



COVID-19 Return to Work Safety Plan (**Stage 2, v. Dec 7, 2020**) UBC DMCBH floors LL and 3 – 5 & CBH Koerner labs

Following curtailment in March 2020, UBC is implementing a phased resumption of on-campus research from the beginning of June, adopting a gradual approach over the summer months. Conducting on-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. **As a reminder, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue working remotely, wherever possible.** For more information, visit <https://research.ubc.ca/planning-phased-resumption-campus-research-scholarship-and-creative-activities>.

The goal of this plan is to allow researchers to slowly return to their laboratories/workspaces and resume important research activities while allowing for physical distancing and safe practices. The COVID-19 virus will remain a serious concern for an indefinite period, and thus we need to adopt new habits that allow us to **resume/continue our work** while **reducing the risk** of acquiring and/or spreading the virus.

We seek to establish an honour system, with trust-based procedures. This means responsibilities for everyone: Centre, PIs, staff and trainees.

This plan will be updated / modified as new information arises and BC Health guidelines change. This plan includes all research activities in DMCBH floors Lower Level (LL) and 3 – 5, and the CBH research spaces in Koerner 1 and 2. **This plan has been updated to reflect modified Stage 2 occupancy levels while maintaining the Stage 1 safety plan as previously approved. Changes for this version of stage 2 are in RED text.** Increased occupancy for Stage 2 is only allowed if i) work cannot be done remotely and ii) physical distancing of more than 2 meters can be maintained.

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FOM AND HEALTH AUTHORITY RESEARCH GUIDING PRINCIPLES

The following principles will be used to guide decision making and processes by the Faculty of Medicine and Health Authority Research Institutes related to Phased-in resumption of on-site activities:

- The health and well-being of faculty, health professionals, trainees, staff, patients and the public is paramount.
- The orders, notices and guidance of the Provincial Health Officer, Health Authorities and WorkSafeBC will be followed.

- Approval for on-site activities (including research, education and administration) will only be granted to those who require on-site resources and cannot conduct this work remotely. **All activities that can continue to be done remotely must do so.**
- There will be a Phased and coordinated approach across each building and site (includes university, health authority and clinical research spaces).
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation at any particular site.
- Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.

FOM/Heath Authority prioritization of on-site activities

1. COVID-19 research
2. Current research activity exemptions as approved previously
3. Graduate students who need to be on-site to complete lab work for graduation
4. Positions required to run core research facilities that are essential for approved on-site research
5. Upcoming time sensitive activities that cannot be done remotely and require on-site research access
6. Equity considerations for those that cannot work from home for various circumstances
7. Non-time sensitive activities that cannot be done remotely for limited access
8. Clinical trials concurrent with clinical care

By observing the most recent Provincial and Federal Health and Safety guidelines, we can minimize the risk of infection when returning to work. The procedures and practices detailed in this plan are based on these guidelines.

Before returning to campus, all UBC staff, students, trainees and faculty will be required to complete an online training course. Information will be provided as soon as it is available.

For further information, please see [UBC's Health and Safety - COVID19 page](#). To locate or develop safe working procedures for your research, speak with a member of the Centre management team or the appropriate member of the Safety and Risk Services (SRS, formerly known as Risk Management) team.

Centre Management Team:

Melanie Bertrand, Laboratory Manager and Research Administrator: mbertrand@brain.ubc.ca

Julia Boyle, Laboratory Manager and Research Administrator: jkboyle@brain.ubc.ca

Katherine Rhodes, Facilities Manager: krhodes@brain.ubc.ca

RESPONSIBILITIES

DMCBH and Koerner Lab PIs are responsible for:

- Submitting:
 - A signed copy of the this **DMCBH Return to Work document** (submit to daphne.druick@ubc.ca and CC: mbertrand@brain.ubc.ca and jkboyle@brain.ubc.ca)
 - The **Medicine Access Priority template (EXCEL spreadsheet)** – this only needs to be submitted if it has changed since Stage 1, i.e. if you are requesting access for additional research personnel or if this is a first-time access request (submit to mbertrand@brain.ubc.ca and jkboyle@brain.ubc.ca)
 - A signed copy of the **VPRI Access Request form** only if you are increasing the numbers of research personnel on site at any given time (submit to daphne.druick@ubc.ca and CC: mbertrand@brain.ubc.ca and jkboyle@brain.ubc.ca)
 - **The VCHRI Animal Research Resumption Access Request Form** for labs requiring access to the ARU, only if you are making changes to your access request. The form can be accessed [here](#): https://www.vchri.ca/sites/default/files/vchri_animal_research_resumption_access_request_final.pdf. This must be submitted to aru.info@ubc.ca and approval granted before resuming any work in the ARU.
 - **The UBC Animal Research Resumption Access Request form** for labs requiring access to the CDM/MBF, only if you are making changes to your access request. This must be submitted to acs.resumption@ubc.ca and approval granted before resuming any work in the CDM/MBF.
- Establishing research, personnel and maintenance schedules for the lab to ensure adherence to the safety rules and maximum occupancy rules outlined below.
- Establishing a safety plan and ensuring all staff and students returning to work in the lab are properly trained in all lab safety procedures and/or will be appropriately supervised.
- Ensuring all personnel under their supervision have read and understood all policies pertaining to their research site and are adhering to all the Federal/Provincial regulations and UBC policies.
- Posting contact information for themselves and the personnel given permission to enter their lab area.
- Posting a weekly schedule for all members of the lab that are expected to be in the building at any given day/time.

Research staff and students are responsible for:

- Monitoring your health and not going to DMCBH/Koerner labs if you, or someone in your household, is ill or if you are under public health advisory for COVID-19 exposure. Visit [Thrive BC](#) for information about COVID-19 symptoms and testing.
- Reading, understanding, and signing a safety plan to follow all established regulations and policies pertaining to performing research during the pandemic.
- Following all established safety protocols.
- Reporting concerns regarding COVID-19 safety guidelines to faculty supervisors, as appropriate in the context of UBC and BC privacy regulations.
- Wearing their hospital-issued photo ID at all times, and being prepared to show it to hospital security on request.

