



COVID-19 Workspace Safety Plan Hebb

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators are responsible for ensuring this document 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 (if applicable)	Hebb
Address of Building (if applicable)	2045 E Mall, Vancouver, BC V6T 1Z1
Work Space Location (Room and/or description of space)	B111, B114, B116, 112, 212, 212A, 214, 216, 218, 312, 314, 316, 412, 414, 416, 418, 512, 512 A-F

Introduction

The rooms in this building are mainly teaching labs and supporting service rooms. We are preparing to run some upper level physics labs by sending to the students experimental kits consisting of instruments and parts, about 50 different items per kit. About 200 kits are to be prepared, packed and distributed before the fall term. Other upper level labs will be taught by allowing remote data collection (with limited on-site assistance from instructors and TAs), which requires preparing and testing a number of setups in advance. The first year labs will be available for faculty to record demonstrations in support of their online lectures. For these reasons, it is essential to open the building so faculty and staff can prepare for the term.

Reference Documents:

The following guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan:

1. Faculty wide return-to-research plan for the Faculty of Science, posted at <https://www.phas.ubc.ca/sites/phas/files/our-department/Science%20Return%20to%20On-Campus%20Research%20Documentation%20Approved%20June%202.pdf>
2. PHAS return-to-research plan posted at https://www.phas.ubc.ca/sites/phas/files/our-department/Physics_Restart_9Jun.pdf
3. UBC risk assessment tool posted at <https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>



General Procedure:

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

- Typically, a single tech staff member or a single faculty member will work in rooms identified below. If needed, 2 or 3 people will occasionally work for a short period of time in one large room wearing masks and keeping safe distance; gloves will be used if personnel were to touch the same equipment;
- In all labs, common shared tools and instruments will be wiped clean after use;
- The whole building will be divided into four separate activity areas: (A) fifth floor labs, (B) fourth floor labs, (C) basement labs, and (D) a few other rooms, such as Demo room, Hebb theater and Outreach lab (see itemized list below). Coordination of working schedules and safety “buddy system” will be done separately within these areas by three identified permanent tech staff members (areas A,B and C) and the overall building manager, Dr. Kotlicki (area D). Contact numbers of the responsible tech member will be posted in the respective rooms of his/her coverage; it will also be available to all Hebb users by request from Dr. Kotlicki.
- **Area A** (responsible staff member Tongkai Huang). Room 512 will be used to prepare experimental setups for online teaching of PHYS 409 and ENPH 352. It has a total occupancy of over 40. Up to a maximum of three people will be working simultaneously in this area. The occupants will maintain physical distance and wear facemasks and gloves if they were to touch the same equipment. Rooms 512A, C-F have some experimental equipment, which might be occasionally visited by technicians or faculty. Maximum occupancy will be set to 1. Room 512B might be used by the responsible technician (Tongkai) for food breaks (max occupancy of 1).
- **Area B** (responsible staff member Sing Chow) Rooms 418, 416, 414 have the regular occupancy of over 30. They will be used for preparing experimental kits for Phys 219 and APSC 259. There will be one person normally working there with occasional short visit of supervising faculty or TAs. We will set maximum occupancy for 3 people. In the case of two or three people in the lab, the occupants will maintain physical distance and wear facemasks and gloves if they were to touch the same equipment. The doors to the lab lounge connecting rooms 416 and 418 will be propped open to allow the air flow and walking between the rooms with minimum contact with common surfaces. Room 412 is the technician’s office and storage. It will be normally used by one person with occasional drop in of another technician or faculty. The maximum occupancy will be set to 2. In case of two people in the storage room, the occupants will maintain physical distance and wear facemasks. The lounge might be used by the responsible technician (Sing) for food breaks (max occupancy of 1).
- **Area C** (responsible staff member Janelle Van Dongen). Room B116, the optics lab, will be normally used by one person with occasional drop in of an other technician or faculty. The maximum occupancy will be set to 2. In case of two people in the lab, the occupants will maintain physical distance and wear facemasks.
- **Area D** (responsible faculty Andrzej Kotlicki). Rooms 112, 218, 216, 312,314 and 316 have the normal occupancy of over 30. They will be occasionally used by faculty and staff to record lectures and tutorials and to photograph the equipment. The maximum occupancy will be set to



