Faculty of Applied Science

COVID-19 Building (Common Areas) Safety Plan

This Building Safety Plan has been developed by the Local Safety Teams and approved by Unit Heads/Directors. This plan includes a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. 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/](https://covid19.ubc.ca/).

Name of Building: Coal & Mineral Processing Laboratory
Address of Building: 2332 West Mall, Vancouver, BC, V6T 1Z4

Introduction

The Coal and Mineral Processing Laboratory (Figure 1, Appendix) is used as research facility exclusively by the Norman B. Keevil Institute of Mining Engineering. People will move through entrances, hallways, stairwells and elevators to get to research labs. People will access washrooms as well as assistance from technicians in offices and a machine shop.

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

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC COVID-19 Campus Rules
- Guidelines for Safe Washroom Occupancy
- Building Operations Faculty Notice – Cleaning

General Procedure:
The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in this Building plan:

- Maximum occupancy: (38 persons as per information from APSC Resumption of Research Plan, Estimated Maximum Occupancy at 33% capacity). The applications for return to research will total less than 38 persons in the building at a time. Occupancy limit signs will be posted on all three building entrances. It will also be communicated in training documents provided to
returning personnel. This building safety plan will constitute one of the documents used in safety training.

- The maximum allowed in the building at any one time will be 38. In addition to keeping the number in the building under 38 we will require that lab safety plans ensure observance of the maximum room limits. **It will be necessary to schedule access so that we do not exceed the building maximum of 38.**
- The following chart shows the rooms numbers for rooms that will be used for research in CMP, and the maximum number of users permitted to maintain social distancing.

<table>
<thead>
<tr>
<th>Research Area</th>
<th>Maximum number with physical distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 100</td>
<td>1</td>
</tr>
<tr>
<td>CMP 112 (Lobby by 101)</td>
<td>2 student waiting area</td>
</tr>
<tr>
<td>CMP 101 (Machine Shop)</td>
<td>1</td>
</tr>
<tr>
<td>CMP 108 (Workshop)</td>
<td>1</td>
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<tr>
<td>CMP 109/109A</td>
<td>1</td>
</tr>
<tr>
<td>CMP 103 (Chem Storage)</td>
<td>1</td>
</tr>
<tr>
<td>CMP 102</td>
<td>1</td>
</tr>
<tr>
<td>CMP 111 (Rock Mech)</td>
<td>2</td>
</tr>
<tr>
<td>CMP 111A (Rock Mech)</td>
<td>1</td>
</tr>
<tr>
<td>CMP 151 (Core Logging)</td>
<td>1</td>
</tr>
<tr>
<td>CMP 152</td>
<td>2</td>
</tr>
<tr>
<td>CMP 155</td>
<td>2</td>
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<tr>
<td>CMP 200</td>
<td>8-floor decals</td>
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<tr>
<td>CMP 201</td>
<td>8-floor decals</td>
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<tr>
<td>CMP 202</td>
<td>1</td>
</tr>
<tr>
<td>CMP 203</td>
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<td>CMP 204</td>
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<tr>
<td>CMP 207</td>
<td>1</td>
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<tr>
<td>CMP 201A</td>
<td>1</td>
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<tr>
<td>CMP 216- Potash Lab</td>
<td>1</td>
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<tr>
<td>CMP 252</td>
<td>1</td>
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<tr>
<td>CMP 351</td>
<td>1</td>
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<tr>
<td>CMP 358- Microscope Lab</td>
<td>2</td>
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<tr>
<td>CMP 304</td>
<td>3-floor decals</td>
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<tr>
<td>CMP 305</td>
<td>3-floor decals</td>
</tr>
<tr>
<td>CMP 304A</td>
<td>1</td>
</tr>
</tbody>
</table>
• Workplace traffic flow will be indicated by signs in all hallways, stairwells and at stairwell doors. In areas where people may be standing and waiting, floor decals will indicate spots where they are to stand. If all spots are occupied, then they will need to come back when there is capacity. Information will also be communicated in safety training documents to returning personnel.
• Common spaces rules: Rules will be communicated through signs and in training documents, e.g. Keep to right in hallways; maintain 2 m of space. Signs will contain stepwise instructions for use of common areas where appropriate (as per communications resources https://srs.ubc.ca/covid-19/safety-planning/communications-resources/).
• Guidelines on food storage, preparation and deliveries, etc. are provided in this plan: Written guidelines will be provided in training documentation. Signage regarding rules and procedures will be used where needed, e.g. lunchrooms.
• Bathroom maintenance plan: Bathroom maintenance is within the purview of Building Operations. Building occupants will be instructed to contact Building Operations if an item (paper products, soap, etc.) is missing, through safety training documents.
• Building sanitation: Building sanitation provided by custodial services will cover typical common areas, e.g. main stairwells, lobby area, elevators and washrooms (as per Building Operations Faculty Notice - Cleaning).
• Research areas and equipment may require wiping and disinfection. This will be communicated mainly via workplace safety plans developed by individual PIs. Signage at these locations will indicate who is responsible to wipe high-touch surfaces (e.g. users of a room) and procedures (e.g. on wiping doorknobs, frequently touched equipment, like a photocopier).
• How and why PPE will be used: This will be communicated mainly via workplace safety plans developed by individual PIs. There are no PPE requirements for common areas in the building.
• Occupancy of areas not indicated in this document: This will be communicated through signage on/near doors and through safety training documents, including access procedures and restrictions. In general areas not included in this document will be off limits.