DMCBH Directors and senior admin team are responsible for:

- Working with service providers to ensure adequate housekeeping and security are provided for the staff working in the DMCBH and Koerner labs.
- Purchasing and distributing hand sanitizer for common areas.
- Mediating conflicts, responding to and investigating reports of non-compliance, resolving issues.
- Addressing any concerns raised by students, trainees and staff regarding work safety and referring them to the appropriate help.
- Regularly communicating policy updates to all DMCBH faculty, staff, students.
- Reviewing and approving **Medicine Re-entry Request forms** as they are being submitted in the coming days/weeks to address priorities and occupancy and compiling the ongoing research activities in a single document.
- Liaising with VCH regarding other building occupants.

GENERAL PREVENTION OF EXPOSURE TO COVID-19

1. Assess your health before coming to the Centre

Prior to arrival to the Centre all faculty, staff, trainees, and students are required to confirm to their supervisor (or their designate) that they have completed a daily self-assessment for symptoms of COVID-19 (use the self assessment tool at <https://bc.thrive.health/>). This must be recorded in some way and monitored by the supervisor or their designate. As of December 7th, 2020, Faculty who are coming to the Centre should complete the DMCBH self-assessment survey https://ubc.ca1.qualtrics.com/jfe/form/SV_dnlVNLpntCiULfT (this link is also on the [DMCBH COVID webpage](#)). Faculty and research groups have the option of using the DMCBH survey to track their lab members' self-assessments or can use other means (email, slack, etc). Please note that a physical sign-in sheet is acceptable but must include that the lab members have completed the self-assessment, must not mention symptoms, and must be monitored daily by the supervisor or designate.

Do not come to the Centre if you feel unwell and alert your PI or manager. If you are experiencing any symptoms of COVID19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority.

Common COVID-19 symptoms according to the WHO are:

- Fever
- Dry cough
- Tiredness
- Loss of taste/smell
- Sore throat

If a member of your household has symptoms of COVID-19, do not come into the Centre. Please consider your own risk level before entering the building. If you or a loved one belong to a high-risk group for COVID-19, we strongly advise against returning to on campus work at this time. Contact your PI, and Human Resources or Graduate Studies if necessary, to determine a course of action.

If you have traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, follow current provincial guidelines for self-quarantine before returning to the Centre.

2. Always maintain a minimum distance of two meters between yourself and others

Return to work rules are based heavily on maintaining physical distance from others at all times, whether in the common areas, offices or lab spaces. If your research protocol requires that you be in close proximity to another person, please follow guidelines in Appendix 7 or discuss the protocol with Centre Management and/or SRS.

Obey directional markings on doors and floors. They are there to prevent accidental proximity. Avoid passing others on stairs whenever possible.

3. Avoid all gatherings

Meetings should be done digitally, not face to face. No lab meetings, journal clubs, seminars, etc. are to be held in person. Meeting rooms are not available for booking.

4. Hand sanitizing

Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.

5. Maintain a sanitized work environment

Each person working must have a spray bottle of disinfectant (70% ethanol or other disinfectant recommended for use by the Province), or a squirt bottle with kimwipes in the lab. The labs are responsible for supplying these bottles and kimwipes.

Sanitize your work area before starting your work and at the end of your workday. Sanitize cell phones and laptops upon arrival at your work area. Shared work areas must be sanitized on arrival and at completion of your work. After using shared equipment, spray it thoroughly with sanitizer, ensuring that any points of contact or potential contamination are covered.

6. Personal Protective Equipment (PPE) is the last defense

UBC's official guidance on the use of PPE in response to COVID19 is available [here](#).

The Centre's minimum PPE requirements for working in a lab research area are the same as always: foot-encasing shoes, long loose pants, lab coat and gloves. Additional PPE (N95 face mask, eye protection, double gloves, gown, etc.) may be required by your protocol and must be adhered to.

In accordance with SRS and UBC guidelines, UBC employees will not be asked to wear PPE that is not listed in their safe work procedures.

Effective Sept. 16, 2020, non-medical masks are required in all shared indoor spaces at UBC. Shared spaces include, but are not limited to, hallways, stairways, elevators, bathrooms, and the open lab space.

When not in use, ensure your lab coat is on a hook so that it won't touch other lab coats. Otherwise, it may be carefully placed in a bag to prevent it from contaminating other items. If your lab coat is in need of washing, take it to the laundry room in Purdy Pavilion as usual.

Gloves are not to be worn in non-laboratory areas.

NOTE: The 2-metre physical distancing rule and room occupancy rules are firm rules that are not changed by wearing PPE. You must follow these rules at all times.

7. Additional safety protocols for human subject research can be found in Appendix 5 and must be strictly adhered to.

TRAFFIC FLOW

- **Health Care Buildings**— Our facilities are located within health care facilities. Vancouver Coastal Health (Vancouver General Hospital UBC site, and DMCBH outpatient clinics and

infusion clinic floors 1 and 2) and Vancouver Coastal Health Research Institute have set policies for their spaces and we must respect them.

- **Building Entry**— For entrance to all of our research spaces, enter via the DMCBH. The main door is unlocked between 7:00 am and 5:30 pm, Monday-Friday. The Staff Entrances (south doors) are exit only for most people but may be used if your card works at those doors. At the entrance, follow directions posted and marked on the floor to assist you in maintaining 2 meters distance. Sanitize your hands at the station placed at the entry.

To access Koerner Pavilion, use the tunnel between DMCBH-LL (double doors at the west end, turn right and follow the tunnel) and Koerner-G.

For both buildings, if you have permission to access the Centre outside of regular work hours, call the Security non-urgent line at 604-827-4777 to gain entry.

Be prepared to show your ID and to answer questions regarding your health status. Always be polite and respectful to staff and patients at building entrances and within the building.