2. In case of two people in the lab, the occupants will maintain physical distance and wear facemasks.

- **Area D** (responsible faculty Andrzej Kotlicki). Rooms 100 (Hebb theater) and 100A (demo room) will be occasionally used by faculty and TAs to film the demos for lecture preparations. These connected rooms have the total normal occupancy of over 300 and will be used by 2 or 3 people. In the case of two or three people in the lab, the occupants will maintain physical distance and wear facemasks and gloves if they were to touch the same equipment.
- **Area D** (responsible faculty Andrzej Kotlicki). Rooms 212,214 (Outreach lab and meeting room) and 212A media will be occasionally use by the Outreach coordinator. The normal occupancy of these connected rooms is over 40. We will set the maximum occupancy to 3 people. In the case of two or three people in the lab, the occupants will maintain physical distance and wear facemasks and gloves if they were to touch the same equipment.
- **Area D** (responsible faculty Andrzej Kotlicki). Rooms B111, B114, and 132 are storage room and will be occasionally entered to pick up equipment or materials. Maximum occupancy 1 person.
- The Hebb building can be entered via five different entrance doors: North stairwell, South Stairwell, Hennings overpass, ChemPhys tunnel and Chemistry overpass. Only the north entrance and the Hennings overpass will be used. Both north and south stairwells are wide and will be used by all personnel for entering and leaving the building. The stairwell is clearly marked with instructions for two-way travel and so is the Hennings overpass. South stairwell and Chemistry tunnel will remain reserved for entering ChemPhys building by researchers working in that building. Hand sanitizers and wipes, masks right by the entrances.
- There is five Men/Women washroom in the building sufficient for all the personnel to use individually. They will be used in accordance with the guidelines found in both FoS and PHAS return-to-research documents. Signage outlining those guidelines is provided on both doors of the washroom. Maximum occupancy of 1 person.
- Sinks with soap and paper towels are available in all rooms and washrooms and will be used for handwashing by those working in the building. Every user of Hebb rooms is required to wash their hands immediately upon arrival to UBC, as well as before leaving the lab and returning to the lab from the common and shared areas (e.g. washroom, student shop, etc.). In addition, all rooms will have hand sanitizers, disinfectant wipes and disposable latex gloves available and located by the entrance doors to the room. Every person will be required to use the sanitizer before using shared tools and wipe them down with disinfectant after use. Wearing gloves when working with shared tools is encouraged when safe and possible.

Workspace Activities:

The following safety plans must be followed:

Doors and Direction of Travel

- Neither the main entrance doors to the building, nor the interior doors can be propped open due to the security issues and interference with the building airflow. Door knobs and/or handles must be cleaned before usage with the provided disinfectant. Interior doors with glass windows will



have those windows unblocked, which will help people avoid getting into close proximity to one another while moving through the doors.

- Signage for the two-way travel in the corridors and the stairwell is posted on the walls.

Labs & Offices

- As described above, each lab will be occupied by up to three persons at any given time (as posted on the entrance door). In the case of 2 or 3 occupants, physical distance of at least 2 meters will be maintained and face masks will be worn. No rooms in Hebb will be used as office space for work that can be carried out at home.

Kitchen

- No food preparation, other than boiling water, will be allowed. When an electrical kettle is used for boiling water, its handle must be wiped down with a disinfectant before and after use.

Meeting Rooms

- All coordination meetings will happen online.

Personal Protective Equipment (PPE):

After applying the Hierarchy of Controls to meet COVID-19 requirements, the following activities will require personal protective equipment:

#	Type of PPE	Activity and PPE Use Rationale
1	Disposable latex gloves	Working with shared tools working with equipment when two persons are involved in the procedure.

Mask usage is encouraged in shared working areas and common areas to mitigate the risk of unknowingly transmitting illness. It is acknowledged that the use of non-medical masks is a personal choice and using one has both limitations and risks. Information to that effect can be found at:

<https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/>

Communications Plan

All group members are required to read the FoS and PHAS return-to-research guides, take Covid 19 course and pass the test before signing this document (<https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>).

Maximum occupancy will be posted on the door of each room per guidelines outlined above.



According to the UBC risk assessment tool, all Hebb labs are in the low-risk category. Personnel working alone will follow the rules of a “buddy system”, meaning that each group member will identify another person, who will be checking on his/her status while working in the lab.

Monitoring

The teaching labs coordinator, Dr. Kotlicki, is responsible for monitoring compliance with the plan.

Emergency Procedures:

One of the tech staff members, Tongkai Huang, will be the designated fire marshal. Tongkai is familiar with the emergency procedures for Hebb building and will follow them as required. In case of emergency, he will make sure that all rooms listed above are evacuated. All users of Hebb space in Stage 2 will be provided with Tongkai’s contact information.

I confirm that this Safety Plan has been shared with research personnel who will be accessing this space both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date	June 10, 2020
Name (Manager or Supervisor)	Andrzej Kotlicki
Title	Lecturer, teaching labs coordinator

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