Common Area Plans:
The following common area safety plans must be followed:

Entrances/Exits:
There are five building entrances/exits (see Figure 2, Appendix):

- **North Doors:** first floor, main Entrance into CMP Lobby (Entrance 1 in Figure 2), CMP Addition area, enter CMP 240 (lobby area) and hallway to technician offices, card access.
  - The building may be accessed only using a UBC card (student card, faculty/staff card) at these doors and will be the only entry point for the building. People can ENTER and EXIT from these doors.
  - Push the automatic entry button to enter; preferably use your elbow.
  - Wash/sanitize hands immediately upon entry.
  - Letting another person in by opening a door for them is not permitted, in order to maintain physical distancing.
Only one person at a time may pass through a door; 2 m of separation must be maintained outside and inside.

- **East Doors**: first floor (Entrance 2 and Entrance 3 in Figure 2), no card access.
  - No entry permitted at these doors. EXIT is permitted.

- **West Doors**: basement/ ground floor (Entrance 4 and Entrance 5 in Figure 2), card access.
  - No entry permitted at these doors except for the purposes of going between the old and new parts of the CMP Building.
  - EXIT is permitted.

- **East Bay Doors (off CMP 200 and 201, east side)**
  - These doors are used for shipping, receiving, and moving purposes only. Authorized researchers and technicians can use these doors.

- **West Bay Doors (ground level/ basement)**
  - These doors are used for shipping, receiving, and moving purposes only. Authorized researchers and technicians can use these doors.

**Sign:**
- North entrance (1 needed, exterior)
  - ENTRANCE ONLY
  - Maximum Occupancy: 38 persons
  - Authorized personnel only:
    - Department technicians and scheduled research personal ONLY.
  - NO ADMITTANCE to research personal who are NOT SCHEDULED to be in the building.
  - Use automatic door opener button
  - See Figure 3, Appendix for an example of typical signs

**Sign:**
- North entrance floor (inside and outside; 2 m spacing, 2 outside and 2 inside.)

**Sign:**
- North entrance (2 needed, exterior)
  - SRS physical distancing sign (See Figure 4, Appendix)

**Sign:**
- North entrance (2 needed, exterior)
  - STAY HOME IF YOU HAVE:
    - fever
    - chills
    - new or worsening cough
    - shortness of breath
    - sore throat
• new muscle aches
• headache

Sign:
• North entrance (exterior, 2 needed)
• Wash or sanitize hands upon entering the building
• Wash/sanitize often

Sign:
• North entrance (interior, 2 needed)
• Entrance
• Exit

Sign:
• Remember to sign in or sign out! (interior and exterior of north entrance, interior of east and west entrance, 6 needed)
• https://mining.ubc.ca/covid-19-information-and-resources/

Sign:
• East and west doors (exterior, 6 needed)
• Exit only. Use North Doors to Enter.
• Remember to sign out.

Sign:
• North doors (interior, 2 needed)
• Food deliveries
• Only one person at a time may receive a food order.
• Orders must be prepaid; no payments at the door.
• Delivery person messages occupant, leaves food near door.
• Open door and pick up the order.
• Wash hands before and after eating.
• Dispose of containers, utensils into trash.

Sign:
• East Bay doors (CMP 200 and 201)
- These doors are used for shipping, receiving, and moving purposes only.  
- No entry or exit.

Sign:
- West Bay Doors (basement)  
- These doors are used for shipping, receiving, and moving purposes only.  
- No entry or exit.