- **Elevators**— Follow maximum occupancy posted for elevators at all times. Maintain distance from others while waiting. Priority is to be given to patients and hospital staff.
- **Skybridge**— At this time access between Koerner-2 and DMCBH-3 via the skybridge is not available. Do not use this route between the buildings; use the tunnel instead.
- **Stairs and corridors** — Stairs are bi-directional due to fire code restrictions. Be aware and maintain distance, allowing hospital staff priority. When possible, avoid using the stairs beside the Koerner elevators, and use the stairs that lead directly into our research spaces instead. These are the four staircases to the west end of the building. The stairs nearest the washrooms on the south side (Haas/Rankin lab areas) and nearest Melanie’s office on the north side (Wang lab area) have card access points to unlock the doors. The stairs between DMCBH 3 and 4, and DMCBH 4 and 5, within the laboratory spaces are not to be used at this time. Please make sure to minimize passing others in the narrow corridors by waiting, if possible, for the corridor to be clear before entering.
- **Research Spaces**— Follow signs posted and markings on the floor directing traffic in and out of spaces.

OCCUPANCY RESTRICTIONS

UBC has directed that research (see pg. 2) may resume. In Stage 2, the goal is to increase activity while maintaining strict 2 meters or more distancing. **Appendix 1 lists each lab’s maximum permitted personnel; this is based on a list of all fulltime staff/trainees including the PI as well as an evaluation of the space allocated to each lab. Occupancy for all labs is capped to a maximum of 2/3 normal occupancy, however if space allocation does not permit this level of occupancy while maintaining adequate distancing this number will be lower.** As in Stage 1, each research group must assess whether members actually require access to the building; any work that can be done remotely should be done at home, so that some research groups will not reach their maximum numbers in the

building for this Stage. The PI is responsible for deciding which personnel have priority for access and for maintaining a lab calendar to ensure that the personnel limits for any given time are never exceeded.

Regardless of the number of people from a lab permitted in our space at any given time, there are strict occupancy limits for specific spaces within the Centre. Do not exceed these numbers for any reason without consulting the Centre management team. Occupancy limits will be clearly posted on every room.

Each investigator must develop a plan to ensure that no more than their allotted number of lab members (Appendix 1) are on site at any one time. A schedule must be posted each week (at a central location in the lab that can be accessed by the building managers; the PI must notify the building manager of this location) outlining which members will be in the lab on any given day or time. This plan should be updated on a weekly basis (or any time the schedule changes) and posted.

Building hours will be limited to 7 a.m. to 6 p.m. Monday through Friday. This is required to allow cleaning staff full access to the building in the evenings and on weekends for deep cleaning and sanitizing. If you require access for short periods of time on weekends or evenings, access is permitted so long as your presence does not interfere with the work of the custodial staff. For weekend work, please keep in mind that no cleaning by custodial staff will take place over the weekend, so lab members will be responsible for cleaning all high-touch surfaces with 70% ethanol.

The online room and equipment booking website will be used to schedule users for occupancy-restricted areas. Contact the Centre management team to arrange to have a space added.

Note: A “bay” is generally a U-shaped cluster of lab benches or desks with an aisle between them.

Prior to resuming work each lab must:

- Ensure there is sufficient PPE available if required. For projects where PPE is deemed necessary but is not available due to PPE shortages, work may not proceed;
- Ensure the lab has sufficient sanitizer and bottles for each person in a shift;
- Develop a working plan for the lab’s physical space (directional flow, interior room booking, etc). Maximum occupancy can never be exceeded regardless of the number of lab members that may return. This must be approved by Centre management before work commences.

A mandatory ***Preventing COVID-19 Infection in the Workplace*** online training course is now available through UBC SRS (<https://wpl.ubc.ca/>). All workers onsite are required to complete it within a week of access to the CBH research space. All other workers (not currently at worksite) will be required to complete it before they return to the workplace. PIs are responsible for keeping records of certificates of completion for all personnel accessing the research buildings.

New lab personnel are permitted during Stage 2. All new personnel must complete the ***Preventing COVID-19 Infection in the Workplace*** online training course prior to starting work on site, and all other mandatory SRS training courses prior to working independently. New lab members will still require an orientation and quiz before photo ID is issued, please contact the Centre management

team to arrange for a quiz to be done over Zoom. Please see Appendix 7 for detailed guidelines on training new lab members when a 2 m distance cannot be maintained.

Once the lab is prepared, shift work may commence.

- Coordinate shifts within shared spaces to remain below maximum occupancy
- All lab members must be compliant with the Centre's [working alone/in isolation procedures, and the working after hours procedures if applicable](#);
- **If anyone develops symptoms of COVID-19, do not come to work, self-isolate and call 811.** Contact tracing will be done according to Public Health Guidelines

1. Open Lab Spaces

There must be no more than two people per bay in the open lab space. Be mindful that there is not a full 2 meters distance across lab benches; do not work directly opposite another person, either back to back or facing someone on the opposite bench, unless there is a barrier between the benches. The diagram below shows an example of how this spacing can be achieved. When two people are working in the same bay, there should be some form of indicator of the no-work zone around an individual to help maintain their 2m bubble. Labs may work with the Centre management team for help with establishing a system.



2. Open Office Spaces/Workstations

In accordance with UBC policy, work that can be done remotely must be. These areas should not be heavily used. However, if necessary, maintain distance from others by ensuring only two people per bay.

3. Koerner 2nd Floor Lab Spaces

The labs on the second floor of Koerner Pavilion are generally arranged in bays similar to the open lab spaces. There must be no more than two people per “bay” within these labs.

4. Internal Rooms and Offices

Internal rooms for laboratory research are small with restricted space. **Their occupancy limit is set at one.** Exceptions to this rule may be made in the case of larger rooms. In this case, the occupancy limit will be posted at the entrance(s) to these rooms. If you have a space you think should have a higher occupancy limit than one, contact Centre Management.

Offices should be minimally used at this time. They have an occupancy limit of one.

