEW OF BUILDINGS/SITES**

The Faculty of Medicine has several buildings, sites and facilities across the Greater Vancouver Area, including UBC Point Grey Campus and various hospital sites (buildings/sites are listed in Appendix A). While the majority of the research sites on Point Grey Campus fall under the authority of UBC, many of the other sites in the Greater Vancouver Area (as well as some on Point Grey Campus) fall under the administration of different Health Authorities. Given that most buildings occupied by the Faculty of Medicine and Health Authority Research Institutes are mixed used and/or shared buildings, there may be multiple approvals required before on-site activities can resume (See Appendix A for FoM List of Buildings and Academic Space).

For this initial Stage 1, common spaces -- such as kitchen facilities, lounges and meeting spaces - will remain closed; alternate eating areas will be arranged compliant with safety procedures and whenever possible outdoor areas should be considered. Research Centres and Principal Investigators who are approved to resume specific on-site activities will be required to develop a safety plan for approval, and to complete and post an access agreement for each individual approved to be on-site. Rotational schedules among different laboratories and clinical areas may be required to accommodate on-site requests. Individual PIs have assigned room occupancy (vetted by the department heads) to ensure that physical spacing is possible at all times. If a job

or task requires close proximity, the PI will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.

UBC and Health Authority building's balanced occupancy at any time for this stage will be limited and safety distancing must be adhered to. For research buildings at our Health Authority sites, they will also likely have limited operating hours that those sites will need to comply.

For UBC Point Grey campus, UBC Building Operations has indicated that Point Grey campus buildings will have limited operating hours (7am-6pm Monday to Friday). It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours.

**For special procedures for extended work hours, please note the protocol for work between 6:00 pm – 7:00 am or on weekends and stat holidays will be as follows:**

1. The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.
2. Building administrators will notify security ahead of time which lab(s) will have people working extended hours (time, date, location and who).
3. The researchers will post a notice on the inside of the lab door that late-night or weekend work is underway, indicating name(s), and working hours.
4. The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.
5. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.
6. Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful of custodial staff working in other areas of the building while researchers are in their labs afterhours.

#### **4.2. NUMBER OF FACULTY, STAFF AND STUDENTS REQUIRING CAMPUS ACCESS**

The number of faculty, staff and students requiring campus access and resources will be determined once the application and approval process has been completed for Stage 1. As noted earlier, access to buildings will require a balanced occupancy at any time for this stage will be limited and safety distancing must be adhered to.

### 4.3. FOOD SERVICES

Requirements for access to food services will be determined during the individual unit's planning process, and unit leads will provide information back to the faculty, staff and trainees if certain food outlets will be open.

## 5. PRIORITIZATION OF ACCESS

The process to prioritize the resumption of on-campus research requires very careful analysis by each centre/institute/department/school in the Faculty of Medicine. We have considered three main factors:

- Health and Safety,
- Urgency and Impact, and
- Equitable Access.

These and other considerations yielded a list of criteria outlined in section 5.1 to prioritize access to on-campus research spaces. The Faculty of Medicine will use these criteria to guide the approval and evaluation processes, as well as the mechanisms to ensure compliance with the overall Resumption of Research Plan.

### 5.1. FACULTY OF MEDICINE PRIORITY ACCESS CRITERIA

The Faculty of Medicine will use the following criteria – listed in order of priority – to determine priority access to research buildings, sites and facilities:

- COVID-19 research.
- Current research activity exemptions as approved previously (no new research or additional related activities).
- Clinical trials concurrent with clinical care.
- Graduate students who need to be on-site to complete lab work for graduation as determined by the student's Supervisory Committee for completion of thesis.
- Positions required to run core research facilities that are essential for approved on-site research.
- Upcoming time sensitive activities that cannot be done remotely and require on-site research access.
- Non-time sensitive activities that cannot be done remotely for limited access.

#### 5.1.1. Considerations by unit leads for PI requests

The Faculty of Medicine will rely on the unit leads (Department Heads, School Directors, Centre and Institute Directors) to evaluate the requests within their unit with specific considerations towards the following:

- Research activities falling within the list of the Faculty of Medicine priority criteria as listed above
- Rationale for return to on-site activities falling within the high priority category as outlined in more detail in the table below
- Consideration towards the capacity of labs, common spaces and overall building occupancy
- Availability of critical PPE supplies and safety equipment to conduct the research (if required)
- Operational plan by the PI clearly articulating process for cleaning and operating critical equipment
- Safety outline by the PI detailing the process to ensure safety if there is equipment that needs more than one person in close proximity to operate or other safety issues

**5.1.2. Priority rationale for return to on-site activities**

For Stage 1, only the rationale outlined under **high** priority will be considered:

	<b>HIGH</b>	<b>MODERATE</b>	<b>LOW</b>
<b>PhD and MSc Students/candidates</b>	PhD/MSc candidates who may successfully complete their research in the next 6 months if granted access, but who would otherwise not graduate, or those with time-sensitive biological materials or experiments.	PhD/MSc students who cannot make progress on their research without access to research facilities or workspace.	PhD/MSc students who can work off campus on proposal development, data analysis and writing.
<b>Undergraduate Students</b>		Undergraduate students holding NSERC USRAs or conducting research for honour thesis.	Undergraduate summer research assistants without USRAs or thesis projects.
<b>Postdoctoral fellows and Research Associates</b>	Postdoctoral fellows and Research Associates who may complete projects in the next 6 months if granted access, or those with time-sensitive biological materials or experiments.	Postdoctoral fellows and Research Associates who cannot make progress on their research without access to research facilities or do not have adequate working conditions at home.	Postdoctoral fellows and Research Associates who cannot work at home effectively.
<b>Assistant, Associate and Full Professors (Research Stream)</b>	Faculty members who are actively involved in research in labs (e.g., developing new methods, training HQP, equipment and sample maintenance or conducting experiments), or those lacking	Faculty members who have less than ideal working conditions at home (i.e., due to modest home size or older children).	Faculty members who can work effectively at home.

	adequate office space at home due to small children or small homes (or both).		
<b>Equity and personal circumstances</b>	Consideration for early career researchers and researchers applying for tenure who may be disproportionately affected by the research curtailment. Primary or co-primary caregiver who have constraints working at home due to childcare.	Secondary caregiver who have constraints working at home due to childcare.	

