Faculty of Applied Science

Mechanical Engineering

COVID-19 Intermediate Plan

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

<table>
<thead>
<tr>
<th>Department / School</th>
<th>Mechanical Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location(s)</td>
<td>CEME, RH, KAIS 1&amp;2 North</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>August 17, 2020</td>
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</tbody>
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Introduction to Your Operation

1. Scope and Rationale for Opening

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

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

In particular, we expect to expand laboratory operations from what was approved in the Return to Research, provide office access to instructional and other staff who have approved reasons they are not able to effectively work from home (eg, lacking a quiet environment for live instruction), expanding the number of support staff permitted to be in support areas when their work cannot be done from home, and other similar, low risk activities. These are expected to begin on the proposed re-opening date.

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

This plan was developed by LST Co-Chair and Safety Coordinator Monica Clarkson and JOHSC Co-Chair and Manager responsible for Safety Jennifer Pelletier, in consultation and with review by the Local Safety Team and the Department Head. The general direction of the plan was also sent to all faculty, with an opportunity for comment or to review the full draft plan.
Section #1 – Regulatory Context

2. Federal Guidance

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

4. WorkSafe BC Guidance
   - COVID-19 and returning to safe operation – Phase 2
   - WorkSafe COVID-19 Safety Plan
   - WorkSafe: Designing Effective Barriers
   - WorkSafe: Entry Check for Workers
   - WorkSafe: Entry Check for Visitors

5. UBC Guidance
   - UBC Employee COVID-19 PPE Guidance
   - UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
   - UBC Employee COVID-19 Physical Distancing Guidance
   - COVID-19 Safety Plan for General Teaching Spaces
   - UBC Employee COVID-19 Use of UBC Vehicles
   - Ordering Critical Personal Protective Equipment
   - Building Operations Notice – COVID-19 Custodial Considerations
   - Preventing COVID-19 Infection in the Workplace

6. Professional/Industry Associations
   - N/a

Section #2 - Risk Assessment

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

Prior to opening or increasing staff levels: Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

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

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

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

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

- In R2R Stage 1, the goal was to reduce the number of people in buildings and labs to about 1/3 of normal occupancy in order to limit contacts between people in lab spaces and in common spaces. Individual supervisors/managers assigned room occupancy (vetted by the Department Head/School Director) to ensure that physical spacing is possible at all times. If a job or task required close proximity, the supervisor/manager consulted with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19.
- In R2R Stage 2 and the wider R2C plan, the building/space capacity will increase to about 2/3 of occupancy to enable more people to return to on-campus work, provided the established protocols herein and current provincial guidance can be met.
- Supervisors/managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their work space, including cleaning high contact surfaces, benches, shared equipment, doorknobs and other common areas within their workspaces.
- Contact density will be considered at two levels – room-level occupancy, as defined in the child plans, and building-level occupancy, set at about 2/3 occupancy, to account for hallway and
other common area interactions. The Building Safety Plan addresses how the common area interactions will be managed safely.

### 8. Contact Number (Proposed COVID-19 Operations)

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

- As mentioned above, in R2R Stage 2 and the R2C plan, the number of people in the building will be increased to about 2/3 of occupancy which accommodates physical distancing protocols. Physical distancing must be enforced and rooms must not exceed the posted maximum occupancy. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.
- We anticipate no more than the following number of people at a time, and likely significantly fewer. Note that some areas (particularly HHL and KAIS 2N) will have more approved workers than occupancy, but that no more than the listed number of workers will be present on a given day:
  - Mech area of CEME: 80 people (1W, 2W, 25 wings)
  - Mech area of RH: 45 people (W wing)
  - HHL: 4 people
  - Mech area of KAIS (1&2 N): 40 people
  - Many other Mech personnel are located in Centres, and the Centre plans will determine numbers permitted in those areas

### 9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

Highlights from the first draft of this plan were sent to faculty and core staff, including front-line staff, on July 17, 2020, with an invitation to view the full draft plan and to become engaged in the development of the plan. The plan was also shared with the Local Safety Team, which includes three members of the JOHSC and representatives from all employment groups (FA, M&P, CUPE 2950, CUPE 116, CUPE 2278, RA, Undergraduate employees) for review and input.