Elevators:
- There is one elevator with only a front door. It is located just inside the north doors.  
- Only one person at a time will be permitted in an elevator.  
- Use your elbow, knuckles or pen/pencil to push call and floor buttons.  
- Liquid nitrogen dewars may only be transported in the elevator. The filled dewar must be sent to the required floor without anyone on board. The person in charge must use the stairs to meet the elevator and retrieve the dewar.  
- Wash your hands after using an elevator.

Sign:
- Posted on elevator doors (3 needed)  
- Only one person in elevator at a time.  
- Use pen/pencil to push buttons  
- Wash hands after using elevator  
- Do not enter elevator if liquid nitrogen dewar is on board

Sign: 
- Stand here floor signs, inside elevator (1) and outside elevator doors (3).

Washrooms:
- Some Washrooms in this building are designed for single occupancy while others have two stalls in the washroom.  
- Single Occupancy Washrooms: (5)  
  - Only one person at a time is permitted in any washroom.  
  - For single occupancy washrooms, the locking mechanism on the washroom door indicates where a washroom is occupied.  
  - Use elbows or knuckles or a pen/pencil to turn light switches on or off.  
  - Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.  
  - Wash hands before leaving the washroom.  
- Washrooms with multiple stalls (1)
Doors open or closed will be used to signal if a washroom is occupied. Washroom doors will remain propped open when not in use. If a washroom door is closed, it means washroom occupied.

- Only one person at a time is permitted in any washroom.
- Use elbows or knuckles or a pen/pencil to turn light switches on or off.
- If washroom appears occupied wait outside the door. If uncertain about occupancy, call out loud to find out if occupied.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.
- Wash hands before leaving the washroom.

Sign:
- Single Occupancy Washrooms: (5 needed; on doors)
- One person at a time only.
- Locking mechanism on door indicates occupancy.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Sign:
- Washrooms with two or more stalls: (1 needed; on doors or on outside wall next to doors)
- One person at a time only.
- Use elbow or knuckles to turn lights on and off.
- If the door is closed do not enter (occupied). If door is open the washroom is vacant.
- Prop door open when leaving to signal vacant.
- Call out loud to check if unsure if washroom is occupied.
- Use a single paper towel to touch door handle when leaving and dispose of towel in towel bin provided.

Sign:
- Handwashing technique (placed by building operations by sinks); (6 needed)

Sign:
- Over toilets; Do not flush antiseptic wipes down toilets; (7 needed)

**Hallways:**
- Occupants will be instructed to stay to the right side of the hallway.
- Keep 2 m apart at all times.
- If passing by cannot be done and still maintain 2 m separation, people are expected to move out of each other’s way until there is room to pass.
- Yield to cross traffic to maintain 2 m separation.
• Stay to right side of hallway and keep 2 m apart
• Yield to cross traffic.
• With direction arrow.
• On each landing of stairwell (8-12).
• Lobby Area (4; one on each wall); 2nd level hallway by technician offices and elevator (4- each wall).

Lobby Floor:
• Tape indicating pathway through CMP 240. Floor decals along pathway with 2 m spacing

Stairwells
• Use stairs going up/down.
• Only one person may be on a flight of stairs at a time. If you see that a flight of stairs is already occupied, please remain on the landing or in the hallway, maintaining 2 m physical distancing, until the stairwell is clear.
• Walk on the right side.

Sign:
• East and West stairwells (on stairwell doors and on each landing, 12 needed)
• Only one person may be on a flight of stairs at a time.
• If stairwell is occupied, please wait at landing or in hallway until stairwell is clear.
• Maintain 2 m separation
• Wash hands after exiting stairwell

Lunchrooms & Kitchen:
• Room 355. Lunchroom will remain closed for Phase 1.

Sign:
• Room 355, on exterior of door (1 needed).
• Lunchroom closed – no entry until further notice.

Food storage:
• Food and beverages may not be stored or consumed in labs.
• Food has to be stored outside of labs, e.g. in the hallway or the lobby area (at CMP Addition area).
• Eat outside. Food may only be eaten in the lobby area if the weather conditions are poor (rain, cold, wind). A separation of 2 m must be maintained.
• A maximum of 2 people at a time may sit in the lobby area, one on each side of room. Please sit near the wall or window to maintain 2 m on either side of the entry pathway.
• Wash/disinfect hands before and after eating.
- Disinfect surfaces before and after eating.