**5.2. HEALTH AND SAFETY**

Ensuring the health and well-being of faculty, students, staff, and patients and public is our top priority. The orders, notices and guidance of the Provincial Health Officer will be followed. Permission to conduct on-campus research and scholarship will only be granted to those who require on-campus resources and cannot work remotely. We recognize that a limited number of people will be allowed to return to campus. The strategies and approaches to health and safety are described in Section 7.

**If Faculty/Staff/Students have health and safety questions concerning their resumption to on-site work please contact the following:**

UBC Occupational and Preventive Health	604-827-4713
Faculty of Medicine Health and Safety: Paul Gill	<a href="mailto:paul.gill@ubc.ca">paul.gill@ubc.ca</a> / 604-827-1982
UBC HR Advisors Ekjot Dhatt	<a href="mailto:ekjot.dhatt@ubc.ca">ekjot.dhatt@ubc.ca</a> / 604-822-8649
Pui Lam	<a href="mailto:pui.lam@ubc.ca">pui.lam@ubc.ca</a> / 604-822-0628

**5.3. RESEARCH URGENCY AND IMPACT**

Research efforts already under research curtailment exemptions, as well as those working on topics related to the COVID-19 pandemic will be given priority. Other considerations include the completion of career-critical, graduate programs, and minimizing the risks for post-doctoral fellows and highly-qualified personnel entering the labor market. The need to access specialized equipment and maintain critical research infrastructure will also be considered.

**5.4. EQUITABLE ACCESS**

Equity considerations including consideration for early career researchers and researchers applying for tenure who may be disproportionately affected by the research curtailment.

In addition, faculty who are also primary caregivers are disproportionately impacted, and women tend to be disproportionately responsible for caregiving.

Other factors include access to childcare services. UBC Child Care is only currently providing care to Tier 1 essential workers, and to ensure equitable access, it is important that UBC explores mechanisms to provide child care access to Tier 2 essential workers.

## 6. RESUMPTION OF RESEARCH PLANNING AND APPROVAL PROCESS

To address building constraint issues, as well as to ensure equity considerations are implemented, applications will not be reviewed and approved on a first-come, first-served basis. Instead, initial applications will be reviewed as a group per building/site to ensure that priorities can be weighed in the context of building and lab capacity, and other potential constraints. The application process will be common to all Faculty of Medicine researchers, but shared buildings will require special considerations. In addition, as outlined below the process will differ slightly depending on whether the unit is located on UBC Point Grey Campus or on Hospital Site Campuses.

### 6.1. UBC POINT GREY CAMPUS

The following outlines the approval process for approval of research resumption plans for activities proposed to take place on the UBC Point Grey Campus.

- 1) Faculty members/PIs complete the re-entry request form (Appendix B) and detailed spreadsheet (Appendix C) and submit to either:
  - a. Centre/Institute Director with a cc to the Department Head/School Director, or
  - b. Department Head/School Director if no Centre/Institute is involved.
  
- 2) Centre/Institute Director OR Department Head (“unit”) reviews their unit’s requests to approve or decline each PI request.
  - a. With all approved requests from the unit, the Centre/Institute Director/Dept Head submits a unit-level resumption plan to the Faculty via the Executive Associate Dean, Research for further approval at Faculty level to ensure all building activities and users are appropriately coordinated.
  
  - b. The Faculty of Medicine reviews the overall unit-level (Centre / Institute / Department / School) plan and not the individual PI plans. Unit level plans should include:
    - a unit level operational and safety plan
    - summary spreadsheet on the research activities approved to resume activity in the unit (Appendix D)

If a unit has already built a plan that includes the same information as required by Step 1, the Faculty of Medicine is supportive of such an approach for a Centre/Unit level plan.

- 3) The Faculty of Medicine will produce a Faculty-level research resumption plan and submits it for review by the Vice-President Research and Innovation at UBC. Faculty of Medicine will review all unit level plans to ensure they comply with the Faculty guiding principles and priorities, and thereby approve or provide further feedback on each unit's request to resume activities.
- 4) Vice-President Research and Innovation and Provost reviews Faculty-Level Research Resumption Plan to provide feedback/approve plan.
- 5) President will review and approve the final research resumption plan.

Once approved by UBC Executive Leadership (and the Health Authority for joint UBC/Health Authority jurisdiction buildings), the UBC Executive Leadership will inform the Dean, Medicine for implementation of the plan. The EADR will notify the Department Head, Centre/Institute Director for further dissemination back to the PIs.

## 6.2. HOSPITAL SITE CAMPUSES

A phased-in approach to resumption of on-site human subject research activity will be coordinated with the corresponding hospital site and Health Authority, with usual research ethics approvals in place. Coordination required to slowly and responsibly restore clinical services and other patient and public spaces across Health Authority facilities and communities and will be aligned with the corresponding Health Authority COVID-19 Recovery Planning Framework. This will enable Health Authority's ability to maintain acute care capacity for COVID-19 cases, while simultaneously preventing undue harm to non-COVID cases. Prioritization and restoration of healthcare services are being determined by Health Authority and corresponding UBC Research Institute phased-in resumption plan. The following outlines the approval process for approval of research resumption plans for activities proposed to take place on the Hospital Site Campuses.

- 1) Faculty members/PIs complete the re-entry request form (Appendix B) and detailed spreadsheet (Appendix C) (if needed) and submit to either:
  - a. Centre/Institute Director with a cc to the Department Head/School Director, or
  - b. Department Head/School Director if no Centre/Institute is involved.
- 2) Centre/Institute Director OR Department Head ("unit") reviews their unit's requests to approve or decline each PI request.
  - a. With all approved requests from the unit, the Centre/Institute Director/Dept Head submits a unit-level resumption plan to the Associate Dean Research (ADR) for their site.