Faculty members who can work from home are expected to continue to work from home. However, faculty members may access their offices on a limited basis, for reasons such as a need to do in-person training or supervision of new research personnel, or brief visits to pick up items from their office. A calendar template will be placed on each faculty office door to track the hours spent in the office. If more extensive access is required, send an email to mbertrand@brain.ubc.ca and jkboyle@brain.ubc.ca for approval. **Only the faculty member is permitted access to their office; it is not to be used by the PI's research personnel (staff or trainees).**

PROTOCOL FOR SPECIFIC AREAS

1. Kitchens

Minimize use of kitchens and lunch rooms. To reduce the risk of transmission, shared appliances (microwaves, refrigerators, toasters, kettles) are not to be used. As well, storage of personal items (appliances, cutlery, mugs, plates, bowls, etc.) in the kitchen areas is not permitted. Instead, bring food prepared at home and packaged in a manner that does not require refrigeration or heating. Coolers, cold packs, and thermoses are advised. Use lockers for storage of personal items; do not bring packaged food into the lab spaces. If lockers are shared (locker availability is low), ensure the lock and surfaces are sprayed with sanitizer.

Kitchens are available for seating during meals. Ensure a minimum of 2 meters distance is maintained at all times. Avoid communal eating.

Sanitizer spray will be available within these spaces. Spray or wipe your eating area (table, chairs) before and after your meal. Do not remove the bottles of sanitizer from these spaces. Do not bring your laboratory bottle of sanitizer spray into the kitchen.

2. Meeting Rooms and Conference Centre

Meeting rooms and the Koerner Conference Centre are not available for meetings. No face to face meetings should be occurring. These rooms are available for eating meals; however, please avoid communal eating. Seating will be marked to maintain 2 meters distance. Sanitize surfaces and your chair using the provided bottles of sanitizer before and after use.

3. Washrooms

Washrooms are single occupancy rooms. Signs will be placed on the doors. Please use these to indicate occupancy.

4. Neuroimaging and Neurocomputation Centre (NINC)

Location: Koerner rooms F-103, F-201, and F-214

The NINC space is complex with unique requirements. The policies regarding the NINCC can be found in Appendix 2. Contact Jeffrey LeDue (jledue@mail.ubc.ca) for further information.

5. Charles E. Fipke Integrated Neuroimaging Suite

Location: DMCBH Suites LL198C,D (Neurophysiology – used by Boyd group); MR Zone 3 (LL200,192,192A – control room, stretcher bays, admin cubicle – max 3 persons); MR Zone 4 (magnet room LL201 – 1 participant); MR Zone 2 (waiting/change room, washroom, staff lockers -- LL190, LL197, LL198A/B; max 2 persons at given time) PET-MR suite LL203, 204 – max 1 in each room. If, during scans, additional research personnel are required in any of the above spaces to support the protocol, they must wear appropriate PPE.

The Fipke Integrated Neuroimaging Suite (FINS) serves as a Core Facility for UBC researchers within the DMCBH and the wider Neuroscience community. A number of our users are applying to resume their projects and thus the facility needs to resume a level of operations required to ensure these projects can continue. In addition, several graduate students require access to the FINS in order to complete their research projects that will allow them to graduate on time. The number of people working in the FINS is small (not more than 6 at any given time, including the research participant) and thus it is very easy to ensure physical distancing. Access to the facility is restricted: the facility staff will be the only persons who can access it. The staff will strictly follow all the UBC and Health Authority rules and guidelines (see Appendix 5).

The following persons need access to the facility on a regular basis, and rotate through the FINS in DMCBH and MR in Purdy Pavilion:

MR Technologist Supervisor: Laura Barlow (Full-time)

MR Technologist: Alex Mazar (Full-time)

MR Technologists Neale Wiley and Rick West (part-time)

6. Borgland Brain Tissue and DNA BioBank (DMCBH BioBank)

Location: Suite DMCBH LL-141

The DMCBH BioBank is a Core Facility that is used to store human samples obtained by researchers within the DMCBH as well as a few users outside of the building. The facility is staffed by a manager (Seti Boroomand) and Lab Technician (Faezeh Kharazyan). Only one of these two staff members will be on-site at any given time. The detailed protocols and procedures to be followed by this Facility are provide in Appendix 6.

7. Deliveries and Mail

Deliveries to research floors within the DMCBH have resumed.

In Koerner, deliveries (with the exception of gasses delivered by Praxair) are left in Stores/Receiving. Each lab should monitor expected deliveries using tracking information, and ensure their packages are collected promptly.

Maximum occupancy of the mail rooms is one person.

Mail will be delivered to and collected from our Centre spaces. Gloves may be worn for mail sorting at the worker's discretion.

COMMUNICATIONS PLAN

This document will be disseminated via email to all Principal Investigators and members of the Local Safety Team (Lab Operations Safety Committee). It is their responsibility to ensure all their lab members are given this document and that they understand the material within.

It will also be posted on the DMCBH website.

As updates to restrictions are made by UBC or the Province, this document will be updated and re-issued.

MONITORING

It is the supervisor's responsibility to monitor compliance with this COVID-19 safety plan, in accordance with University directives as outlined in Appendix 3. Centre management is available to assist.

If anyone has concerns regarding compliance, they may contact members of the local safety team or Centre management.

Non-compliance with this safety plan may result in suspension of access privileges to the Centre facilities, as outlined in Appendix 3.

GENERAL INFORMATION ON BUILDING SAFETY

Additional information on UBC guidelines for building and lab safety is provided for your reference in Appendix 4.

EMERGENCY PROCEDURES

In the event of an emergency, follow DMCBH and UBC Hospital emergency procedures, while maintaining appropriate physical distancing as best as possible.

Researcher acknowledgment

I have read and understand the guidelines and precautions (outlined above and in the Appendices) being taken at DMCBH/Koerner labs in order to reduce our risk from COVID-19. I agree to work in compliance with this policy.

