Faculty of Applied Science
COVID-19 Building (Common Areas) Safety Plan

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

Name of Building       Fred Kaiser Building – Floor 1&2 North
Address of Building    2332 Main Mall

Introduction
The Fred Kaiser Building is a shared building. The primary occupant to the Kaiser Building is the Department of Electrical and Computer Engineering. Other occupants are: the Faculty of Applied Science Dean’s Office, Faculty of Applied Science Engineering Student Services, and the Department of Mechanical Engineering, and UBC Food Services, Starbucks outlet.

This plan covers the North wing of the first floor, where the only occupant is the Department of Mechanical Engineering. It covers entryways, hallways, the elevator, and stairwells.

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

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<td>Safety &amp; Risk Services (SRS) COVID-19 Website</td>
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<td>Guidelines for Safe Washroom Occupancy</td>
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<td>Building Operations Faculty Notice – Cleaning</td>
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<th>Non-UBC Resources</th>
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<td>BC Centre for Disease Control</td>
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General Procedure:

- Only authorized people may enter the building. Building hours are restricted to 7 am to 7 pm from Monday to Friday. After hours and weekend access is not permitted.
- Occupants are required to either wash their hands in the nearest sink or use hand sanitizer upon arrival, and are encouraged to use hand sanitizer when exiting.

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19.

- Occupants are required to self check for COVID19 symptoms before coming to campus, health status should be confirmed with supervisor or manager daily. Occupants presenting any symptoms are expected to understand that they are not permitted to come to the UBC Campus. If well enough, occupants may arrange to pursue research remotely. Arrangements should be discussed with the supervisor or manager. If you are feeling unwell in any way, do not come to UBC, and follow medical advice. COVID-19 affects different people in different ways.
- Occupants who have travelled (outside Canada) or have been in contact with anyone who has travelled or had contact with a possible COVID-19 infected person or area are required to self-isolate for 14 days and may only return to work on campus if fully asymptomatic.
- Occupants are required to practice good hygiene (frequent hand washing/sanitizing, avoid touching faces, cough into elbow and not touching surfaces or other people.
- Occupants are required to regularly clean/sanitize the frequently touched surfaces
- Occupants are required to maintain a physical distance of 2 metres from others
- Occupants are required to follow relevant signage and floor markings when passing through the Kaiser
- Occupants are required to be familiar with the COVID-19 Safety Plans approved for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within Kaiser and your workspace respectively.
- Occupants are required to sign in and sign out of respective workspaces
- Occupants are required to either wash their hands in the nearest sink or use hand sanitizer upon arrival.
- Occupants are required to complete the mandatory online training module Preventing COVID-19 Infection in the Workplace within 3 business days of it being made available by Safety and Risk Services.
- Occupants are required to follow appropriate Work Alone procedures as laid out by workspace plans
- Building sanitization (common spaces) will be as per UBC Custodial

Common Area Plans:

The following common area safety plans must be followed:
Access to Building

- Access to the Kaiser building is restricted to approved personnel only, via key card access. The building will remain locked at all times.
- KAIS 1 & 2N wing personnel are encouraged to use the KAIS 1N door or the CEME lobby door to gain access to the KAIS 1N wing. Mechanical Engineering personnel do not have key card access to the KAIS lobby doors, and the CEME/KAIS link doors do not have a cardreader.
- Shipping and receiving should go through ECE Stores, located in CEME 1057. The CEME/KAIS link doors will be used for loading and unloading most shipments, with oversized shipments potentially going to RH 120. Contact information for receiving is posted on the door to the link, and drivers/delivery personnel should call the number provided to gain escorted access to the building.

Bathrooms

- Waiting locations to access the washroom to be marked in hallway, 2 m from door
- Hand washing and sanitizing signs posted near and inside bathroom
- Single occupancy at all times with busy light/flag when in use
- Doors open for mid size washrooms (south side of the building) to avoid touching handles

Hallways

- The hallways are two way by necessity, but are short enough that visual contact is possible. Verbal cueing must be used to determine who should yield to allow passage. Hallways must be kept clear of clutter at all times.
- Meetings, conversations, and/or phone conversations will not be permitted in the hallways.