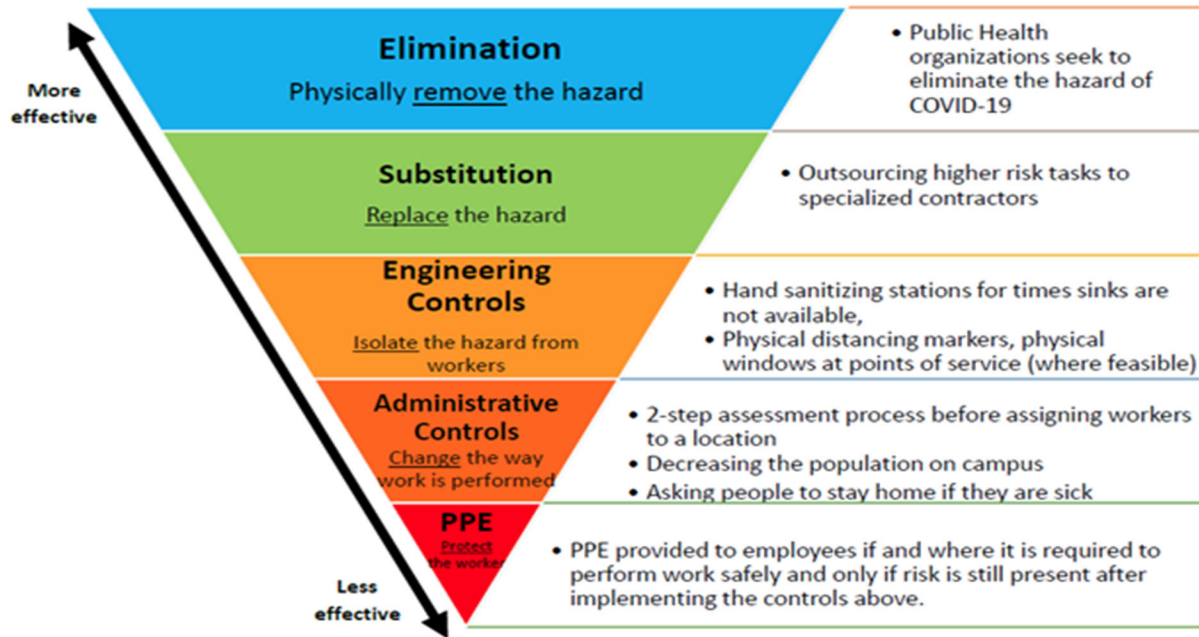
- b. The ADR at each hospital campus site reviews the each of the overall unit-level (Centre / Institute / Department / School) plan and not the individual PI plans (unless requested). Unit level plans should include:
    - a unit level operational and safety plan
    - summary spreadsheet on the research activities approved to resume activity in the unit
  - c. Sites include:
    - i. PHSA - BCCRI, BCCHRI, WHRC, BCCDC, Mental Health, etc.
    - ii. VCHRI - VGH, CBH (clinical space – floors 1 and 2), ICORD, Eye Care Centre, Robert Ho/ JBRC, Skin Care Centre, DHCC, etc.
    - iii. PHCRI – St Paul’s, BCCSU, etc
- 3)** Associate Dean Research at each Site reviews requests and produces a Site-Level Research Resumption Plan and submits it to the Faculty of Medicine via the Executive Associate Dean, Research for further approval at Faculty level to ensure all building activities (Education, Research and Admin) are appropriately coordinated.
- 4)** Faculty of Medicine reviews site-level plans from the Associate Dean Research from each Hospital Site, and coordinates the feedback with the appropriate Health Authority.
- 5)** Health Authority reviews the Site-Level Research Resumption Plan to provide feedback/approve plan.

Once approved by the Health Authority, the relevant ADR, Hospital Site, will notify the Department Head, Centre/Institute Director for further dissemination back to the PIs.

## 7. SAFETY PROTOCOLS

The Faculty of Medicine is committed to the health and safety of our staff, students, and the community that we serve. In order to continue our research in a safe and conscientious manner, we are implementing protocols to ensure we can safely work on-site together while doing our part to limit the spread of COVID-19.





## 7.1. GENERAL PREVENTION OF EXPOSURE TO COVID-19

The following information is being shared with anyone who is resuming on-site activities:

### 7.1.1 Physical distancing

- Physical distancing, limiting close contact with other people to slow the spread of an infectious disease by keeping at least two meters (six feet) away from one another.
- If your research protocol requires that you be in close proximity to another person, discuss the protocol with Centre Management and/or SRS.
- Obey all directional markings on doors and floors. They are there to prevent accidental proximity. Avoid passing others on stairs whenever possible.
- Work from home and conduct virtual meetings, whenever possible.
- Stay home as much as possible.
- When outside of your home, practice physical distancing.
- If you are ill, have flu like symptoms or have a fever or cough, you should stay home.
- Avoid crowded places and non-essential gatherings
- Greet people with a wave instead of a handshake.

All persons on site must maintain approximately **2 metres distance** at all times from anyone who is not a member of their household. In the event that other safety considerations require two people to work in close proximity to complete a given task, they must wear face masks while engaged in this task.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces in the buildings must be limited. Based on the requirements of the researchers involved in Stage 1, the Faculty of Medicine Resumption of On-site Activity Task Force will

develop and communicate occupancy guidelines for spaces. The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

Anyone accessing buildings on site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.

The combination of reduced site access and physical distancing has the potential to create situations in which users are working alone. In these situations, the user should follow working alone procedures by communicating scheduling and check in/out with a supervisor.

### **7.1.2. Assess your health before returning to work**

Do not return to your research site if you feel unwell and alert your PI or manager as soon as possible. If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority. Common COVID-19 symptoms according to the WHO are:

- Fever
- Dry cough
- Tiredness
- Loss of taste/smell
- Sore throat

If a member of your household has symptoms of COVID-19, do not return to work. Please consider your own risk level before returning. If you or a loved one belong to a high-risk group for COVID-19, we strongly advise against returning to on campus work at this time. Contact your PI or manager, Faculty of Medicine Health and Safety, or Human Resources if necessary, to determine a course of action.

UBC Occupational and Preventive Health	604-827-4713
Faculty of Medicine Health and Safety: Paul Gill	<a href="mailto:paul.gill@ubc.ca">paul.gill@ubc.ca</a> / 604-827-1982
UBC HR Advisors Ekjot Dhatt	<a href="mailto:ekjot.dhatt@ubc.ca">ekjot.dhatt@ubc.ca</a> / 604-822-8649
Pui Lam	<a href="mailto:pui.lam@ubc.ca">pui.lam@ubc.ca</a> / 604-822-0628

If you have traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, follow current provincial guidelines for self-quarantine before returning to work. PAT will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

### **7.1.3 Hand sanitizing**

Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.