Name: _____ Signature: _____

Date _____

Centre approval

Name: Lynn Raymond, Director Signature: _____

Date _____

APPENDIX 1: LAB PERSONNEL ALLOWANCES FOR STAGE 2

BUILDING	FLOOR	LABORATORY	STAGE 2
DMCBH	3	Liu-Ambrose*1	6 [+2]
DMCBH	3	Trabousee (MS/MRI Research)*2	5
DMCBH	3	Kolind	4
DMCBH	3	Tam	2
DMCBH	3	Virji-Babul	4
DMCBH	3	Tremlett	2
DMCBH	3	Frangou	2
DMCBH	3	Boyd*3	4
DMCBH	3 and 4	Galea	7
DMCBH	3, 4 and G	Subramaniam*4	10
DMCBH	4	MacVicar	7
DMCBH	4	Snutch	4
DMCBH	4	Ciernia	3
DMCBH	4	Winstanley	4
DMCBH	5	Wellington	11
DMCBH	5	Nygaard	3
DMCBH	5	Vilarino-Guell	1
DMCBH	5	Murphy	6
DMCBH	5	Raymond	6
DMCBH	Ground	Biobank; Boroomand	1
Koerner	1	Cashman*7	9
Koerner	1	Craig	7
Koerner	1	Cynader	2
Koerner	1	Doudet	4
Koerner	1	Haas	7
Koerner	1	Rankin	5
Koerner	1	Seamans	2
Koerner	1	Sossi*5	6
Koerner	1 and 2	Wang	10
Koerner	1 and 2	Floresco*6	5
Koerner	1 and 2	Snyder*6	5
Koerner	1 and 2	Soma*6	6

Koerner	2	Spring	2
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Note that these numbers have been calculated based on staff lists, using full-time staff and trainees, including the PI. If the physical layout of a lab does not permit adequate physical distancing with that number of people present, actual occupancy may be lower. Remember, these are maximum occupancy but some research groups will be lower because members can do their work remotely.

*Labs that have space on more than one floor must adhere to the limits for each work space and distribute their personnel to maintain a minimum of 2m distance and remain below the occupancy limit for each room or bay, while staying below their overall occupancy limits.

¹Space distributed on DMCBH 3rd floor (1 in Cog testing room 3426 and 5 in allocated research space) [also will have 2 in 1st floor DMCBH clinical space, not counted here]

²Space distributed on DMCBH 3rd floor (3 in MS/MRI space, + 2 workstations– 12,13 – in 3430)

³Space distributed between DMCBH 3rd floor (2 in Cog testing room 3426 and 1 in 3430 workstation 10) and FINS (average 1 person in LL198C,D) [also has Koerner 3rd floor lab – not counted here]

⁴Space distributed between DMCBH 3rd floor dry lab (2), 4th floor wet lab benches (4) and CryoEM on Lower Level (4)

⁵Space distributed between Koerner 1st floor (4) and PET-MR suite in FINS (DMCBH LL – 2 people)

⁶Space distributed between Koerner 1st and 2nd floors for these 3 PIs

⁷Space mainly on Koerner 1st floor, but also one student on Koerner 2nd floor (S141)

APPENDIX 2: NEUROIMAGING AND NEUROCOMPUTATION CENTRE (NINC)

Appendix 2 pertains to the NINC lab spaces listed below:

1. **NINC Data Analysis/Computation lab (Koerner Pavilion Room F103):** Activities normal for this lab (data analysis, meetings and workshops) must continue to take place remotely. This lab will remain closed to users until further notice. Please contact Jeff LeDue (jledue@mail.ubc.ca) for remote access to these computers.
2. **NINC Laser Scanning Microscopy/Makerspace lab (Koerner Pavilion F201):** This lab houses 2 Haas lab microscopes, 3 NINC microscopes, the Life Canvas tissue clearing and expansion equipment, JESS, and the makerspace workbenches, fumehood and soldering stations.
3. **NINC Automated Live Cell Imaging system (Koerner Pavilion F214):** This lab houses imaging systems from the Soma/Rankin labs at the back of the room and the NINC's Zeiss live cell automated microscope.

Room Occupancy limits to maintain social distancing:

1. **NINC Data Analysis/Computation lab (Koerner Pavilion Room F103):** No access. See above. Please contact Jeff LeDue (jledue@mail.ubc.ca) for remote access.

2. **NINC Laser Scanning Microscopy/Makerspace lab (Koerner Pavilion F201):** Max 4 users. NINC 3 users, Haas 1 user.
3. **NINC Automated Live Cell Imaging system (Koerner Pavilion F214):** Max 2 users. NINC live cell 1 user, Soma/Rankin 1 user.

If you require NINC resources please follow the guidelines below. Please contact Jeff LeDue (jledue@mail.ubc.ca) with any questions or to assist with planning your work.

1. **Background:** Ensure you and your lab have read the full “COVID-19 Return to work (Phase 1) UBC DMCBH” document and have permission to enter the Centre.
2. **Bookings:** Book NINC resources online using the DMCBH Booked Scheduler System. If a particular resource is not shown, please contact Jeff LeDue (jledue@mail.ubc.ca), or another member of the management team listed in the Introduction above, to have the resource added. New resources have been created for the Life Canvas equipment, makerspace, and JESS. Do NOT enter F201 or F214 to check if an instrument is free.
3. **Time between bookings:** Leave at least 15 min between bookings. This time allows for normal building air exchange and serves as an extra precaution.
4. **Use of PPE:** Effective Sept. 16, 2020, UBC requires the use of non-medical masks in all shared indoor spaces. Clean gloves may be worn, but are not required by UBC.
5. **Cleaning:** As noted above (“General Prevention of Exposure to COVID-19”, point 5), users are asked to disinfect surfaces with 70% ethanol before they begin work. When possible, do not directly spray or wet instruments. Use an applicator (such as a kim wipe) to apply. Please disinfect the work area and touched surfaces such as control pads, joy sticks, focus knobs and areas that are exposed to the user’s breath, such as below the eyepieces.
6. **Keyboards:** Standard keyboards can be difficult to clean. As such, it is recommended that keyboards and mice be covered with plastic wrap at the beginning of usage. Please dispose of the plastic wrap in the waste basket after usage. NINC is working to procure keyboard covers and this procedure will be updated.
7. **Eyepieces:** Transmission of COVID-19 through the eyes is considered possible. Plastic cups around the eyepieces have been removed for this reason. Plastic wrap is recommended, or, for longer observation, safety glasses or eyeglasses.
8. **Barriers:** Hospital Maintenance has installed barriers between the Leica confocal and Olympus confocal as well as the Olympus confocal and Zeiss Axiozoom. With these in place scopes in these bays may be used simultaneously.

