



COVID-19 Safety Plan: Physics and Astronomy Stage 2 Amendment

1. Updated Department-Specific Sign In/Sign Out Protocols:

Laboratory building loads opened during Phase 1 should not be greater than about 2/3 of “normal” occupancy at any time (primarily office buildings at 25%), and it is essential to keep track of building occupants so the capacity is not exceeded. List any updates to **Appendix C** in the *Faculty of Science COVID-19 Safety Plan*, which details your department/unit sign in/sign out system. The Safety plan is available at (Appendix C begins on page 22):

https://science.ubc.ca/sites/science.ubc.ca/files/faculty/UBCScience_COVID19SafetyPlan.pdf

As in Phase 1, all personnel capable of working from home will continue working from home.

Lab space in Hennings and ChemPhys: there will be no changes pertaining to signing in/out procedures for lab spaces (i.e. individual PIs will be responsible for keeping their labs occupancy below 2/3 of normal level, as described in PHAS return plan for Phase 1).

Shared facilities in Hennings: mech shop will be used as in Phase 1, maintaining the same shift schedule. Student machine shop will also be used as in Phase 1. E-lab will have a permanent staff member on duty and an occasional second staff if needed (max occupancy of 2).

2. Updated Description of Laboratories/Office Areas and Common Areas by Building for Spatial Planning Purposes

List any updates for **Appendix D** in the *Faculty of Science COVID-19 Safety Plan*. This may include new buildings that will be opened or it may detail changes to your Phase 1 plan.

Lab space in Hennings and ChemPhys: there will be no changes other than the increase of occupancy to below 2/3 of normal level.

Office space in Hennings: we will keep the same procedures for using common spaces and washrooms. There will also be no changes to BERP (machinist on duty will continue acting as a fire marshal in case of emergency and follow published emergency procedures).

All admin staff members will continue working from home.

One tech staff member will be assigned the duty of sorting incoming mail once a week. That person will wear a face mask and disposable gloves. Faculty mail will be placed in individual mail boxes. For those members of the department who do not have individual mail boxers, mail will be placed in cardboard boxes labeled alphabetically. All personnel will be required to clean their hands before coming to pick up mail or use printers. Everybody will also be asked to clean common shared surfaces (e.g. printer touch screen) after use.



Occupancy of Main Office will be increased to 2.

3. Updated Supervisor/Manager Plans:

How will your department/unit change your current PI/supervisor/manager plans so that the building loads should not be greater than about 2/3 of “normal” occupancy at any time?

Individual PIs will be responsible for keeping their labs occupancy below 2/3 of normal level, while at the same time complying with the Phase 1 protocol of keeping physical distance and cleaning shared surfaces and tools. PIs will be required to submit amendments to their Phase 1 plans if making changes to those plans (e.g. increasing occupancy).

4. Faculty (Research & Teaching) Office Space

Faculty (research & teaching) who can work from home are expected to continue to work from home. However, with permission of the head/director, faculty will be permitted to use their offices occasionally. The number of faculty returning should not exceed about 25% in stage 2. All returning faculty must complete the mandatory safety training and must request to use their office. Detail how your department/unit plans to keep track of office usage so that not more than about 25% are in use at a time. Also detail your prioritization plan for faculty access.

Office space in Hennings: we will use an online booking system to allow faculty to use their offices in such a way as not to cross the 25% level occupancy. Priority will be given in the following order and according to the information collected via a department-wide survey:

- 1) Those needing to use their office/department space for teaching (e.g. delivering class when they have poor internet at home);*
- 2) Those in need of a quiet space for activities such as a conference presentation, public interview, etc, where the home environment makes this activity problematic;*
- 3) Those needing access to a particular room for teaching preparation (e.g. needing to film a demo) and when this activity cannot be performed in Hebb.*
- 4) General use not of the above types for which working from home is difficult due to the environment.*

5. Expanded Hours

In Stage 2, weekend work is allowed, so long as it does not conflict with custodial services. Detail the department/unit plan expanded hours plan, which must ensure that the custodians are given time / space to do their job.

Individual PIs will be asked to submit amendments to their Phase 1 safety plans. In those cases, when an access during weekends is requested for Stage 2, a PI will have to outline (1) appropriate safety procedures for working alone and without a fire marshal on-site, and (2) additional cleaning procedures will be performed by lab personnel to leave the work space clean for the next users.



Same will apply for the weekend use of labs and offices in Hebb: preparation to teaching (e.g. lecture recording) will be allowed as long as 25% limit is met. The latter will be tracked by the same online booking system as the one we will set up for offices in Hennings.

In both Hebb and Hennings, faculty who are giving evening lectures and require their offices after 6pm on a regular basis should inform the Head at the beginning of the term for pre-approval.

6. Food Preparation

In stage 2, food preparation will not be encouraged, but it will not be expressly forbidden. What policies will your department/unit put in place to ensure proper cleaning of shared cooking equipment.

Any food preparation other than boiling water will not be allowed in Stage 2.

7. Plan for Department-Controlled Teaching and Meeting Spaces:

Classrooms, laboratories, and meeting rooms can be made available for the preparation of course materials. These rooms can also be used for essential, small in-person meetings (e.g., safety training that cannot be completed online) as long as physical distancing is maintained. This will require meeting participants to be spaced by at least 2 m in the classroom, and meets all of the requirements outlined in the SRS “UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance”: (<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>). Departments/units requesting to do this must submit a plan for the room layout in this amendment.

The Department has allocated facilities for preparing online teaching materials in Hebb, described in the separately approved safety plan. All of them are large rooms with at least two doors. Limited occupancy will allow >2m distancing. Signage will be posted for corridor and stairway traffic. No face-to-face teaching will be conducted in Stage 2.