### **7.1.4 Maintain a sanitized work environment**

Sanitize your work area before starting your work and at the end of your workday. Shared work areas must be sanitized on arrival and at completion of your work. After using shared equipment, spray it thoroughly with sanitizer, ensuring that any points of contact or potential contamination are covered.

### **7.1.5 Personal Protective Equipment**

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe.
- The PPE requirements will be identified in risk assessment of each unit-level safety plan.
- Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure.
- Users carrying out tasks that do not normally require PPE will not be supplied with masks, unless a particular site/Health Authority requires it.
- The Faculty of Medicine will not provide users with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of work tasks.
- However, if possible it is encouraged to wear a mask when occupying space with more than one person for prolonged periods of time.
- Users can wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. It is important to remember:
  - Cloth and paper masks are meant to prevent the spread of asymptomatic carriers of COVID-19
  - Non-medical masks should be washed frequently (using a washing machine is fine)
  - Non-medical masks are not a replacement for social distancing protocols
- The Faculty of Medicine asks all users to be respectful of students, faculty and staff wearing masks.
- Signage will be provided to remind users to use these upon entering and leaving the buildings.

### **7.1.6 Emergency Procedures**

- Maintain and adhere to the Building Emergency Response Plan (BERP) for specific building. Amended BERPs will be provided, where necessary, as part of the PI and office administration site-specific safety planning.
- A comprehensive document that provides safety and emergency contacts as well as the emergency response plan must be made available
- Call emergency response in case of urgent medical or safety situations:

- Occupational First Aid (Vancouver Campus): 604-822-4444
- Hazardous Material Response (Vancouver Fire & Rescue Services): 911
- UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
- Poison Control Centre: 604-682-5050
- Campus Security (For an Emergency call 911): 604-822-2222
- Fire, Police, or Ambulance: 911

#### **7.1.7 Training**

- With the decreased amount of people onsite, safety training and information will be an important part of Stage 1.
- All employees who are returning to research sites and buildings must complete all of the required training courses being developed by Safety and Risk Services as soon as these courses are available.
- All users will be expected to fully understand their responsibilities and read the Resumption of Research Plans, including workspace and common areas safety plans prior to starting work.
- All PIs and Departments will adhere to the [UBC Employee COVID-19 Use of UBC Vehicles Guidance](#), including only one person per vehicle.

#### **7.2. RESEARCH WET LAB SPACES**

Specific protocols for each lab will need to be in place in order to be included in Stage 1. Lab plans will include:

- Movement/flow plan for work to ensure there is no unnecessary movement through the facilities.
- Sanitation procedures of commonly used equipment.
- Room occupancy will be dependent on the size of the space and type of lab activities.
- Overlap of shared lab space must be coordinated. Different research groups will need to alternate days to allow for custodial to conduct adequate cleaning of space.
- Minimizing of time spent in buildings by doing only work that requires being onsite.
- Study/office work should be done at home and not in shared (graduate) office spaces.
- Usage of only one entrance and stairway per group.

#### **7.3. ADMINISTRATIVE SPACES**

- Support staff will continue to work from home unless they are critical to the activities within Stage 1 research resumption.
- Faculty, staff and students will receive administrative assistance through the same methods (Email/phone).

- Operations staff will be available to assist during Stage 1 as outlined within each Unit's plans for resumption.

#### 7.4. SHARED TEACHING AND RESEARCH SPACES

- If physical distancing cannot be maintained in the space, workflows must be coordinated in lab plan
- Rigid scheduling of shared spaces will be required to avoid overlaps with space/equipment
- If these requirements cannot be met, alternating days between groups will be needed to allow for custodial to clean the space.
- Lab safety plans will identify shared lab equipment and a cleaning schedule.

### 8. BUILDING AND FACILITY CONSIDERATIONS

Each building that is intending to open for Phase 1 must have a safety plan to be approved by the Faculty of Medicine. UBC Building Operations has developed guidelines and protocols that will assist building administrators with planning the appropriate management of buildings, sites and facilities, and these will be integrated into common area and workspace safety plans.

Building Administrators have received a package with supplies to carry out physical distancing protocols. This includes floor decals and coloured marking tape selected by Building Operations to prevent the damaging of surfaces and floors. Building Administrators will use the products in the package to implement plans for circulation, direction, queuing, and layout. Below are the common features for the safety plans of each unit.

#### 8.1. TRAFFIC FLOW

The following guidelines refer to the traffic flow policies for internal building traffic each site.

##### 8.1.1 Hospital Site Campus Buildings

All buildings, facilities and sites that fall under a Health Authority must respect the set policies of the particular Health Authority.

##### 8.1.2 Point Grey Campus Buildings

All buildings, facilities and sites that are located on UBC's Point Grey Campus must respect the policies and guidelines of UBC and the Faculty of Medicine.

##### 8.1.3 Building Entry

Entry and exit locations should be clearly marked with directions to ensure proper flow of traffic. UBC Building Operations is recommending that units consider one door for entry and another for exit if at all possible. All personnel are required to sanitize their hands at the entry, and are asked to be prepared to show ID and answer questions related to their health status.

At building entries with automatic door openers, the automatic opening function must be used to reduce touchpoints. For large, busy buildings an “In” and “Out” doorway will be marked by Building Administrators to allow people to keep their distance when entering and exiting. Inside buildings, all doors will be left open where permitted to minimize touchable surfaces.

#### **8.1.4 Elevators**

UBC and/or Health Authority Building Operations will be installing signage in elevators for capacity guidelines for physical distancing protocols. Maximum occupancy posted for elevators must be followed at all times, and distance maintained while waiting. Priority is to be given to patients and hospital staff.

### **8.2. SHARED RESEARCH SPACES AND FACILITIES**

Many buildings or spaces within the Faculty of Medicine are mixed use, including research, education, administrative and sometimes clinical activities. In those cases, additional coordination is being undertaken to ensure that building occupancy is appropriately managed based on required on-site activities of all groups. Some on-site education activities will resume as early as July, and planning is already underway to facilitate coordination with research. All unit level plans that have both an educational and research component will have this consideration built into their resumption plans for approval by the Faculty of Medicine. The coordination between educational and research activities will include evaluations and recommendations between the Executive Associate Dean, Education, Executive Associate Dean, Research and the unit leads for final approval by the Dean, Medicine. Additional approvals are also be required in areas that are managed by a health authority.