Additional information, including suggestions and pictures for applying plastic wrap, is available on Open Science Framework: https://osf.io/qfzev/?view_only=7cee284eff4345efa78c904e797f6125

Appendix 3: Procedure for reporting non-compliance

The resumption of research activity at UBC will be managed in phases, which have been developed and articulated in close collaboration with faculty members, Deans, the UBC Executive, and others. To resume research activity successfully will require a commitment from the community to the principles and plans that the University has established:

- The health and well-being of faculty, students and staff is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Permission to conduct on-campus research and scholarship will be limited to those who require on-site resources and cannot work remotely
- There will be a phased and coordinated approach across each campus
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
- If an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate
- Equity will be considered in evaluating how to plan and conduct research resumption

Faculty- and PI-level plans for resuming research activity will reflect these principles, and will account for relevant safety protocols. There will be common protocols around handwashing and physical distancing, building-specific protocols for cleaning, and unique protocols for individual labs and other spaces. It is of paramount importance that all community members involved in on-campus research activities comply with these safety protocols at all times. It is equally important to understand that failure to comply with these protocols may result in access permissions being withdrawn, may present a risk to the health and wellbeing of our people, and could ultimately lead to discipline.

Individual PIs are responsible for the health and safety of personnel working in their labs. Academic Heads of Unit are responsible for the health and safety of everyone who reports to them, and also responsible for ensuring that everyone in the Unit is adequately supervised. The supervisor – the PI or the Administrative Head of Unit – is responsible for investigating any complaints of non-compliance with a specific safety protocol, non-compliance with the guiding principles above or non-compliance with guidance from the Provincial Health Officer. For support in investigating incidents of non-compliance or similar concerns, Administrative Heads of Unit or the Principal Investigator can contact their Human Resources Advisor or Faculty Relations Senior Manager.

Circumstances may occur where there is a perception of non-compliance, when in fact that is not the case. An example would be two work colleagues who live in the same home who are seen to be working less than six-feet apart from one another. In most cases, a quick discussion with the individuals involved may help to resolve any concern.

Where non-compliance with safety protocols is clearly occurring, however, it is important to understand the expected reporting procedure.

1. Non-compliance with a safety protocol within a lab/research space is first reported to the Principal Investigator. Non-compliance on the part of a PI is first reported to the Administrative

Head of Unit.

2. The Principal Investigator (or Head of Unit) must investigate the situation without delay by contacting the appropriate people in the lab or other space. This could be research staff, trainees, or the PI. They may also seek advice from UBC Safety & Risk Services.
3. As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
4. If a claim about non-compliance is substantiated, the supervisor (PI or Head of Unit) will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
 - Suspension of access to on-campus facilities;
 - Curtailment of the type or location of activity that can be undertaken on campus;
 - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.
5. Resumption of activity can only occur with the agreement of the supervisor who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

Supervisors are expected to share this document with their teams, to ensure everyone involved in resuming research activity is aware of the importance of respecting the safety protocols put in place, of the mechanism for investigating complaints of non-compliance, and of the potential consequences for non-compliance.

Appendix 4: Building Safety Plan Information

UBC COVID-19 PPE Guidelines



7a-COVID-19-PPE-Guidance.pdf

UBC Ordering Critical PPE



7b-Ordering Critical PPE.pdf

UBC Safety & Risk Services – General Cleaning & Disinfection of Surfaces



7c-SRS-General Surface Cleaning.pdf

UBC Employee COVID-19 Physical Distancing Guidance



8a-Physical Distancing-Guidance.pdf

UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance



8b-Essential In-Person Meetings-G

Sign-in Sheet



9-Sign-in Sheet.docx

All of these files can be found on the DMCBH website: <https://www.centreforbrainhealth.ca/covid-19/information-facultystaffstudents>

APPENDIX 5: RESEARCH INVOLVING HUMAN PARTICIPANTS IN DMCBH (floors 3 – 5), KOERNER LABS AND DMCBH FIPKE INTEGRATED NEUROIMAGING SUITE

GENERAL APPROACH:

1. Optimize Screening
 - a. Participants will be screened by phone prior to site visit for COVID19 symptoms or contacts (see below under Further Guidance)
 - b. Participants will be screened on arrival to site at first point of entry for COVID19 symptoms or contacts (see below under Further Guidance)
 - c. Research staff will self-assess routinely for COVID19 symptoms or contacts
2. Maximize Remote Assessments
 - a. Study protocols will be evaluated for any on site activities that could be reasonably done remotely. This will be communicated with the sponsor for approval.
3. On-site assessments
 - a. All staff working with participants to use personal protective equipment (PPE) that is consistent with outpatient clinic guidelines.
 - b. Participants not required to use masks unless required by outpatient clinic guidelines.
 - c. Participants to clean hands upon entering center.
 - d. Research staff to change gloves and clean hands between each participant.
 - e. Rooms/equipment to be cleaned between each participant
 - f. Physical distancing of 2 meters to be maintained in waiting areas.
 - g. No guests to accompany participant during research visit unless a clinical need for participant safety or consent.
 - h. Participant visit should be optimized to minimize time on site.
 - i. Vendor requirements and availability will be assessed (e.g. MRI, ECG, laboratory)
 - k. Research visits must be booked using an online site to accommodate the needs for sharing this space among many different PIs and projects**
4. Research staff working remotely to continue when and where feasible
5. Emergency containment for suspicious symptoms during visit (i.e. not identified during screening)
 - a. Participant to be placed in isolated room until directed by health care professional
 - b. Participant to be placed in isolated room until directed by health care professional
 - c. Research staff to change PPE
 - d. All surfaces and rooms that have been in contact with participant to be cleaned.

FURTHER GUIDANCE:

All participants will be screened by phone within 24 - 72 hours before their scheduled appointment, using the VCH IPAC pre-screening tool for COVID 19 (see link below “Script for Appointment Reminders”). Upon arrival at DMCBH, participants must be greeted at the entrance of DMCBH by your research team. They must perform a second screening (see second link below “Script for in-person screening”). If any of the answers to the pre-visit screening or the onsite screening are “yes” the visit may not proceed.