### 10. Worker Health

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

All supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in’s and supports will also be made available via the following channels:

- Weekly team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

The information at [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) will also be distributed to all employees when this plan is distributed.
11. Plan Publication
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

Final plans will be posted to the following: UBC’s COVID-19 Safety Plan website, Faculty-level website, JOHSC website, and individual Departmental/School websites. Additionally, hardcopies will be posted in the main Department office as all returning workers must have access to the plans, either physical or online.

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

The following general practices shall be applied for all UBC buildings and workspaces:
- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to their supervisor or designate, either on site or by phone, at all times.
• All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

### 12. Work from Home/Remote Work

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

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>• All work which can be done off-campus must continue to be done off-campus, i.e. data processing, writing manuscripts, writing grant proposals, preparing lecture materials, creating presentations, studying, ordering of supplies, online library research, computations, etc. should be done from home.</td>
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<tr>
<td>• Exceptions may be considered for cases where personnel do not have the possibility to work from home. Prioritization of Departmental/School work activities will be determined by the Department of Mechanical Engineering, situationally identified by the Supervisor/Manager, and final approval granted by the Head/Director (please see Appendix B).</td>
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<tr>
<td>• UBC’s President’s Office presented the following five activities as top priorities:</td>
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<tr>
<td>1. Academic/Research resumption</td>
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<tr>
<td>2. Services directly supporting the resumption of research, teaching and learning (i.e. technicians, Shops, CIS, TAs for onsite filming of course materials, etc.)</td>
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<tr>
<td>3. Revenue generating units</td>
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<tr>
<td>4. University ancillary services</td>
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<tr>
<td>5. Administrative units</td>
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<tr>
<td>• Equity and mental health concerns for personnel who cannot work remotely will be considered and prioritized by the Head/Director.</td>
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<tr>
<td>• Faculty teaching for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by Department Head/Director.</td>
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<td>• Faculty requiring access to on-campus space to prepare materials for Fall Term 1 (e.g. making videos for online course production) should be accommodated where possible as long as it will be done in a safe manner consistent with physical distancing requirements.</td>
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<tr>
<td>• Training of new personnel (undergraduates, graduate students, postdoctoral fellows, teaching assistants, research associates, etc.) is permitted. When training is required that cannot be performed with physical distancing, then personnel must follow the Faculty of Applied Science safety regulations for in-person training activities.</td>
</tr>
<tr>
<td>• In-person study halls and office hours cannot be organized at this time.</td>
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<tr>
<td>• Undergraduate thesis students and undergraduate project students will not be allowed to return, unless specifically authorized by the Department Head/Director as the additional considerations around training, supervision and oversight of these students may pose challenges in meeting the physical distancing requirements.</td>
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<tr>
<td>• Everyone must continue to meet online whenever possible.</td>
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</table>
- Small in-person meetings that are essential (e.g., training that cannot be completed online) will be permitted as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom and meet all of the requirements outlined in the SRS [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance].
- Units requesting to do this will be required to submit a plan for the room layout for approval by Department Head/School Director.
  - Where exemptions have been given for a faculty or staff member to access their office, they must not have guests in the office at this time.
  - Individual faculty members are responsible for developing plans for their own research spaces. These will be reviewed and approved by Department Heads/School Directors. Heads and Directors are encouraged to consult with their LST.
    - Amendments from R2R Stage 1 plans must be made to transition to R2R Stage 2 allowances for increased capacity.
  - Non-essential business/research travel is not permitted at this time, but will be revisited in future Stages.
  - Field work will be reviewed and approved on a case-by-case basis by the Department Head/School Director.

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

**Shift Work:** The Department of Mechanical Engineering will adhere to UBC rules for scheduling (M-F 7:00 am – 7:00 pm or M-F 7:00 am – 12:00 noon + 3:30 pm – 8:00 pm for shifts) to ensure custodial staff can clean required spaces. That said, any supervisor/manager wanting their personnel to work on a shift basis will need to make a request through the Department of Mechanical Engineering Building Administrator. It may not be possible to accommodate all requests. All personnel must abide by the Department of Mechanical Engineering’s working-alone policy with a safety plan to ensure that there are regular checks. Working alone procedures can be found in the Child Plans; when a specific policy is not in place for a low risk space, the general Mech procedure posted at [http://safety.mech.ubc.ca/procedures/working-alone-procedures/](http://safety.mech.ubc.ca/procedures/working-alone-procedures/) applies.