**Food deliveries:**
- Only one building occupant at a time may be at a door to accept a food delivery.
- Only the north building entrances may be used – no. 1 Figure 2, Appendix.
- Orders must be prepaid; no payments at the door.
- Delivery people will message an occupant to indicate a delivery has arrived.
- The delivery person leaves the order outside at the door.
- When he/she leaves the occupant may open the door and take the delivery.
- Next, hands must be washed, and the food may then be eaten.
- Empty food containers must be disposed of in the regular trash.
- Wash hands right after eating.

**Sign:**
- On north doors (1 needed)
- Food deliveries
- Only one person at a time may receive a food order.
- Orders must be prepaid; no payments at the door.
- Delivery person messages occupant, leaves food near door.
- Open door and pick up the order.
- Wash hands before and after eating.
- Dispose of containers, utensils into trash.

**Lobby:**
- First floor lobby area (room 240) just inside the north entrance (number 1, Figure 2, Appendix).
- 2 people may sit in the lobby area at a time. In addition to the 2 people, individuals may pass through the lobby area, one at a time.

**Sign:** (2 needed, one on each side)
- Maximum 2 people may sit in the lobby area at a time.
- Arrow- one person can sit on this side (2 needed, one on each side)

**Sign:** (2 needed, one on each door)
- On doors from lobby to hallway by technician offices and elevator
- On arrival please follow sign in procedures.
- You may proceed if there is a vacant spot for you to stand.

**Smoking areas:**
- Smoking is permitted outside the building in the areas outside east entrance and in the area outside the west entrance (see Figure 2).
• Smoking is not permitted near building air intakes.
• Smoking is not permitted within 8 m (26 feet) of a building entrance.
• People must be at least 2 m apart.

Staff offices, Rooms 252, 254, and 256 (see Figure 6, Appendix):
• To ask questions or get advice from technical staff, use email or phone (604 822 1421).
• To order supplies or items, use email.
• Get instructions from staff personnel for shipping items by email or by phone.
• Do not pass items or paper back and forth unless absolutely necessary.
• Only staff personnel will be permitted inside offices. No self-service permitted.
• A table will be placed outside CMP 252 and requested items will be placed there by staff personnel for pick-up. There must be 2 m between the person in staff office and the person at the table.
• Access/leave the staff office area from the north entrance, elevator or use stairwells following relevant instructions.
• Maintain 2 m distance between people in hallway outside of the offices areas, elevator and washrooms.
• Stand on the floor signs.
• If you see all spots indicated by floor signs are occupied, wait in the lobby area.
• If the lobby area floor signs are occupied, wait outside the North doors.
• Maintain 2 m distance between people in lab area to support research work.

Shipping and Receiving Items:
• When Receiving Items from Staff Offices: Students, Faculty and staff are to use the following procedure:
  o Technical staff phone or email students, faculty or staff when items they ordered are available and arrange a time when the items can be picked up.
  o At arranged pick up time, staff will place item on the table in the hallway.
  o Item receiver will collect the requested item from the hallway when they see the hallway is clear.
  o For large samples, item receiver will collect the requested item from bay door areas.
  o When maintaining social distancing is in performing the work, non-surgical mask and face shield can be provided.
  o Disinfect hands/items using the hand sanitizer/spray bottle at shipping/receiving talbe.
• When Shipping Items: Students, Faculty and Staff are to use the following procedure:
  o Phone or email the technical staff when they need to ship an item to arrange the time for item drop off.
  o Item shipper will bring the item to the hallway and place on the table. For large samples, the technical staff or item shipper will place by the bay door area.
Technical staff or the item shipper will call a courier to collect the item from the north entrance. For large samples, technical staff or the item shipper will call a courier to collect the item from the bay door area. When maintaining social distancing is impossible in performing the work, non-surgical mask and face shield can be provided. Disinfect hands/items using the hand sanitizer/spray bottle at shipping/receiving table.

**Sign:**
- Free standing on pole at location outside room 252 (Figure 6).
- Maintain 2 m space.
- Stand on floor decals. If all are occupied wait in lobby or outside.

**Loading area (Bay doors see Figure 6, Appendix):**
- Only staff personnel and delivery people may use the bay door area.
- To dump trash into the dumpster or cardboard for recycling into a dumpster carry it out the east entrance to the dumpster.
- Re-enter the building through the north entrance.

