



COVID-19 Safety Plan: Physics and Astronomy Summer 2021 Amendment

This is an amendment to the PHAS main safety plan outlined in '[Physics Restart 9Jun.pdf](#)'. All procedures and protocols, described in that plan must be followed, unless indicated otherwise below. An update to this amendment is expected after BC moves from Step 2 to Step 3 in its restart plan.

The purpose of this amendment is to increase research activity by allowing small meetings in suitable meeting rooms, 1-on-1 meetings in suitable offices, and increased use of suitable shared spaces.

Building occupancy will stay at or **below 2/3 level** until further notice. During this transition period between June and September, we are moving from a model in which any work that can be done at home must be done at home, to a model for which the norm is to work at UBC following pre-pandemic standards.

For all people returning to Hennings or Hebb, a booking of the time you expect to be in the buildings is still required for safety purposes, occupancy monitoring and contact tracing. For most, this will take the form of using the online booking for the general building via henningsbookings.phas.ubc.ca. Some research labs and services (such as the student machine shop, etc) have their own booking/tracking system and these should continue to be used in their current form.

The current policy remains that a Covid self-assessment as described in item 8 is required before each visit.

1. Faculty (research & teaching) single-occupancy offices

Faculty (research & teaching) who are working from home can transition to using their offices on a more permanent basis, with permission of the Head/Director. At this point, the number of faculty present in Hennings/Hebb at any one time is **limited to 50% of full capacity**. All returning faculty must complete the mandatory safety training and must request to use their office. Online booking for the general building via henningsbookings.phas.ubc.ca will be required at this stage, and a Covid self-assessment as described in item 8 is required before each visit.

2. Shared offices

With permission of the Head/Responsible Faculty, multiple occupancy of shared offices will be allowed if the space can be properly ventilated by either a suitable HVAC system, or an open window. The Head, Director, or a Designate will determine and keep track of rooms that are approved for use. A sign will be posted on all shared rooms indicating the maximum occupancy, and noting any other safety concerns with the room. Masks are required if physical distancing cannot be maintained at all times. Online booking for the general building via henningsbookings.phas.ubc.ca will be required at this stage, and a Covid self-assessment as described in item 8 is required before each visit.



3. Small group meetings

Small in-person meetings of up to 4 people will be allowed in spaces that permit proper physical distancing. For groups that do not have such space, the classrooms in Hennings and the 1st year labs in Hebb (**Rooms 216, 218, 312, 314, and 316**) will be available for general use. The availability of a particular room should be checked visually before entering the room. A sign will be posted on these rooms indicating the maximum occupancy of 4. A separate online booking of a particular room (i.e. in addition to the normal building booking) is not required. Masks are required if physical distancing cannot be maintained at all times.

4. 1-on-1 meetings

At the discretion of a Faculty member and approval by the Head, Director or Designate, in-person 1-on-1 meetings will be allowed in their offices and meeting rooms with posted maximum occupancy of 2, as long as the room can be properly ventilated by either a suitable HVAC system or an open window and physical distancing is maintained. The Head, Director, or a Designate will keep track of rooms that are approved for use. Individuals may require visitors to wear masks if desired.

5. General note on all meetings

No in-person meetings with people external to the university are allowed at this time.

All in-person meetings are optional at this time.

Any meetings for which attendance is required, such as comprehensive exams, thesis defenses, committee meetings, department meetings, and mandatory group meetings involving more than four attendees will continue to be held online. Mandatory group meetings of up to four participants can be held in-person as described in Item 3 above as long as all participants are comfortable with attending in person. An option to participate remotely must be provided to those who prefer to stay at home.

6. Expanded Hours

Hours of operation remain the same as in Stage 2: weekend and after-hours work is allowed, so long as it does not conflict with custodial services, and all other COVID procedures are complied with, including the safety plans for the after-hours work-alone situations.

7. Food Preparation

No food is allowed in the Hebb lab rooms.

Lunches are encouraged to be held outdoors or in Hennings 200, if physical distancing in shared offices cannot be maintained at all times.

8. Self-assessment for symptoms of COVID-19 before arrival to campus

According to the regulations from WorkSafeBC, faculty, staff, contractors and students who are on campus are required to directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace or class. To that end, all PHAS members will follow the following self-assessment reporting protocol:



1. *Any person planning to visit UBC campus must complete COVID-19 self-assessment using the BC self-assessment tool at <https://bc.thrive.health/>. The self-assessment must be completed before arriving on campus.*
2. *Any person visiting UBC campus must confirm the completion of self-assessment by sending an empty email with a subject line “COVID-19 Self-assessment Completed” to the designated person as described below. The email must be sent prior to arriving on campus. In case when multiple visits per day are necessary, a single email sent before the initial visit on that day will suffice.*
3. *Students arriving to campus for research or in-person meetings will send the self-assessment email to their research supervisor. These emails will be collected and kept by that faculty member.*
4. *Staff members arriving to campus will send the self-assessment email to the manager of their respective unit. The manager will collect and keep the emails.*
5. *Faculty and unit managers arriving to campus for research or teaching purposes will send the self-assessment email to Derek Gagnier (hr@phas.ubc.ca), who will keep those emails.*

9. Training and Agreement on Procedures

All Faculty, Postdocs and Students who wish to return to campus must complete the UBC Covid safety training ([Preventing COVID-19 Infection in the Workplace](#)), if they haven't already done so. In addition, those who have not signed and submitted the agreement on Page 5 of the '[Physics Restart 9Jun.pdf](#)' document must do so before returning to Hennings or Hebb. Completed forms can be sent to phas.head@ubc.ca and vmilner@phas.ubc.ca