**Weekend Work:** In R2R and R2C, weekend work is allowed with the express permission of the Head or their designate (Manager, Facilities and Special Projects), so as long as it does not conflict with delivery of custodial services. The Department will ensure their Facility Manager is informed of when weekend work is permitted as to confirm the custodians are given time and space to complete their work.
  - The protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:
    1. The PI/Faculty member/Supervisor must provide a specific request with rationale to the Department Head and Building Administrator for work continuing beyond the regular hours by no later than Wednesday before the weekend in question, or 2 full
business days before evening work. Time, date, location, and personnel names will be included in the request.

2. If approved, Building Administrator will notify security ahead of the scheduled date regarding 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 PI/faculty member/supervisor will post notice on the door of their lab/office/workspace that late-night or weekend work is underway, indicating name(s) and working hours.

Medium-to-High Risk Work: Where medium-to-high risk work is conducted (e.g. potentially hazardous laboratory experiments), one monitor (typically a faculty member, but may be another responsible person like a health and safety officer) should be present each day (9:00 am - 5:00 pm) and this should be broadcast to everyone in the unit. The monitor should be available in case of an emergency or other questions, and should help to ensure that the restrictions are being observed.

Scheduling Responsibilities:
- PIs/supervisors will maintain a schedule for and the contact information of responsible person present during every shift, and share that information with online@mech.ubc.ca. A spreadsheet on Workspace or a Google Spreadsheet is recommended.
- Mechanical Engineering will ensure scheduling of shared rooms (via PI or office admin safety plans) is performed in each building.

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Mechanical Engineering have faculty, staff and students occupying space in CEME, RH, HHL, KAIS, ICICS, CERC, PPC, CIRS, BRIM, LSC and EDC, as well as sites at Vancouver General Hospital and Women and Children’s Hospital. Additional spatial analysis will be detailed in the each of the Child plans within the Department, and faculty and managers will be expected to reference this plan as well as the appropriate building safety plan in the development of their workspace plans. Below are a number of general considerations which should be taken into account and/or adapted as needed to support the development of these plans.

The Faculty of Applied Science Dean's Office has recommending all the units to use a QR code for check-in/out of the building in order to ensure the occupancy level is respected as well as the COVID-19 self-assessment is done before entering a building. It will consist of:
  - QR code for sign-in & sign-out: to capture name, date and time of the person going in the building and the self-assessment for COVID-19 symptoms will also be imbedded in this survey as well
  - Mechanical Engineering will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded.

Laboratory/Office Considerations
Occupancy limits will also be posted on the door of each room by the PI or office administrator.
Building/Facility Considerations

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

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly.
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.
- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.
- Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.”

Points of Access to Building and Access Control

- Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

Department-Managed Undergraduate / Graduate Learning and Teaching Spaces
Classrooms and meeting rooms can be open for specific events provided that a safety plan (with posted room occupancy) has been developed.

**UBC-Managed Undergraduate / Graduate Learning and Teaching Spaces**

- Before entering one of the UBC-managed rooms, Mechanical Engineering personnel must read the [COVID-19 Safety Plan for General Teaching Spaces](#).
- In addition to all of the policies stated in the document, all high touch surfaces must be cleaned both before and after use.

**Signage and Directional Guides**

- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Stairwells that are busy or very tight (for directionality).
- Physical distancing signage must be posted at entrances and/or hallways.
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
- Post signage within the units to inform of the measures in place.

**Hand Sanitizer Stations**

- Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.

**Offices**

- Single occupancy office space is to be used only in the case of special exemptions awarded by the Mechanical Engineering Head or designate (Manager, Facilities & Special Projects).
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by the Mechanical Engineering Head’s or designate’s (Manager, Facilities & Special Projects) approval on a case-by-case basis.
- Use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

**Shared Facilities**

- Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling. Requests should go to the appropriate group (eg, mshop@mech.ubc.ca for the machine shop and eshop@mech.ubc.ca for the electronics shop, reception@mech.ubc.ca for meeting rooms), or to online@mech.ubc.ca in case of ambiguity of whom to contact.
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
• Users MUST comply with procedures or access/services will be denied.