All outlined health and safety measures will apply to mixed use spaces and building administrators will follow the same procedures listed elsewhere in this document.

### **8.3. COMMON AREAS**

#### **8.3.1 Signage**

Building Administrators have received a signage template package from UBC Building Operations for stairwells, lunchrooms, washrooms, and occupancy of common areas and will print out and post appropriate signage in their respective buildings.

#### **8.3.2 Drinking Fountains**

Drinking fountains will be out of service: All water drinking fountains will be taped off as they are not to be used.

#### **8.3.3. Lunch rooms, Kitchens, Lounges and Waiting spaces**

For this initial Stage 1, lunch rooms, kitchen facilities, lounges and waiting spaces will remain closed, alternate eating areas will be arranged compliant with safety procedures and whenever possible outdoor areas should be considered.

#### **8.4. BUILDING/FACILITY POTENTIAL MAINTENANCE ISSUES**

During these times, Building Operations will have limited resources to assist students and faculty regarding providing infrastructure support for research projects.

Researchers, faculty, graduate students and postdoctoral fellows should contact their Building Administrators for any issues they may have. Building Administrators will submit a request to the Service Centre on their behalf, or work directly with your UBC Building Operations Facilities Manager for larger issues.

#### **8.5. CLEANING SUPPLIES AND PROCEDURES**

UBC Building Operations will continue to meet the ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

##### **8.5.1 Rotations**

Custodial Services cleaning will take place during weekdays only, no weekend shifts at this time. Building must be vacated by 6:00 p.m., and cannot be accessed on weekends, except with explicit approval.

##### **8.5.2 Cleaning areas**

Cleaning will be focused on public areas – High touch points areas in main corridors, elevators and stairwells will be cleaned once per day.

##### **8.5.3 Washrooms**

Washrooms will be cleaned once per day.

##### **8.5.4 Offices**

Personal offices will be cleaned at night to maintain physical distancing and will be cleaned at a cadence of once every two weeks.

##### **8.5.5 Workstations**

Personal desktops and personal items will not be cleaned by Custodial. We encourage individuals occupying these spaces to clean their own spaces regularly.

##### **8.5.6 Lab Counters**

Custodial Services does not use their cleaning product on lab counters, as they are unaware of the reaction this could potentially cause given various research activities. PI's are responsible for ensuring proper daily cleaning takes place.

##### **8.5.7 Hand Sanitizer Stations**

Hand sanitizing stations located at the main entry for each building are refilled by Building Operations. The main entry is where the building's name signage is located.

## 9. CAMPUS SERVICES

All of the buildings approved for research will require each of the following campus services including:

### 9.1. JANITORIAL SERVICES AND WASTE PICK UP

The janitorial/waste disposal/security services have continued to be operational at the Faculty of Medicine's Point Grey Campus-based buildings throughout the period of research curtailment. Therefore, there are no specific issues arising as a result of stage I of return to research.

### 9.2. COMPOST, RECYCLING AND WASTE PICK UP

Compost, recycling and waste pick-up has continued throughout the research curtailment period. Therefore, there are no issues arising as a result of a stage I of returning to research.

### 9.3. CAMPUS MAIL

Deliveries and mail will continue as per UBC Building Operations and campus mail delivery procedures and guidelines. A UBC research centre/institute can continue to pick up any mail or parcels at the UBC Campus Mail central location, 2329 West Mall, or can contact UBC Campus Mail for resumption of delivery services to building loading docks.

## 10. TOOLS TO CONTROL ACCESS

Each unit will create a plan with regard to controlling access to their units. We will adhere to UBC rules for scheduling (M-F 7:00 am – 6:00 pm) to ensure custodial staff can clean labs and other spaces; units needing exceptions to this will need to coordinate with Facilities, but it may not be possible to accommodate all requests. These scheduling plans will ensure safety according to the two-person rule, and will ensure an effective reduction in the number of researchers in the building and in individual labs.

It is the responsibility of units to ensure scheduling (via PI lab safety plans) is performed in each building. The mode of data collection / sign-in (e.g., paper or an online document) should be available in case there is a need for contact tracing.

### 10.1. SCHEDULING/CALENDARING STAGE 1

The Faculty of Medicine intend to apply scheduling principles for labs and research spaces in Stage 1. Each academic unit (Department/School/Institute/Centre) will create a plan with regard to controlling access to their units. Units are expected to adhere to UBC rules for scheduling (M-F 7:00 am – 6:00 pm and off hours access if approved) to ensure custodial staff can clean labs and other spaces.



It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. The protocol for work between 6:00 pm – 7:00 am or on weekends and stat holidays will be as follows:

1. The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.
2. Building administrators should notify security ahead of who will be working extended hours (including time, date, and location) so that they can be given access if they forget or misplace their access card.
3. The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s) and working hours.
4. The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.
5. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.

Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful on custodial staff working in other areas of the building while researchers are in their labs afterhours.

## 10.2. SIGN IN/SIGN OUT

A paper-based sign in/sign out sheet will be located at designated entries at the different research sites/buildings in order to monitor occupancy.

## 11. CAMPUS RESOURCES REQUIRED

### 11.1. SHARED BUILDING, SITES AND FACILITIES

The Faculty of Medicine will require access to the following buildings, sites and facilities for the resumption of research:

#### UBC Point Grey Campus

- Biological Sciences Building East Wing
- Biological Sciences Building North Wing
- Biomedical research Centre
- Chan Gunn Pavilion
- David Strangway Building
- Friedman Building

- Life Sciences Centre
- Medical Sciences Block C
- Networks of Centres of Excellence
- P. A. Woodward Instructional Resources Centre
- School of Population and Public Health

**UBC Hospital (located on Point Grey Campus)**

- Detwiller Pavilion Mental Health
- Djavad Mowafaghian Centre for Brain Health (DMCBH)
- Koerner Pavilion Acute Care Hospital
- Purdy Pavilion Residential Care

**11.2. DAYCARE**

We are still assessing the total number of faculty, staff, or students who will have identified a need for access to day care in order to be able to return to research. This detail is coming in to the Faculty through the unit level plans and will report back to the VPRI once gathered.