Entrances/Exits

- Mechanical Engineering users entering the building must use the KAIS 1 North Applied Science Lane entrance due to ACMS limitations and to limit travel through the higher-traffic main lobby. Please note this is usually an exit, so those entering through this area must yield to those exiting. All persons must immediately wash their hands at the nearest sink upon arrival, or use the hand sanitizer at the entrance.
- Do not prop any exterior doors for any reason. Interior doors may be propped only when they are monitored and security allows.
- You may exit by any perimeter door. Lobby door usage for exiting is discouraged. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn 2 meter away from each other. It is recommended that workers use a sanitizing station immediately prior to exiting the building.

Elevators

- Use of elevators is for those needing to transport materials, those needing assistance, or have difficulty using the stairwell. No one should ride the elevator when they can readily manage the
stairs. A maximum of one person is permitted to use the elevators at the same time. Immediately wash or sanitize hands after exiting the elevator.

• Exception: the north stairs are designated “down” stairs, so those going to room 2214 must use the elevator (one at a time).

Stairwells:
This information is from the broader building plan.

• The main Kaiser stairwell will only be used for occupants who are travelling upward. The rear (north) stairwell should be used for exiting the building. Please follow directional signs and instructions.

Atrium/Landings
Please note there are no atriums of landings in 1N; this information is from the broader building plan, and is included here as those areas have historically been used by 1N occupants.

• Kaiser Atrium and landings should not be used as a space to congregate, they should be passageways to a destination inside the Kaiser Building or to an entrance or exit.

Communications Plan

• Common email to all Mech faculty, staff, and student employees
• Signage to be posted per other sections
• Posted to Mech webpage
• Reminder email with each research exemption approval
• Notices regarding the safety protocols will be posted at entrances and community areas like bulletin boards for all workspaces.

Training/Evaluation/Monitoring

• Occupants are required to complete the mandatory online training module Preventing COVID-19 Infection in the Workplace within 3 business days of it being made available by Safety and Risk Services.
• All faculty, staff and students are encouraged to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or designate. Alternatively, they may approach the Mech Local Safety Team or the APSC Joint Occupational Health and Safety Committee.
• All occupants must follow these safety protocols to protect both themselves and others. Failure to follow these safety protocols may result in retraining or discipline, such as being asked to leave campus for the day or the remainder of the Stage, requirement for new training, or other logical consequences. Intentional disregard of safety protocols that puts others at risk will result in formal discipline.
• Working alone will require a buddy system check-in/check-out (via email / text / IM).
• All need to be aware of fire safety as many floor wardens will not be returning to campus.
**Emergency Procedures:**
Building Emergency Response Plan (BERP)
https://www.ece.ubc.ca/safety/EmergencyResponsePlan

**List of Units Occupying Building**

<table>
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<tr>
<th>Name</th>
<th>Unit Representative</th>
<th>Email &amp; Phone #</th>
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<tbody>
<tr>
<td>ELEC:</td>
<td>Matthew Kutarna</td>
<td><a href="mailto:mkutarna@ece.ubc.ca">mkutarna@ece.ubc.ca</a></td>
</tr>
<tr>
<td>ELEC:</td>
<td>Darla La Pierre</td>
<td><a href="mailto:darlas@ece.ubc.ca">darlas@ece.ubc.ca</a></td>
</tr>
<tr>
<td>Mech:</td>
<td>Jen Pelletier</td>
<td><a href="mailto:jen@mech.ubc.ca">jen@mech.ubc.ca</a></td>
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<tr>
<td>APSC:</td>
<td>Ailish Statham</td>
<td><a href="mailto:ailish.statham@ubc.ca">ailish.statham@ubc.ca</a></td>
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<tr>
<td>Starbucks</td>
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**Department/School Head/Director Approval**

Hsi-Yung (Steve) Feng, Mech Department Head

Date
Note: 2080 is a mechanical room; it is not possible to access KAIS 2N from KAIS 2