Visitors
• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).
• Departments/Schools/Units must keep a record of visitors to the workplace. Visitors are to be provided instructions on how to complete self-assessments and to check-in/out of buildings.
• Occupancy restrictions are not to be exceeded by visitors.

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

Common Physical Distancing Protocols (Everyone)
• Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC the UBC Employee COVID-19 Physical Distancing Guidance should be followed. Examples include carrying something heavy or doing repairs to an equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
• No unnecessary visitors are permitted in the buildings until further notice, including relatives (e.g., parents, children) or friends of personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers or technicians on campus accessing equipment.
  o Ad hoc visitors staying for more than ten minutes (ie, all but couriers) must seek permission from online@mech.ubc.ca prior to visiting campus.
• All elevators are limited to either one or two occupants (based on elevator size).
• When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Follow directions in buildings.
• Use of non-medical masks is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here.
• Department-bookable classrooms can be reopened in R2R Stage 2 & R2C.
• Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be controlled the Department of Mechanical Engineering. Remove chairs
from common rooms to limit the number of people who can sit in accordance with physical distancing standards
  o Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing. When and where kitchens/lunchrooms can be closed, this is recommended.

### 16. Transportation

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

All supervisors/managers and Departments will adhere to the [UBC Employee COVID-19 Use of UBC Vehicles](https://www.ubc.ca/covid-19/employee-use-of-ubc-vehicles) Guidance, including only one person per vehicle unless there is space to allow physical distancing.

Note that the Department of Mechanical Engineering does not own any vehicles.

### 17. Worker Screening

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

- Every Department will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](https://www.thrivebc.com).
- Additionally, the Department will designate a person to do regular spot checks on the survey database and prohibit people who are scheduled in the building, but are not completing the survey. This person will also ensure that international travellers are not scheduled in the building and have not entered the building during 14 days after their arrival to Canada.
- Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the [SRS training](https://ubc.ca/sites/ubc.ca/files/2020-09/UBC_SRS_Training.pdf).
  - 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](https://it.ubc.ca/services/cwl).
  - Before coming to work, all personnel must check their health status.
    - Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
  - Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC.
    - Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
  - Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.

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

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

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

Section #4 – Engineering Controls

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

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

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

- Food preparation is not encouraged.
- Building Safety plans developed by each department/unit will highlight the equipment removal/sanitation procedures for common areas of their building. The guideline given to the Individual users will be to disinfect every common surfaces inside a room (e.g., fridge handles, solvent containers, mice on lab computers
• Each workspace plan developed by faculty/supervisors will highlight the equipment removal/sanitation procedures for their specific spaces.
• Cleaning schedules will be generated by supervisors/managers for all high-touch items, such as shared equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Cleaning protocols will follow the WHO guidelines for decontamination & Health Canada guidelines.

21. Partitions or Plexiglass Installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
Need for partitions or plexiglass installation will be addressed within each Mechanical Engineering Child plan.

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Mechanical Engineering Employees
• To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department will disseminate this Intermediate Level plan via e-mail and will post it on the Mechanical Engineering website.
• Once approved, the Intermediate and Child plans will be distributed by email and stored on a centralized SharePoint site for record keeping purposes.

Communication of Worker’s Concerns
• When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).
• They may also contact their worker representative of the APSC JOHSC to express their concerns.
• Workers are also encouraged to talk to the Local Safety Team or the Department Head.

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

• The SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely).
• The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see Appendix F) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.
• A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to access@mech.ubc.ca.
24. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

The Department of Mechanical Engineering will utilize the signage from the Safety & Risk Services COVID-19 website, and the WorkSafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations.

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

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

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

All of the BERPs controlled by Mechanical Engineering have been updated to accommodate the reduced staffing levels; information and resources for updating these can be found here. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.

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

The Mech Local Safety Team and the Department leadership will monitor the workplace and update this document, the Building Safety Plan, and other COVID safety related documents as required. Employees are also encouraged to provide feedback to any member of the LST, to safety@mech.ubc.ca, through their supervisor, through their representative on the JOHSC, or directly to the Manager, Facilities & Special Projects or the Department Head.