**12. REPORTING NON-COMPLIANCE**

The resumption of research activity at UBC will be managed in phases, which have been developed and articulated in close collaboration with faculty members, Deans, the UBC Executive, and others. To resume research activity successfully will require a commitment from the community to the principles and plans that the University has established:

- The health and well-being of faculty, students and staff is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Permission to conduct on-campus research and scholarship will be limited to those who require on-site resources and cannot work remotely
- There will be a phased and coordinated approach across each campus
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
- If an individual has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate
- Equity will be considered in evaluating how to plan and conduct research resumption

Faculty- and PI-level plans for resuming research activity will reflect these principles, and will account for relevant safety protocols. There will be common protocols around handwashing and physical distancing, building-specific protocols for cleaning, and unique protocols for individual labs and other spaces. It is of paramount importance that all community members involved in on-campus research activities comply with these safety protocols at all times. It is equally

important to understand that failure to comply with these protocols may result in access permissions being withdrawn, may present a risk to the health and wellbeing of our people, and could ultimately lead to discipline.

Individual PIs are responsible for the health and safety of personnel working in their labs. Academic Heads of Unit are responsible for the health and safety of everyone who reports to them, and also responsible for ensuring that everyone in the Unit is adequately supervised. The supervisor – the PI or the Administrative Head of Unit – is responsible for investigating any complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer. For support in investigating incidents of non-compliance or similar concerns, Administrative Heads of Unit or the Principal Investigator can contact their Human Resources Advisor or Faculty Relations Senior Manager.

### **12.1 REPORTING NON-COMPLIANCE**

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

Where clear non-compliance with safety protocols is clearly occurring, it is important to understand that this reporting procedure is mandatory:

1. Non-compliance with a safety protocol within a lab/research space is first reported to the Principal Investigator. Non-compliance on the part of a PI is first reported to the Administrative Head of Unit (centre/institute director or department head/school director if activities not within a centre/institute).
2. The Principal Investigator (or Head of Unit) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.
3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
4. If a claim about non-compliance is substantiated, the supervisor (PI or Head of Unit) will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;

- Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.
5. Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

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

## APPENDIX A – FACULTY OF MEDICINE LIST OF BUILDINGS AND ACADEMIC SPACE

### Academic Space - UBC POINT GREY CAMPUS

Building / Department	Room Area
<b>Biological Sciences Building East Wing</b> (*Opened September 2019)	<b>9,536</b>
Biochemistry & Molecular Biology	5,917
Cellular & Physiological Sciences	3,619
<b>Biological Sciences Building North Wing</b> (*Opened September 2019)	<b>760</b>
Biochemistry & Molecular Biology	212
Cellular & Physiological Sciences	548
<b>BioMedical Research Centre</b>	<b>25,921</b>
BioMedical Research Centre	25,921
<b>Chan Gunn Pavilion</b>	<b>17,198</b>
-	6,055
Allan McGavin Sports Medicine Centre	11,143
<b>D.H. Copp Building</b>	<b>14,063</b>
Biochemistry & Molecular Biology	6,765
Cellular & Physiological Sciences	7,298
<b>David Strangway Building</b>	<b>19,173</b>
Family Practice	13,429
Psychiatry	5,745
<b>Friedman Building</b>	<b>37,594</b>
Physical Therapy	17,458
School of Audiology & Speech Sciences	20,136
<b>Life Sciences Centre</b>	<b>329,627</b>
Academic Programs	46,372
Biochemistry & Molecular Biology	661
Cellular & Physiological Sciences	1,735
Centre for Blood Research	28,997
Centre for Disease Modeling (CDM)	42,547
FoM Administrative Service Units	4,382
Life Sciences Institute	182,707
Medical Genetics	12,335
Microbiology & Immunology	786
Neurology - Med	917
Office of Education	4,976
Radiology	1,402

Unidentified	1,810
<b>Medical Sciences Block C</b>	<b>21,342</b>
Anesthesiology, Pharmacology & Therapeutics	21,342
<b>Networks of Centres of Excellence</b>	<b>2,303</b>
Biochemistry & Molecular Biology	2,303
<b>P. A. Woodward Instructional Resources Centre</b>	<b>22,366</b>
Academic Programs	435
Centre for Health Education Scholarship (CHES)	2,295
FoM Administrative Service Units	15,942
Office of Education	989
School of Audiology & Speech Sciences	2,705
<b>School of Population and Public Health</b>	<b>66,317</b>
Centre for Excellence in Indigenous Health	621
Centre for Health Services & Policy Research	5,254
FoM Administrative Service Units	218
Human Early Learning Partnership (HELP)	8,174
School of Population & Public Health	52,050
<b>The Leonard S. Klinck Building Addition</b>	<b>3,339</b>
W. Maurice Young Centre for Applied Ethics	3,339
<b>Wesbrook Building</b>	<b>1,503</b>
FoM Administrative Service Units	91
Medical Genetics	1,412
<b>Woodward Library (for informational purposes only)</b>	<b>75,705</b>
Academic Programs	75,705
<b>UBC Faculty of Medicine - Academic Space Total Area (ft<sup>2</sup>)</b>	<b>646,746</b>

## Academic Space - UBC HOSPITAL

(Managed by VCH - LMFM)

**Note:** UBC Hospital is located at the UBC Point Grey campus and is managed by Vancouver Coastal Health Authority

Building / Department	Room Area
<b><i>Detwiller Pavilion Mental Health</i></b>	
	<b>38,291</b>
FoM Administrative Service Units	131
Medical Genetics	1,196
Psychiatry	36,964
<b><i>Djavad Mowafaghian Centre for Brain Health (DMCBH)</i></b>	
	<b>57,238</b>
Academic Programs	3,182
Department of Medicine	114
Djavad Mowafaghian Centre for Brain Health (DMCBH)	51,677
FoM Administrative Service Units	2,202
Psychology	64
<b><i>Koerner Pavilion Acute Care Hospital</i></b>	
	<b>86,861</b>
Academic Programs	1,688
ARU	4,751
Department of Medicine	16,635
Djavad Mowafaghian Centre for Brain Health (DMCBH)	21,492
Family Practice	55
FoM Administrative Service Units	659
Medical Genetics	1,399
Occupational Science & Occupational Therapy	11,354
Orthopaedics	55
Ophthalmology & Visual Sciences	486
Parkinson's Research Centre	2,370
Pathology & Laboratory Medicine	16,267
Physical Therapy	3,614

