



# COVID-19 Return to Work (Phase 1) Resumption Plan UBC Department of Psychiatry

This resumption plan provides guidance to Department members related to the phased-in resumption of on-site activities of the Department of Psychiatry. Please note that this document will be updated as new information becomes available.

Resumption of on-site research activities requires explicit approval and will be limited to those who require on-site 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.

## GUIDING PRINCIPLES AND PRIORITIZATION

### **The Department of Psychiatry follows the FOM and Health Authority Research Guiding Principles and Prioritization guidelines of on-site activities**

The following principles will be used to guide decision making and processes by the Faculty of Medicine and Health Authority Research Institutes related to staged-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 remote work must do so.
- There will be a staged and coordinated approach across each building and site (includes university, health authority and clinical research spaces).



- Staged 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.

### Prioritization guidelines of on-site activities:

- COVID-19 research
- Current research activity exemptions as approved previously (no new research or additional related activities).
- Clinical trials concurrent with clinical care
- Graduate students who need to be on-site to complete lab work for graduation as determined by the student's Supervisory Committee for completion of thesis.
- Positions required to run core research facilities that are essential for approved on-site research.
- Upcoming time sensitive activities that cannot be done remotely and require on-site research access.
- Equity considerations for those that cannot work from home for various circumstances.
- Non-time sensitive activities that cannot be done remotely for limited access.

Before returning to campus, all UBC staff, students, trainees and faculty will be required to complete the Preventing COVID-19 Infection in the Workplace course at <https://wpl.ubc.ca/>

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.

### **Contextual information**

For this initial Stage 1, common spaces, such as kitchen facilities, lounges and meeting spaces will remain closed.

Reporting of non-compliance to the guidelines for Stage 1 research resumption will follow the processes outlined in the appended non-compliance information (**Appendix A**)



UBC and Health Authority buildings' maximum occupancy at any time for this stage will be limited and safety distancing must be adhered to. UBC Building Operations has indicated that Point Grey campus buildings will have limited operating hours (either option 1 of 7am-6pm OR option 2 in two shifts from 7am-12pm *and* 3:30pm-8pm), weekends are not allowed for access to facilitate additional cleaning and infection control requirements. For research buildings at our Health Authority sites, they will also likely have limited operating hours that those sites will need to comply.

For UBC Point Grey campus, UBC Building Operations has indicated that Point Grey campus buildings will have limited operating hours (either option 1 of 7am-6pm OR option 2 in two shifts from 7am-12pm and 3:30pm-8pm), on Mondays to Fridays. Any PI/lab wanting to work on a shift basis will need to make a request through their Building administrator. It may not be possible to accommodate all requests. It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. For special procedures for extended work hours, please note the protocol for work between 8:00 pm – 7:00 am or on weekends and stat holidays will be as follows:

1. The PI must notify their department head / director and building administrator that there will be work continuing beyond the regular hours.
2. Building administrators will notify security ahead of time which lab(s) will have people working extended hours (time, date, location and who).
3. The researchers will post a notice on the lab door that late-night or weekend work is underway, indicating name(s), and working hours.
4. The researchers in the lab must abide by their department or unit's working-alone policy (i.e., two-person working principle) with a safety plan to ensure that there are regular checks on researchers.
5. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.
6. Researchers must respect the custodial servicing of labs and spaces during regular working hours and be mindful of custodial staff working in other areas of the building while researchers are in their labs afterhours.



## **RESPONSIBILITIES**

### **Faculty and PIs responsibilities:**

- Ensure explicit approval is granted before resuming on-site research activities
- Establish safety plan and ensure all staff and students returning to work in the lab are properly trained in all lab safety procedures and/or will be appropriately supervised. See Appendix B
- Ensure all personnel under their supervision have read and understood all policies and guidelines pertaining to their research activities and are adhering to all the Federal/Provincial regulations and UBC/Health Authorities policies.
- Posting a weekly schedule for all members of the lab who are expected to be in the building at any given day/time.

### **Staff and students responsibilities:**

- Read and understand all established regulations and policies pertaining to performing research activities during the pandemic.
- Follow all established safety protocols.
- Report concerns regarding COVID-19 safety guidelines to faculty supervisors, as appropriate in the context of UBC and BC privacy regulations.
- Wear hospital-issued photo ID at all times when on-site, and being prepared to show to hospital security on request.

### **Department responsibilities:**

- Mediate conflicts, respond to and investigate reports of non-compliance.
- Address any concerns raised by students, trainees and staff regarding work safety and referring them to the appropriate help.
- Update and communicate changes to policies and procedures/guidelines to all Department members regularly.



## **GENERAL SAFETY PROTOCOL WHEN COMING TO WORK**

### **Assess your health before coming to work**

Do not come to work if you feel unwell or if you are experiencing any symptoms of COVID19; you must self-isolate and contact 811. Alert your PI, lab members, 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
- Sore throat

If a member of your household has symptoms, do not come into the work. 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 your PI and Department if necessary, to determine a course of action.

### **Entrance to the Building**

Members are expected to follow instructions posted/provided at building/site.

- Entrance to building - Department member must follow building entry instructions posted by building/site.
- Elevators - Follow maximum occupancy posted for elevators at all times. Maintain distance from others while waiting.
- Stairs - Stairs are bi-directional due to fire code restrictions. Be aware and maintain distance.
- Traffic Flow - Follow signs posted and directional markings on the floor directing traffic in and out of spaces.



## 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.

## Physical Distancing

Maintain 2 meters 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 PI and Faculty of Medicine Health and Safety.