**Machine shop, Rooms 101, 101A and 101B (see Figure 5, Appendix):**
- Communicate with machine shop staff by email and phone as much as possible.
- Draw detailed plans where appropriate and email them.
- If you are picking up or dropping off items, communicate by email or phone in advance to minimize person to person contact.
- If you have a question, communicated by email or phone as much as possible.
- If you must talk to the technical staff in person, arrange an appointment by email or phone in advance.
- Once you have prearranged a time, go to the shops to deliver or receive necessary items. Shop staff sanitize these items first before giving them back to researchers. Hand sanitizer and disinfectants are provided.
- Staff will receive or provide items on a table, the floor or onto a cart as needed.
- Researchers may take items away once they see there is at least 2 m of distance between themselves and the shop staff.
- Access the shops from the west stairwell (Figure 5, Appendix).
- Floor decals indicate spots where you can stand and wait. If all spots indicated by floor stickers are occupied, then come back at another time.
- Doors to the shop will remain closed. Once you are at the head of the line knock on the door and stand back 2 m of it. Shops staff will open the door and discuss what is needed.
- When you are done at shops exit by going to the CMP 100 area and go up use east stairwells. You may use the bay door (CMP 112) to move heavy equipment out of the lab.
Sign:
- Maintain 2 m space.
- Stand on floor decals. If all are occupied come back at another time.

Graduate student offices, postdoctoral office
Graduate student offices, postdoctoral office and other commonly accessible rooms, other than those indicated above, are closed until further notice. This includes rooms: 110, 258, 310A, 352, and 362. Other small rooms and individual offices are not among those that would otherwise be commonly accessible.

Sign:
- On office doors, communal office areas, etc.
- No access to this room until further notice

Other:

Hygiene practices

General best practices
In addition to physical distancing the best things you can do to protect yourself and others from COVID-19 are:
- Keep your hands away from your face.
- Wash your hands with soap and water often.
- If unable to use soap and water use hand sanitizer.
- If you have to cough or sneeze, cough/sneeze into the crease of your arm. Don't cover your mouth with your hands. Wash or sanitize hands afterwards.
- If you need to blow/wipe your nose dispose of tissues immediately into a trash container; wash your hands. Do not use reusable items such as hankies.
- If you start to feel ill, feverish or develop a cough, contact UBC first aid (604 822 4444 - UBC employees only). Call 911 for non-UBC personnel or at the discretion of the person ill, they can go to UBC urgent care; the ill person should be accompanied. The BC nurse's hotline (811) can be called for advice as well.

Hand hygiene
- Washing - using soap and water cover and wash all surfaces of your hands for 20 seconds.
- Soap and water are more effective than hand sanitizer.
- If hands are dirty or greasy soap and water must be used. Hand sanitizer is not effective if hands are dirty or greasy.
- Hand sanitizer - about 3 mL is required (a blob about the size of a quarter). Rub it over all surfaces of your hands until they feel dry (10-15 seconds). Do NOT wipe your hands on paper towels or other materials. That defeats the purpose.
Hand sanitizer stations
- UBC will supply hand sanitizer stations and lotion.
- This might be in limited supply; avoiding using excess and wasting it, but do use a suitable amount for it to be effective.
- Building Operations will determine locations of hand sanitizer stations.
- Bottles of hand sanitizer may be obtained through the technician offices and placed where needed. Hand sanitizer should be available in all labs and shops.

Limitations of hand hygiene
- After you have washed your hands or sanitized them, the moment you touch any surface there is a risk of contacting the virus. The risk is greater where high-touch surfaces are involved such as:
  - Doorknobs/handles
  - Light switches
  - Handrails
  - Taps
  - Elevator buttons
  - Frequently used equipment (e.g. photocopiers)
- This is why avoiding touching your face is so important!

Opening doors
- To the extent possible use elbows, a fist or hips to open doors that can be pushed open. Avoid using fingertips and palms if possible.
- If you need to touch a door with hands/fingers, wash or sanitize immediately afterwards.

Masks
- Non-medical masks may be used in common areas but are not required. They are generally ineffective for preventing exposure to droplets. They are believed to have some benefit for minimizing the spread of droplets from the wearer, e.g. in case of a cough or sneeze.