Psychology	4,215
Radiology	805
Urologic Sciences	1,017
<b><i>Purdy Pavilion Residential Care</i></b>	<b><i>11,369</i></b>
Emergency Medicine	556
FoM Administrative Service Units	974
Office of Education	2,017
Parkinson's Research Centre	3,269
Pathology & Laboratory Medicine	1,340
Radiology	3,213
<b><i>UBC Faculty of Medicine - Academic Space Total Area (ft<sup>2</sup>)</i></b>	<b><i>193,759</i></b>



## Academic Space - VANCOUVER GENERAL HOSPITAL

Building / Department	Room Area
<b><i>Blusson Spinal Cord Centre</i></b>	<b>49,807</b>
Emergency Medicine	1,782
International Collaboration on Repair Discoveries (ICORD)	46,730
Orthopaedics	1,295
<b><i>City Square</i></b>	<b>14,331</b>
Academic Programs	1,452
Department of Medicine	335
FoM Administrative Service Units	5,759
Office of Education	6,786
<b><i>Eye Care Centre</i></b>	<b>16,788</b>
Academic Programs	1,449
Ophthalmology & Visual Sciences	15,263
	76
<b><i>Gordon and Leslie Diamond Health Care Centre</i></b>	<b>95,422</b>
Academic Programs	29,148
Anesthesiology, Pharmacology & Therapeutics	1,290
Dentistry	373
Department of Medicine	28,467
Emergency Medicine	937
FoM Administrative Service Units	5,230
Obstetrics & Gynaecology	3,451
Office of Education	6,126
Orthopaedics	2,316
Pathology & Laboratory Medicine	2,667
Psychiatry	1,394
Radiology	1,378
Surgery	9,775
Urologic Sciences	2,869
<b><i>Heather Pavilion</i></b>	<b>1,007</b>
Department of Medicine	1,007
<b><i>Heather Pavilion East</i></b>	<b>361</b>
Department of Medicine	361
<b><i>Jack Bell Research Building</i></b>	<b>43,514</b>
Department of Medicine	274
Pathology & Laboratory Medicine	1,482
Vancouver Coastal Health Research Institute (VCHRI)	24,386
Vancouver Prostate Centre	17,371

<b><i>Jim Pattison Pavilion North</i></b>	<b>4,631</b>
Academic Programs	827
Pathology & Laboratory Medicine	3,804
<b><i>Jim Pattison Pavilion South</i></b>	<b>1,316</b>
Surgery	1,316
<b><i>Leon Judah Blackmore Pavilion</i></b>	<b>5,960</b>
Academic Programs	4,065
Centre for Hip Health and Mobility	1,219
Unidentified	676
<b><i>Medical Student Centre (MSAC)</i></b>	<b>9,707</b>
Medical Student and Alumni Centre	9,707
<b><i>Research Pavilion (VGH)</i></b>	<b>35,396</b>
Center for Clinical Epidemiology & Evaluation	4,676
Centre for Hip Health and Mobility	2,728
Department of Medicine	6,122
Dermatology & Skin Science	3,123
Emergency Medicine	226
FoM Administrative Service Units	231
Ophthalmology & Visual Sciences	2,043
Psychiatry	659
Radiology	731
School of Population & Public Health	117
Surgery	4,324
UBC Clinical Research Ethics Board	1,058
Urologic Sciences	60
Vancouver Coastal Health Research Institute (VCHRI)	9,298
<b><i>Robert H.N. Ho Building</i></b>	<b>39,456</b>
Centre for Health Education Scholarship (CHES)	358
Centre for Hip Health and Mobility	18,785
Urologic Sciences	231
FoM Administrative Service Units	189
Vancouver Coastal Health Research Institute (VCHRI)	6,052
Vancouver Prostate Centre	13,711
Unidentified	131
<b><i>Skin Care Centre</i></b>	<b>6,868</b>
Dermatology & Skin Science	6,868
<b><i>Tzu Chi Institute</i></b>	<b>368</b>
Surgery	368
<b><i>UBC Faculty of Medicine - Academic Space Total Area (ft<sup>2</sup>)</i></b>	<b>324,932</b>

## APPENDIX B – FOM PI RE-ENTRY REQUEST FORM

### Faculty Member/Principal Investigator Re-entry Request Form

**\*NOTE:** those PIs who received research exemptions also need to complete this application to update/confirm continual access needs and requirements

#### Faculty Member Information

<b>Name of Principal Investigator</b>	
<b>Lab name/ clinical trials program/ department</b>	

#### Research Projects

<b>Project title</b>	<b>List titles of all projects that need resumption in lab:</b>
<b>Required on-site activities</b>	
<b>Rationale for why these activities cannot be performed remotely</b>	<b>Description per project, if applicable:</b>
<b>Specific time sensitivity requirements</b>	<b>Provide reasons why this work be done now:</b>
<b>Impact to research program if not resuming on-site work in Stage 1</b>	

**Building Access Request**

<p><b>Which spaces do you need access to?</b></p>	<p><b>Please complete for each space requested for access:</b></p> <p><input type="checkbox"/> Building Specify: _____</p> <p><input type="checkbox"/> Floor(s) Specify: _____</p> <p><input type="checkbox"/> Room(s) Specify: _____</p> <p><input type="checkbox"/> Bay(s) Specify: _____</p>
<p><b>When do you/ your research staff or trainees need to be on-site?</b></p> <p><b>Maximum number of people on site from my lab/ program at any given time</b></p>	<p><b>Please provide specific days and hours for each individual who needs to be on site for each location noted above.</b></p> <p><b>Complete this section using the spreadsheet</b></p> <p>Information for this section includes:</p> <ul style="list-style-type: none"> <li>• Names and titles of all staff requiring site access</li> <li>• Days of the week (e.g. every Monday; Monday to Friday)</li> <li>• Hours (e.g. 8am – 10am)</li> </ul>
<p><b>Which research core facilities do you/they need to access?</b></p>	<p><b>For each facility noted in this section, indicate the frequency of access/use.</b></p> <p><input type="checkbox"/> Shared resources (e.g. microscopes, tissue culture rooms) Specify: _____</p> <p><input type="checkbox"/> Animal facilities Specify: _____</p> <p><input type="checkbox"/> Core platforms (e.g. sequencing, imaging) Specify: _____</p> <p><input type="checkbox"/> Stores Specify: _____</p> <p><input type="checkbox"/> Shipping/ receiving Specify: _____</p> <p><input type="checkbox"/> Library</p>