All equipment and common use items must be disinfected between every research participant. When disinfecting, please ensure you leave the disinfectant on for a specific contact time to neutralize any remaining organisms. Please read the instructions of the product you are using to ensure proper disinfection.

Please allow a minimum of 15 minutes between participant visits to ensure occupant capacity does not exceed occupancy limits/restrictions and to allow sufficient time to clean and disinfect items, equipment, and space. Participants may be accompanied by a maximum of one companion/caregiver if necessary for the research protocol. Participants will not be allowed to wait for their appointment in the foyer of DMCBH. They should only enter when it is time for their research visit and exit promptly upon completion.

All research personnel must wash hands before and after participant interactions.

If physical distancing cannot be maintained due to research activity, mask, gloves, and eye protection must be worn.

[Script for appointment reminders and patient phone calls](#)

[Script for in-person screening at designated unit reception](#)

APPENDIX 6: DMCBH BIOBANK

Standard Operating Procedure

Title: DMCBH Biobank COVID-19 Return to Work (Phase 1) SOP	
SOP No. 1	Supersedes: V.1.0
Effective Date: Effective after central approval	

The following personnel certify that they have reviewed this document, that it adequately describes the intended process or procedure, and that this SOP is released for distribution.

Originator	Faezeh Kharazyan	Date:	2020 May 27
Biobank Lead	Seti Boroomand	Date:	2020 May 28

PERSONNEL TO BE TRAINED: All New Biobank Personnel
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1.0 PURPOSE

To continue giving services to for Borgland Brain Tissue and DNA BioBank (DMCBH BioBank) collaborators and local research groups, it is important that DMCBH BioBank resumes operations at minimum capacity.

The purpose of this document is to outline standardized procedures DMCBH BioBank to follow for safely returning to work during the Phase 1 of COVID-19 pandemic.

2.0 SCOPE

This standard operating procedure (SOP) provides guidelines to the DMCBH BioBank personnel to safely return to work at DMCBH BioBank laboratories and offices.

This SOP does not cover safety procedures for working at other facilities and spaces within DMCBH. Please refer to the references for the UBC DMCBH guidelines regarding using other spaces within the Centre, including building entry, laboratories, meeting rooms and conference center, elevators, stairs, washrooms, kitchen, deliveries and Mail.

3.0 ROLES AND RESPONSIBILITIES

The SOP applies to all personnel of the DMCBH BioBank that are responsible for working in the laboratories and offices spaces within the DMCBH BioBank facility.

4.0 DMCBH BIOBANK COVID-19 SAFETY PLAN

This procedure is intended to standardize the procedure for safely resuming work during COVID-19 pandemic (Phase 1). The safety of our personnel is the highest priority. Always follow safe working procedures. If you encounter a situation that appears to be unsafe, leave the area or stop the unsafe work and contact Biobank Facility Manager, Dr. Seti Boroomand.

All work that can be done remotely must be done at home (e.g., data analysis, reading, writing, reviewing, etc.). Access to buildings will be restricted to those who need to be there for research visits with human participants and/or to use equipment and reagents for sample processing, storage and retrieval.

Before returning to campus, all UBC staff will be required to complete an online training course. Information will be provided as soon as it is available.

DMCBH Biobank Facility Manager: Dr. Seti Boroomand seti.boroomand@ubc.brain.ca

4.1 General Prevention of Exposure to COVID-19

4.1.1 Assess Your Health Before Coming to the Centre

Do not come to the Centre if you feel unwell. If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Alert your Biobank Facility Manager and staff and anyone else you may have come in contact with.

Common COVID-19 symptoms according to the WHO are fever, dry cough, tiredness, loss of taste/smell and sore throat.

If a member of your household has symptoms, do not come into the Centre. Please consider your own risk level before entering the building. If you or a loved one belong to a high-risk group for COVID-19, we strongly advise against returning to work at this time. Contact Biobank Facility Manager to determine a course of action.

4.1.2 Always Maintain a Minimum Distance of Two meters Between Yourself and Others

Return to work rules are based heavily on maintaining physical distance from others at all times, whether in the common areas, offices or lab spaces.

If your research protocol requires that you be in close proximity to another person, discuss the protocol with Biobank Facility Manager, Centre Management or Safety and Risk Services (SRS, formerly known as Risk Management) team.

Obey directional markings on doors and floors. They are there to prevent accidental proximity. Avoid passing others on stairs whenever possible.

4.1.3 Avoid All Gatherings

Meetings should be done digitally, not face to face. No lab meetings, journal clubs, seminars, etc. are to be held in person. Meeting rooms are not available for booking.

4.1.4 Hand Sanitizing

Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.

4.1.5 Maintain a Sanitized Work Environment

Each person working must have a spray bottle for disinfectant (70% ethanol or other disinfectant recommended for use by the Province), or a squirt bottle with kimwipes in the lab. The DMCBH BioBank is providing supplies of bottles and kimwipes. These supplies are available in each of the lab, freezer and office areas.

Sanitize your work area before starting your work and at the end of your workday. Shared work areas must be sanitized on arrival and at completion of your work. After using shared equipment, chair, bench surfaces and door knobs, spray it thoroughly with ethanol 70%, ensuring that any points of contact or potential contamination are covered.

The keyboards of the shared computers in BioBank lab and office spaces need to be covered with plastic wraps and exchanged after using.

Any new shipment box should be disinfected by wiping the package using ethanol 70% or other disinfectant recommended for use by the Province, prior to unpack.

4.1.6 Personal Protective Equipment (PPE) is the Last Defense

UBC's official guidance on the use of PPE in response to COVID-19 is available [here](#).

The minimum PPE requirements for working in BioBank laboratories are the same as always: foot-encasing shoes, long loose pants, lab coat and gloves. Gown and face mask are recommended while processing fecal samples. Additional PPE (N95 face mask, eye protection, double gloves, etc.) may be required by your protocol and must be adhered to.

Cloth masks that are either commercially or personally made are acceptable and encouraged (unless additional respiratory protection is specified by your research protocol). Each person is responsible for care and cleaning of their own mask.