## Meetings/Training

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

### ***If in-person meetings/training are deemed critical/essential and cannot be conducted digitally:***

- Ensure participants to stay home if they have flu like symptoms, fever or a cough.
- Assure participants that alternative sessions will be provided, so that anyone feeling unwell does not feel pressured to attend.
- Maintain Physical Distancing
  - Ensure that 2 meters between participants is maintained.
  - Have attendees enter and leave the space in single file maintaining 2 meters physical distance requirements.

## OCCUPANCY RESTRICTIONS

Building occupancy during phase 1 of research resumption are being kept at minimum and are restricted to those who receive explicit approval to resume on-site research activities.

Of the normal daily occupancy of 140 in Detwiller, only up to 20 maximum per day are returning. Current, previously-approved research activity exemptions stand at 3. There are 5



additional requests to resume on-site research activities pending, with each lab requesting 1 personnel on-site at a time in a single occupancy room, 2 to 3 times a week, 2 to 6 hours per day. Should these additional requests be approved, each lab will strictly adhere to the prescribed personnel restrictions so as to observe the 20 person maximum per day.

Of the normal daily occupancy number of 24 in Strangway – Department academic space, during phase 1, no request has been made to resume on-site research activities.

## **PROTOCOL FOR RESEARCH AREA**

PIs who are approved to resume specific on-site activities will be required to develop:

- A safety plan, and complete and post an access agreement for each individual approved to be on-site. The safety plan will indicate the safety protocol within the laboratory or clinic for the requested individuals as well as the agreement from the individuals granted access to follow physical distancing protocols, handwashing, and all safety protocols compliant with University and Health Authorities policies.
- A clear work plan to identify the number of people on site from the lab/ program at any given time. The plan will be updated on a weekly basis or any time the schedule changes (whichever is sooner) and posted at a central location in the lab that can be accessed by lab/dept. members.

Rotational schedules among different laboratories and clinical areas may be required to accommodate on-site requests.

All activities that can continue remote work must do so.

### **Personal Protective Equipment (PPE)**

Standard/minimum PPE requirements for working in wet lab research area remain the same:

- lab coat and gloves
- foot-encasing shoes
- long loose pants

Additional PPE (N95 face masks, 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.

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

Lab coats - when not in use, lab coats should be on a hook and ensure it is not touching other lab coats, or it may be carefully placed in a bag to prevent it from contaminating other items. If lab coat is in need of washing, it can be drop off to the laundry room in Purdy Pavilion as usual.

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

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

The 2-meters physical distancing rule is still in place when wearing PPE.

### **Guidelines related to working in open lab space/share office spaces/internal rooms and offices**

- Organize lab into small groups to work as a team, sharing the same shift, to minimize transmission should any member become ill;
- Coordinate shifts within shared spaces to remain below maximum occupancy;
- Ensure lab members remain 2 meters distance when in open lab space and lab benches
- Refrain from working directly opposite another person across lab benches
- Internal rooms for laboratory research are small with restricted space. Occupancy limit is set at one. Exceptions to this limit 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 that you think should have a higher occupancy limit than one, please contact the Department.
- Offices (shared office/internal offices) should be minimally used at this time. Occupancy limit is one. If you have a space that you think should have a higher occupancy limit than one, please contact the Department.
- Follow signs posted and directional markings on the floors



If Faculty/Staff/Students have questions concerning their resumption to on-site work, please contact:

Department	Vicky Yau ( <a href="mailto:vicky.yau@ubc.ca">vicky.yau@ubc.ca</a> )
UBC Occupational and Preventive Health	604-827-4713
Faculty of Medicine Health and Safety – Paul Gill	604-827-1982

## **PROTOCOL FOR COMMON AREAS**

### ***Common Lunch/Mail Room***

Ensure a minimum of 2 meters distance is maintained at all times. The seating area will remain closed and will not be available for seating during meals. Maximum occupancy of the common lunch/mail room is 3 persons.

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; do not bring packaged food into the lab spaces.

### ***Meeting/Conference Rooms***

Meeting/conference rooms will remain closed. No face to face meetings should be occurring.

### ***Washrooms***

Washrooms are single occupancy rooms.

### ***Deliveries and Mail***

Courier deliveries to Detwiller space is currently curtailed; packages are being dropped off at the Koerner loading bay. Each lab is responsible for tracking its own expected deliveries schedule and assign someone from the lab to collect the package(s) from the loading bay.



In Detwiller, mail will be delivered to the common lunch/mail room on the 2<sup>nd</sup> floor. Mail will be sorted by Department Admin Staff, once a week on Wednesday, and put in individual mail slot. Maximum occupancy of the *common lunch/mail room* is 3 persons.

### ***Photocopier Room***

Photocopier room will remain closed. Please refrain from printing to the shared photocopier.

## **COMMUNICATIONS PLAN**

This document will be disseminated via email to all members of the Department. It is PIs' and supervisors' responsibility to ensure all their lab members and staff are given this document and that they understand the material within.

This document will be posted on the Department website.

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

## **MONITORING**

It is the PIs' and supervisors' responsibility to monitor compliance with this COVID-19 safety plan, in accordance with University directives. The Department is available to assist.

If anyone has concerns regarding compliance, they will follow the processes outlined in the appended non-compliance information (**Appendix A**).

Refusal to comply with this safety plan may result in a non-compliance claim. If a claim 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;



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Psychiatry  
Faculty of Medicine

- Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

### **EMERGENCY PROCEDURES**

In the event of an emergency, department members are to follow UBC Hospital emergency procedures, while maintaining appropriate physical distancing as best as possible.



## Appendix A: Procedure for reporting non-compliance

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.

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. Resuming 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.

2. 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.
3. 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.
4. As part of the investigation, it may be advisable, though not always feasible, to do a visual inspection of the lab/research space in question.
5. 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.
6. 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.



## Appendix B: 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-Guidance.pdf