	Specify: _____ <input type="checkbox"/> Shared facilities in other units or buildings Specify: _____ <input type="checkbox"/> Others (e.g. in some clinical divisions, there may be shared clinical spaces): Specify: _____
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**Safety Plans**

- UBC building safety plan guidelines
- Safety online training course offered by UBC Safety and Risk Management Services

Indicate the safety protocol within the laboratory or clinic for the requested individuals as well as the agreement from the individuals granted access to follow physical distancing protocols, handwashing, and all safety protocols (including sanitation during the day for high-touch access points, shipping/receiving and other delivery activities) compliant with University and Health Authorities policies.

- PPE - Please refer to UBC and Health Authorities policies on PPE usage (<https://srs.ubc.ca/health-safety/research-safety/general-lab-safety/>)

<b>Regular PPE requirements</b>	Please include quantity and justification: <input type="checkbox"/> Gloves Specify: _____ <input type="checkbox"/> Masks Specify: _____ <input type="checkbox"/> Gowns Specify: _____ <input type="checkbox"/> Other: _____
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<p><b>New or additional PPE requested for infection control</b></p>	<p>Safety plans should not be dependent on PPE unless explicitly required by policy. If requested, explain why PPE is required and whether activities can proceed if no PPE is available.</p> <p><input type="checkbox"/> Gloves Specify: _____</p> <p><input type="checkbox"/> Masks Specify: _____</p> <p><input type="checkbox"/> Gowns Specify: _____</p> <p><input type="checkbox"/> Other: _____</p>
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I acknowledge that we will be compliant with to the BC Public Health Officer, UBC and Health Authorities policies and guidelines wherever applicable.  
 Access to research facilities will be revoked if these policies and guidelines are not adhered to.

**Signature on submission:**

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Faculty Member / Principal Investigator Date:

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Operations Manager, Medical Animal Facilities (if using animals) Date:

**ON APPROVAL of research resumption, counter-signed copy of the re-entry request form will be sent back to the PI.**

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Appropriate Unit Lead Date:  
*(Centre/Institute Director OR Department Head/School Director)*

## APPENDIX C – FOM ACCESS PRIORITY SPREADSHEET FOR PI'S

List of faculty, staff, and students requesting access to research and office facilities in the Faculty of Medicine (at UBC Point Grey Campus and at Hospital Sites)

FoM Department	Clinical Trials Program OR Lab name (if applicable)	Faculty Member First Name	Faculty Member Last Name	Lab Member First Name	Lab Member Last Name	Student No. or Employee ID No.	Position	Year of Appointment / Study	Building Name	Floor	Room Number	Bay Number(s) (if applicable)	Access level requested	Days of the week	Work Hours	Prioritization Principle(s) for On-site Activity	Priority Classification *	Rationale for Research Resumption	Access to Research Core Facilities? List all that are needed	Floor	Room Number	Bay Number(s) (if applicable)	Access level requested	Days of the week	Hours
MEDG	N/A	Robert	McMaster	n/a	n/a	675433	Full Prof	select from list	Robert Ho	6th						COVID-19 Research	High	COVID research funded by CHR	Stores	1	3		1-2 days/month	varied	to be scheduled
				Jane	Smith	123456	PHD Student	3rd year	Robert Ho	6th	6345	5	2 days/week	M, W	8am-1pm	Graduate student urgent need to graduate	High	Student needs to finish one final experiment to obtain data for the final research chapter of their dissertation	Microscope room	6th	6345		1-2 days/month	M, W	8am-1pm
							select from list	select from list											JBRC Animal Unit	Basement	8345		1-2 days/month	M	to be scheduled
				John	Chan	234567	Post-Doc	4th year	Robert Ho	6th	6345	4	3 days/week	T, W, F	10am-4pm	COVID-19 Research	High	COVID research funded by CHR	Tissue Culture rm	6th	6359		1 day/week	varied	to be scheduled
							select from list	select from list					select from list			select from list	select from list						select from list		
							select from list	select from list					select from list			select from list	select from list						select from list		
							select from list	select from list					select from list			select from list	select from list						select from list		
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							select from list	select from list					select from list			select from list	select from list						select from list		

**APPENDIX D – FOM RESEARCH ACCESS PRIORITY SUMMARY FOR UNIT DIRECTORS**

Faculty of Medicine Resumption of Research: Access Priority Summary																												
Department/School/Centre/Institute: _____																												
Building Name: _____																												
Building Location: _____																												
# of Floors:		Square Footage of Building/Site:				Total # People in Building/Site per Week				# of Washrooms per floor:																		
Floor #	# of Faculty on Floor - Monday	# of Staff on Floor - Monday	# of Students on Floor - Monday	Total # of people on Floor - Monday	# of Faculty on Floor - Tuesday	# of Staff on Floor - Tuesday	# of Students on Floor - Tuesday	Total # of people on Floor - Tuesday	# of Faculty on Floor - Wednesday	# of Staff on Floor - Wednesday	# of Students on Floor - Monday	Total # of people on Floor - Monday	# of Faculty on Floor - Thursday	# of Staff on Floor - Thursday	# of Students on Floor - Thursday	Total # of people on Floor - Thursday	# of Faculty on Floor - Friday	# of Staff on Floor - Friday	# of Students on Floor - Friday	Total # of people on Floor - Friday	# of Faculty on Floor - Saturday	# of Staff on Floor - Saturday	# of Students on Floor - Saturday	Total # of people on Floor - Saturday	# of Faculty on Floor - Sunday	# of Staff on Floor - Sunday	# of Students on Floor - Sunday	Total # of people on Floor - Sunday