Other procedures
- Gloves MUST be removed before exiting a lab.
- Masks or respirators for protection against chemical hazards must be N95 certified and must be fit-tested. Fit-testing is normally valid for 1 year; WorkSafe has extended this to 2 years for the time being. UBC SRS will be conducting fit-testing.
- Working alone – If only one person is in a lab there are three options:
(1) He/she does work that the PI has confirmed is safe to do as per the working alone policy
(2) The PI and researcher set up a call in system. This can be accomplished as follows: The researcher sends an email to the PI upon arrival including the self-screening check. The researcher contacts the PI or someone he/she designates (email) at specified intervals (frequency depends on the risks involved: low risk of serious harm – infrequent; higher risk – more frequent). The PI (or someone he/she designates must be available to receive the email. If an email is not received by or shortly after the set time, try to contact the researcher. If contact cannot be made, call Campus Security to have them check on the person. When the researcher is set to leave, he/she sends one last email to say they’re leaving.
(3) Arrange with a responsible researcher in the building to do checks on the lone researcher. Verification that he/she is OK must be made. A record of checks must be kept (Names of researcher and checker), date and time of checks and they have to connect when the alone researcher is leaving (also recorded). The record needs to be sent to the PI at the end of each day. The PI keeps these records/emails.

Communications Plan
• Input for this plan has been sought from researchers, technical staff and faculty. The plan has been reviewed by the department head of Mining Engineering. The JOHSC has been consulted through the MINE JOHSC representative (Carmen Jensen).
• The building safety plan will be emailed to all departmental faculty, staff and graduate students. The building safety plan will be posted on: https://mining.ubc.ca/covid-19-information-and-resources/, in the Canvas Course MINE SAFETY ONLINE WORKSHOP, and upload to JOHSC share point site.
• The building safety plan will be emailed to the Building Facilities Manager for reference.
• The building safety plan will be reviewed in lab safety training documentation and orientation activities. All personnel will be required to read it.
• The SRS COVID-19 safety course is now available online. Everyone should take the course and get a certificate. The certificate should be emailed to an admin person who keeps the safety records.
• Safety training requirements are outlined in a checklist. Researchers are required to sign the checklist indicating they have completed the training. By their signature they also indicate that they will abide by the safety plan requirements. For Mining department researchers the checklist is available here: https://nbk-mining-2019.sites.olt.ubc.ca/files/2020/06/COVID-19-Safety-Training-Checklist-and-Commitment-Form-Mining-CMP-Building.pdf Each researcher will need to upload to the Canvas MINE SAFETY ONLINE WORKSHOP. See Figure 11, Appendix.
• Paper copies of the plan will be posted on bulletin boards in the department
  o CMP- Bulletin board next to elevator into lab.
  o CMP- Bulletin board at East entry
• For questions about the plan contact Carmen Jensen carmen@mining.ubc.ca
• The final approved building safety plan will be available on a central UBC website. A link to the website will be available on the https://mining.ubc.ca/covid-19-information-and-resources/ page.
The LST chair is responsible to provide training for PIs. This will include:
  - A voiced over PowerPoint presentation. The presentation will be available on https://mining.ubc.ca/covid-19-information-and-resources/
  - The Building safety plan overview
  - The revised BERP overview
  - The self-screen health check form
  - The agreement (signed) by each lab researcher to abide by building and lab safety plans.
  - Normal hours of operation will be 8:00 AM to 4:00 PM, Mon.-Fri.

PIs are responsible to notify researchers to complete the daily self-assessment check-in form upon arrival at the lab (see Figure 10). A link to the form is provided below: Mining: https://nbk-mining-2019.sites.olt.ubc.ca/files/2020/06/Daily-login-form-Mining.pdf

Each PI is responsible to communicate the requirements of his/her lab safety plan to all returning personnel. A record that lab researchers have read it is required. (See Figure 11, Appendix for the form.) The PI is responsible to schedule people for work in his/her lab.

The PI must contact the department head if he/she wants someone to be able to work outside of regular hours. Working outside of regular hours is discouraged and will require justification. Any additional safety plans will have to be put in place such as addressing working alone and monitoring of compliance. Campus Security may need to be notified. Researchers would have to post notice on the lab doors that work outside normal hours is underway, including names and expected hours.

Monitoring

Each and every person entering the building will be required to do a check-in and check-out. The form can be accessed through a QR code available on the Mining website (https://mining.ubc.ca/covid-19-information-and-resources/) This accesses a simple survey form that will track total numbers of entries and exits. ALL personnel entering the building are required to do this, including:
  - Researchers
  - Technical staff
  - Faculty
  - LST personnel doing monitoring and compliance checks
  - Delivery persons
  - Anyone at all who enters the building for any reason, however brief or long
  - Each person must both check-in AND check-out

Each PI will appoint someone in his/her group, in the lab, who will check for compliance with the lab safety plan. At any time when people are present in the lab there must be someone present to fulfill that task. The role may pass to different people on different days/times since it is likely that no one person from a group may be present 5 days per week. A daily safety checklist should be used by whoever is checking compliance. An example checklist is available on the MINE
This should be done once per day. The checklist needs to be posted in the lab.