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

- New or reassigned staff must be trained for their roles, and on any equipment they will be using, according to pre-COVID requirements. Additional considerations must be made to do this safely under COVID restrictions, following the risk hierarchy in section 3.
• If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training).
• If the worker role changes, the details must be included in either the PI or office admin site-specific safety plan.

Section #6 – Personal Protective Equipment (PPE)

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

We do not anticipate any additional PPE requirements from those identified at Return to Research.
The Department has been successful at securing PPE from our normal vendors, such as Uline, Seton, and the vendors recommended by UBC Purchasing.

Section #7 - Acknowledgement

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

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

Administrative Head of Unit Signature: __________________________
Date: August 13, 2020

Dean, Faculty of Applied Science Signature: __________________________
Date: August 18, 2020
Appendix A – Approval Process Flow Charts

Table 1 – Intermediate Plan Approval Flow Chart

Responsibilities
Primary Development: PI / Unit Lead
Primary Review: LST
Primary Endorsement: Head/Director

Table 2 – Child Plan Approval Flow Chart

Responsibilities
Primary Development: PI / Unit Lead
Primary Review: LST
Primary Endorsement: Head/Director

COVID-19 Intermediate Plan Mechanical Engineering
V2.0 August 11, 2020
Appendix B – Working On-Campus Decision-Tree

1. Worker can effectively work at home
   - Yes: No Return to Campus
   - No: Worker approved in return to research stage 1 or research exemption

2. Worker approved in return to research stage 1 or research exemption
   - Yes: Priority 1 access
   - No: Worker needing to return for teaching/research/continuity or to access specialized infrastructure

3. Worker needing to return for teaching/research/continuity or to access specialized infrastructure
   - Yes: Priority 2 access
   - No: Worker returning to support critical operational activities (i.e. maintenance, technical staff etc)

4. Worker returning to support critical operational activities (i.e. maintenance, technical staff etc)
   - Yes: Priority 2 access
   - No: Worker has home conditions which are not suitable for remote work

5. Worker has home conditions which are not suitable for remote work
   - Yes: Priority 3 Access
   - No: Students needing access to specialized labs to complete project work (i.e. 4th year thesis students, UG summer students)

6. Students needing access to specialized labs to complete project work (i.e. 4th year thesis students, UG summer students)
   - Yes: Priority 4 Access
   - No: Approved student group doing critical path work (i.e. prototyping, construction)

7. Approved student group doing critical path work (i.e. prototyping, construction)
   - Yes: Priority 5 Access
   - No: Worker requiring limited time access for a defined period of time (i.e. 1 day access to office)

8. Worker requiring limited time access for a defined period of time (i.e. 1 day access to office)
   - Yes: Speak with Unit Head/Director
   - No: Does worker really need to return to campus?

9. Does worker really need to return to campus?
   - Yes: No Return to Campus
   - No: No Return to Campus
Appendix C – Responsibilities of Each Worker Group

Employee Responsibilities

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

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

Responsibility of Department Heads and Directors

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

Responsibility of Supervisors and Managers

- Responsible for developing a site-specific safety plan for their space, and communicating this to all personnel. This will be reviewed and approved by department heads or directors prior to restarting work.
- Responsible for ensuring that their personnel take the mandatory UBC COVID-specific training course, as well as taking it themselves.
- Responsible for posting on the doors to their work areas the maximum number of occupants.
  - Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and to respect occupancy limits depending on the current stage of
the R2C process. Where a workspace is shared by multiple groups, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.

- Employees who feel uncomfortable returning to the workplace are encouraged to raise their concerns with their Supervisor or Manage. The Applied Science COVID-19 Safety Plan is designed to manage safety risks associated with COVID-19 within the Faculty. Should an individual believe that they are at elevated risk as a result of an underlying medical condition or other concern, the Supervisor or Manager should consult with their Faculty Relations Senior Manager or HR Advisor.
- Ensure the availability all necessary PPE.
- Monitor compliance with Safety Plan for all employees and visitors under their supervision
- Ensure there is sufficient availability of PPE and other safety equipment in order to implement the Safety Plan.