When not in use, ensure your lab coat is on a hook so that it won't touch other lab coats. Lab coats should only be hanged on the lab coat hanger located at room # LL141D. Otherwise, it may be carefully placed in bag to prevent it from contaminating other items. If your lab coat is in need of washing, take it to the laundry room in Purdy Pavilion as usual.

Gloves are not to be worn in non-laboratory areas.

NOTE: The 2-metre physical distancing and room occupancy rules are firm rules that are not changed by wearing PPE. You must follow these rules all the time.

4.2 Traffic Flow

Internal elevator: Follow maximum occupancy posted for elevators at all times. Maintain distance from others while waiting.

4.3 Occupancy Restrictions

UBC has directed that research may resume at one-third normal occupancy (i.e., 1/3 of the personnel are allowed in the building at the same time regardless of where they are in the building). Currently DMCBH BioBank has 2 personnel that each of them is allowed to be at the Centre at a time. If necessary.

Regardless of the number of people from a lab permitted in the Centre at any given time, there are strict occupancy limits for spaces within the Centre, including DMCBH Biobank. Do not exceed these numbers for any reason without consulting the Biobank Facility Manager and/or Centre management team.

The online room and equipment booking system should be used to schedule users for occupancy restricted shared areas, including the Cell Culture room # F239, which is located at the first floor of the UBC Hospital. This room is shared with other research groups and will be used for BioBank fecal sample processing.

Prior to resuming work:

- Ensure there is sufficient PPE available;
- Ensure the lab has sufficient sanitizer and bottles for each person in a shift;
- Develop a working plan for lab's physical spaces (directional flow, interior room booking, etc.). Maximum occupancy can never be exceeded regardless of the lab members that may return.

Once the lab is prepared, shift work may commence:

- Organize lab into small groups to work as a team, sharing the same shift, to minimize transmission should any member becomes ill;
- Coordinate shifts within shared spaces to remain below maximum occupancy;
- All lab members must be compliant with the Centre's working alone/in isolation procedures, and the working after hours procedures, if applicable;
- If anyone develops symptoms, they must self-isolate and call 811. Contact tracing will be done according to Public Health Guidelines.

Maximum Occupancies for the DMCBH BioBank Spaces:

Maximum occupancy for DMCBH BioBank facility and room #F239, located at the UBC Hospital, is one person at the same time.

4.4 Monitoring

It is the Biobank Facility Manager's responsibility to monitor compliance with this COVID-19 safety plan, in accordance with University directives. Centre management is available to assist.

If anyone has concerns regarding compliance, they may contact members of the local safety team or Centre management.

Repeated refusal of cooperation with this safety plan may result in restriction of use of Centre shared/core equipment and resources for lab members.

4.5 Emergency Procedures

In the event of an emergency, follow DMCBH and UBC Hospital emergency procedures, while maintaining appropriate physical distancing as best as possible.

4.6 BioBank Sample Drop-Off and Retrieval Procedures

Sample Drop-Off- Any Sample that needs to be processed and stored at DMCBH BioBank must be dropped off at the BioBank facility door after the drop-off date and time has been confirmed by both the clinics and BioBank staff via email or a phone call.

Sample Retrieval- Any request for sample retrieval needs to be received by email and date and time should be confirmed by both clinics and BioBank staff. BioBank staff should retrieve the samples, put them in an iced box and leave the box at the BioBank door. BioBank staff must ensure that the samples have been picked up by the clinic personnel.

Note: Always keep a two-meter distance with clinic staff while receiving or retrieving samples.

Note: mask and gloves is not provided for clinic staff.

5.0 REFERENCES

- UBC DMCBH COVID-19 Return to Work Safety Plan (Phase 1)
- UBC Employee COVID-19 PPE Guidance
(https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)

SOP HISTORY OF CHANGE:

Revision No.	Justification	By	Approved by
1	Updated purpose of SOP	Faezeh Kharazyan	Seti Boroomand

APPENDIX 7: GUIDELINES FOR WORKING WHEN PHYSICAL DISTANCING IS NOT POSSIBLE

While only fully trained lab personnel were allowed to work on site during phase 1, stage 2 allows new trainees (undergraduate and graduate students, post-docs) to enter labs at DMCBH. As training people on new lab techniques is often hands-on work during which physical distancing is not possible, the following guidelines must be adhered to in order to maintain safety for all lab members.

All training protocols where physical distancing cannot be maintained must be approved by the PI.

General safety precautions

- Avoid working, socializing, or taking breaks within a 2 m radius of another person, unless approved
- Clean hands with soap and water or Alcohol hand sanitizer before entering work space, or before putting on gloves
- Wash your hands frequently for at least 20 seconds with soap and water
- Avoid touching your face with unwashed hands
- When you sneeze or cough, cover your nose and mouth with a disposable tissue or the crook of your elbow, and then wash your hands
- Do not come to the Centre if you are feeling unwell, and alert your PI or manager. If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811.

General working procedures

- Organize tasks and the work environment to minimize the amount of time spent in close proximity with another individual
- The following PPE must be worn when physical distancing is not possible:
 - o Disposable surgical face mask (standards for non-medical masks vary and cannot be assumed to be effective when spending an extended period of time in close proximity)
 - o Face shield or goggles
 - o Lab coat
 - o Gloves
- If the PPE required for a task exceeds that used to prevent COVID-19 transmission, the procedural PPE takes precedence
- Face shields and goggles must be wiped down with 70% ethanol or an equivalent disinfectant before and after each use
- A face mask can be reused within a day, provided it is stored in a paper bag labeled with your name in between uses. Ensure that the inside of the mask is not touched with unwashed hands when placing or removing the mask from the bag. Both the mask and the bag must be disposed of at the end of the day, and the mask must also be disposed of and replaced if it becomes damp or soiled over the course of the day.
- Order of removal of PPE at the end of a task:
 - o Remove gloves
 - o Wash hands with soap and water for 20-30 seconds (or 90 seconds if working with pathogens)
 - o Remove face shield or goggles
 - o Remove face mask by the straps
 - o Repeat hand washing