A representative from the faculty and/or LST will be doing spot checks on occasion to see that building plan requirements are being followed and to check that daily lab inspection checklists are being done and posted.

Training for in-lab monitoring will be provided to all returning personnel as part of the lab safety training and orientation required prior to returning to work. Training will cover:

- Ensuring each person in the lab records their arrival (daily)
- Each person does a daily self-screening health check for possible respiratory illness symptoms and COVID-19 exposure upon arrival
- The records are emailed to the PI or his/her designate
- What to do if someone manifests symptoms
- Communicating safety plans requirements
- What to do in the event of clear violation of the requirements
- Consequences of deliberate violations

In advance of research commencement, each PI will provide a list of members of their research team who are approved to return to research in the CMP to the LST Chair. The list will indicate the name of the person and the area of CMP that will be accessed.

The LST Chair will check that each of the researchers has met all lab access training requirements including the extra training and orientation for COVID 19.

Once training requirements have been completed, the LST Chair will provide the names of approved researchers to the technical staff.

At the start of each day, each approved researcher will be required to check in with the technical staff and fill in the access form. The sign in will include completing a health check and the access log with the date, time and areas they will access in the building.

Only lab researchers with approval from the LST Chairs will be permitted to enter and use the research facilities.

All lab users will be expected to sign in and out, electronically using their smart phone or laptop. This is to minimize contact with high touch surfaces. The sign in will include:

- Health check checklist
- Date and time
- Room number(s) they expect to be occupying.

If a researcher has no means of signing in electronically, the preferred option is that they speak to a member of the technical staff and the staff fills in the paper sign in sheet. Some paper sign in forms will also be available on the in the hallway outside of the technician offices.

At the end of each day the researcher will sign out.

Libin Tong, Lab technician, will be present during regular hours of operation (8:00 AM to 4:00 PM) to provide supervision and do compliance monitoring checks including:

- Ensuring only approved researchers access the building.
o Checking the access log to ensure all people signed out the day before.
o Ensuring that all people accessing the building sign in.
o Ensuring that the building safety plan requirements are being followed
o Ensuring that people in labs/rooms are maintaining physical distancing
o Observing if people appear to be well.
o Advising on safety requirements
o Reporting to the department head if there appear to be significant violations.
o Checking if people working alone are adhering to their working alone policies or are checking in with someone appointed for that task.
• Compliance monitoring checks will be done around 9:00 AM and 3:00 PM.

Emergency Procedures:

Building Emergency Response Plan for CMP (BERP) can be found here: https://mining.ubc.ca/safety/safety-resources/ . The purpose of the document is to help ensure the safety of CMP Lab occupants through emergency evacuation and fire prevention.

• In case of a building alarm evacuate the building; any exit may be used; physical distancing is not applicable during an evacuation. The assembly area is the East Parking lot, next to entrances 2 and 3 (Figure 2). People must keep at least 2 m apart in the assembly area. No one may re-enter the building until emergency personnel give permission.

List of Units Occupying Building

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit Administrator</th>
<th>Email &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanna Ho</td>
<td><a href="mailto:Joanna.ho@ubc.ca">Joanna.ho@ubc.ca</a></td>
<td>(604) 822-4502</td>
</tr>
</tbody>
</table>

Appendix
See below.

Department/School Head/Director Approval

Scott Dunbar, Head of Department

June 30, 2020

Date
Figure 1 View of Coal and Mineral Processing Laboratory
Figure 2. Map of the Coal and Mineral Processing Laboratory
**ENTRANCE ONLY**

Maximum Occupancy: 38 persons
Authorized personnel only:
Department technicians and **scheduled** research personnel ONLY
**NO ADMITTANCE to research personnel who are NOT SCHEDULED to be in the building**
**Use automatic door opener button**

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Figure 3. Illustrative example of signs posted in the Coal & Mineral Processing Laboratory to inform occupants of requirements (sign at north entrance door)
Figure 4. srs.ubc.ca physical distancing sign.
Figure 5 Building floor plan - ground floor/basement (occupancy limits indicated for each lab room)
Figure 6 Building floor plan - first floor (occupancy limits indicated for each lab room).
Figure 7 Building floor plan - second floor (occupancy limits indicated for each lab room)
Mining Engineering Department

Daily inspection checklist to check for compliance with the COVID-19 workplace safety plan. Post completed inspections in a prominent area in the lab. Inspector please send a photo of the completed form to the PI/ Lab Supervisor.