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

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

Appendix E – Shared Facilities

When navigating approvals within shared facilities, the approval should follow the administrative path of where the work will be completed (i.e. research work occurring within a Department/School's space footprint vs. research work occurring within a Research Centre/Institute’s space footprint.) That said, Department Heads/School Directors and Research Centre/Institute Directors, the relevant LSTs, and
building administrators/facility managers must work collaboratively to ensure the accuracy of building occupancy.

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

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

**Table 3 – Contact List for APSC Occupied Buildings**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Occupants</th>
<th>Head/Director</th>
<th>Building Admin and/or Facility Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Interactive Research on Sustainability [CIRS]</td>
<td>School of Architecture and Landscape Architecture</td>
<td>Ron Kellett</td>
<td>Robert Geyer</td>
</tr>
<tr>
<td></td>
<td>Sustainable Building Science</td>
<td>Linda Nowlan</td>
<td>Masoumeh Eghtesad</td>
</tr>
<tr>
<td>Chemical &amp; Biological Engineering Building</td>
<td>Chemical and Biological Engineering</td>
<td>Charles Haynes</td>
<td>Marlene Chow / Samy Larkam</td>
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<tr>
<td></td>
<td>Clean Energy Research Centre</td>
<td>Xiaotao Bi</td>
<td>Sarah Chen</td>
</tr>
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<td></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td>Civil and Mechanical Engineering Building</td>
<td>Civil Engineering</td>
<td>Bernard Laval</td>
<td>Scott Jackson</td>
</tr>
<tr>
<td></td>
<td>APSC Dean's Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
</tr>
<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
</tr>
<tr>
<td>Location</td>
<td>Department</td>
<td>Contact 1</td>
<td>Contact 2</td>
</tr>
<tr>
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<td>---------------------------</td>
<td>------------------------------------</td>
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<td>Scott Jackson</td>
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<tr>
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<td>APSC Dean’s Office</td>
<td>James Olson</td>
<td>Richard Colwell</td>
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<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
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<td>Civil and Mechanical Engineering Structures Lab</td>
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<td>Scott Jackson</td>
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<td>Coal and Mineral Processing Laboratory</td>
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<td>Earthquake Engineering Research Facility</td>
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<td>Scott Jackson</td>
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<td>Engineering High Head Room Laboratory</td>
<td>Mechanical Engineering</td>
<td>Steve Feng</td>
<td>Jennifer Pelletier / Monica Clarkson</td>
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<td>Engineering Student Centre</td>
<td>Engineering Undergrad Society</td>
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<td>Richard Colwell</td>
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<tr>
<td>Forest Sciences Centre</td>
<td>Institute for Computing, Information and Cognitive Systems</td>
<td>Rob Rohling</td>
<td>Fatima Damji / Gabel Yeung</td>
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<td>Fatima Damji / Gabel Yeung</td>
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<td>Robert Geyer</td>
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<td>Dolores Martin</td>
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<td>Richard Colwell</td>
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<td>Andy Jeffries</td>
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<td>Bob Wilson</td>
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<td>Pulp and Paper Centre</td>
<td>Engineering Co-Op Program</td>
<td>Orlando Rojas</td>
<td>Steven Dreger / George Soong</td>
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<td>Emil Gustafsson / George Soong</td>
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<td>West Mall Annex</td>
<td>School of Community and Regional Planning</td>
<td>Heather Campbell</td>
<td>Dolores Martin</td>
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</table>
Appendix F – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for Mechanical Engineering buildings in general and workspaces in particular. The building guidelines have been co-developed by the LST co-chairs from Mech, Civil, ICICS, PPC, CERC, and other applicable LSTs. All students, staff and faculty who are permitted to resume activities in the buildings are required to complete the following requirements. Send completed form and your certificate from completing the Safety and Risk Services COVID online course to your supervisor or his/her designate and to access@mech.ubc.ca.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the workspace safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course and sent the certificate to</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:access@mech.ubc.ca">access@mech.ubc.ca</a></td>
<td></td>
</tr>
</tbody>
</table>

Your name: _______________________ Position (fac/staff/PhD/etc.): ____________

Supervisor: _____________________ Your main room no: _______________________

Your Signature: __________________ Date: ________________________________

By signing, you agree that you intend to meet the requirements/principles for:

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