Supervisors may modify as needed

Building (Check one)
- FRANK FORWARD
- COAL AND MINERAL Processing Building

Room ________________

PI/ Lab Supervisor ____________________________

Name of person doing the inspection ________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Yes/No?</th>
<th>Yes/No?</th>
<th>Yes/No?</th>
<th>Yes/No?</th>
<th>Yes/No?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Are people keeping 2 m or more separation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are people washing hands after touching common/shared surfaces?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are people washing hands after handling common/shared tools or equipment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are people cleaning common/shared tools after use?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has the daily login and self-assessment form been completed by all occupants?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are only people scheduled to be in the room present?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are common surfaces being cleaned at the start of the day?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Were common surfaces cleaned at the end of the previous day?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 8 Daily inspection checklist for compliance with the COVID-19 lab safety plan. Supervisors may modify / add items as needed to suit their areas and plans.
Cleaning and disinfection

Wash your hands at the start

(1) Clean surfaces first. Use paper towel and detergent solution (from stores). Dry with paper towel.

(2) Disinfect next. Use disinfectant wipes, spray or ≥0.5% bleach solution. Bleach works quickly. For others follow instructions on the container.

What to clean/disinfect:

- Commonly touched surfaces (e.g. bench tops, cupboards, handles, taps, faucets).
- Commonly touched equipment (e.g. on/off switches, surfaces, controls) ensure power is off!

Frequency:

- At the start of the day or before work to be done
- At the end of the day or work being done
- In between if there will be multiple people touching surface/equipment and it doesn’t get sanitized before and after each use (e.g. at midday)

Wash your hands at the end.

Figure 9 Basic cleaning and disinfection procedure.
Employee/student daily login form

Please complete this form daily upon coming to work. Forward the form to the PI/Lab Supervisor.

Your name: ___________________________________
Date: _____________________/2020
Time: _______________AM / PM

1. Do you have any of the following symptoms today?
A fever? Yes ____ No _____
A new or worsening cough?  Yes _____ No _____
New or worsening sneezing?  Yes _____ No _____
A sore throat? Yes ____ No _____
Chills? Yes _____ No _____
A runny nose? Yes _____ No _____
New muscle aches? Yes _____ No _____
A headache? Yes _____ No _____

2. Have you been outside of Canada within the last 14 days? Yes ____ No _____

3. Have you been in contact with anyone who has COVID-19? Yes ____ No _____

If you answered yes to any of the above you need to stay home; do not come to work.

Figure 10 Daily self-assessment check-in form. To be completed by each researcher entering a lab. Send to the supervisor, lab manager or designate appointed by the supervisor.
Return to Research Activity - Commitment Form - CMP Building Mining Engineering

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Frank Forward building in general and labs in particular. The building guidelines have been co-developed by the LST co-chairs from Materials Engineering and Mining Engineering. All students, staff and faculty who are permitted to resume research activities in the Forward building are required to complete the following requirements. All documents for review are accessible through the MINE SAFETY ONLINE WORKSHOP; self-enroll here: https://canvas.ubc.ca/enroll/EGWKHH

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the CMP building safety plan</td>
<td></td>
</tr>
<tr>
<td>Review the lab safety plan</td>
<td></td>
</tr>
<tr>
<td>Complete the SRS online COVID-19 safety course through Canvas</td>
<td></td>
</tr>
<tr>
<td>Upload SRS course certificate to MINE SAFETY ONLINE WORKSHOP</td>
<td></td>
</tr>
<tr>
<td>Attend online lab safety training session</td>
<td></td>
</tr>
</tbody>
</table>

Your name: ___________________________ Date: ___________________________

Faculty/Dept. ___________________________ Your main room no. ___________________________

Your role (staff, grad student, etc.): ___________________________

Supervisor: ___________________________ Your Signature: ___________________________

By your signature you agree that you intend to meet the requirements/principles for:

- Completing the daily self-assessment form
- 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
- 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 lab’s 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

When you have completed and signed this form, please upload it to the MINE SAFETY ONLINE WORKSHOP on CANVAS

Figure 11 Safety training requirements and commitment record form
Figure 12 A QR code created to access the CMP check-in and check-out surve