



## Faculty of Applied Science COVID-19 Building (Common Areas) Safety Plan

This Building Safety Plan has been developed by the Local Safety Team, and approved by Unit Heads/Dean. This plan includes a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This reflects current government guidance and notices which can be found, along with information about UBC's response to the pandemic at <https://covid19.ubc.ca/>.

Name of Building     Fred Kaiser Building  
Address of Building     2332 Main Mall

---

### Introduction

The Fred Kaiser Building is a shared building. The primary occupant to the Kaiser Building is the Department of Electrical and Computer Engineering. Other occupants are: the Faculty of Applied Science Dean's Office, Faculty of Applied Science Engineering Student Services, and the Department of Mechanical Engineering, and UBC Food Services, Starbucks outlet.

This plan covers entryways, common areas, hallways, elevators, stairwells, washrooms, lounge, meeting rooms and the balcony in the Fred Kaiser building.

Electrical and Computer Engineering Administrative Spaces, Offices, Labs, Mechanical Engineering Office and Labs and Applied Science Dean's Office and Engineering Student Services have not been included in this document.

### Reference Documents:

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

#### **UBC Resources**

[Safety & Risk Services \(SRS\) COVID-19 Website](#)

[Preventing Exposure](#)

[Personal Protective Equipment](#)

[Physical Distancing Guidelines](#)

[Reporting COVID-19 Exposure](#)

[Communications Resources](#)

[Guidelines for Safe Washroom Occupancy](#)

[Building Operations Faculty Notice – Cleaning](#)

#### **Non-UBC Resources**

[WorksafeBC](#)

[BC Centre for Disease Control](#)



## General Procedure:

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

- Occupants are required to [self check](#) for COVID19 symptoms before coming to campus, health status should be confirmed with supervisor or manager daily. Occupants presenting any symptoms are expected to understand that they are **not** permitted to come to the UBC Campus. If well enough, occupants may arrange to pursue research remotely. Arrangements should be discussed with the supervisor or manager. If you are feeling unwell in any way, do not come to UBC, and follow medical advice. COVID-19 affects different people in different ways.
- Occupants who have travelled (outside Canada) or have been in contact with anyone who has travelled or had contact with a possible COVID-19 infected person or area are required to [self-isolate](#) for 14 days and may only return to work on campus if fully asymptomatic.
- Occupants are required to practice good hygiene (frequent hand washing/sanitizing, avoid touching faces, cough into elbow and not touching surfaces or other people.
- Occupants are required to regularly clean/sanitize the frequently touched surfaces
- Occupants are required to maintain a physical distance of 2 metres from others
- Occupants are required to follow relevant signage and floor markings when passing through the Kaiser
- Occupants are required to be familiar with the COVID-19 Safety Plans approved for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within Kaiser and your workspace respectively.
- Occupants are required to sign in and sign out of respective workspaces
- Occupants are required to use sanitizing station upon entry to Kaiser building
- Occupants are required to complete the mandatory online training module [Preventing COVID-19 Infection in the Workplace](#)
- Occupants are required to follow appropriate Work Alone procedures as laid out by workspace plans
- Building sanitization (common spaces) will be as per UBC Custodial

## Common Area Plans:

The following common area safety plans must be followed:

### Bathrooms

- Waiting locations to access the washroom to be marked in hallway, 2 m from door
- Hand washing and sanitizing signs posted near and inside bathroom
- Single occupancy at all times with busy light/flag when in use
- Doors open for mid size washrooms (south side of the building) to avoid touching handles



### Hallways

- The hallways are approximately 2 m wide as such the building will have one way traffic only. Floors have been marked with directional signage (see attached key plan documents). Hallways must be kept clear of clutter at all times.
- Meetings, conversations, and/or phone conversations will **not** be permitted in the hallways.

### Entrances/Exits

- All persons entering the building must use the main **Main Mall entrance**. Entry through other doors is not permitted at this time, card access has been deactivated for all other doors. All persons **MUST** use a sanitizing station upon entry.<sup>1</sup> (Mech Eng user see footnote below).
- All persons entering and exiting must complete an occupancy survey. Near the entrance and exits there will be signage with a QR code to scan that will connect you to a page where you can enter your name and indicate whether you are entering or exiting the building. If you forget, or if you don't have your phone with you, visit the website: <https://bit.ly/2YYi17D>
- Do not attempt to circumvent the designated exit doors by wedging/propping them open.
- You may exit by any perimeter door. Front door usage for exiting is discouraged. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn 2 meter away from each other. All persons **MUST** use a sanitizing station upon entry and exit.

### Elevators

- Use of elevators is for those needing to transport materials, those needing assistance, or have difficulty using the stairwell. No one should ride the elevator when they can readily manage the stairs. A maximum of one person is permitted to use the elevators at the same time. Immediately sanitize hands after exiting the elevator.

### Stairwells:

- The main Kaiser stairwell will only be used for occupants who are travelling upward. The North(rear) stairwell should be used for exiting the building. Please follow directional signs and instructions.

### Meeting Rooms

- All Kaiser Meeting rooms are **closed until further notice**.

### Faculty/Staff Lounge

- The Kaiser Lounge is **closed until further notice**. Any on-site personnel should make arrangements to bring their own food/coffee/tea/water. Use of the microwave in the lounge is therefore not permitted. Until further notice, water in the Kaiser building is not potable.

### Atrium/Landings

- Kaiser Atrium and landings should not be used as a space to congregate, they should be passageways to a destination inside the Kaiser Building or to an entrance or exit.

---

<sup>1</sup> Exception to those entering KAIS 1210, 1220, 1190, or 2214 should use the North entrance to avoid passing through the higher traffic Atrium area.



**Balcony**

- The Kaiser 5<sup>th</sup> Floor balcony is *closed until further notice*

**Mailroom**

- The Kaiser 5<sup>th</sup> Floor mailroom is *closed until further notice*

**Photocopy Room**

- The Kaiser 3<sup>rd</sup> Floor photocopy room is *closed until further notice*

**Communications Plan**

- This plan will be circulated to all regular faculty and staff immediately upon approval. Principal investigators will distribute to research personnel as required.
- Signage will be posted as per plan
- All revisions to the plan will be circulated to building occupants. Principal investigators will be expected to communicate any major changes to their personnel.
- Safety protocol notices will be posted at entrances and commu

**Training/Evaluation/Monitorin**

- All Kaiser occupants must successfully complete the mandatory online training module [Preventing COVID-19 Infection in the Workplace](#)
- All faculty, staff and students are required to bring concerns about the operation of the safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or the Local Health and Safety Team (LST) by emailing: [safety@ece.ubc.ca](mailto:safety@ece.ubc.ca) with a copy to [safety@mech.ubc.ca](mailto:safety@mech.ubc.ca) for occupants from Mechanical Engineering.
- Any violations of the protocols in this document should be reported directly to [safety@ece.ubc.ca](mailto:safety@ece.ubc.ca)
- ECE Department staff will be on site on an regular basis and will be circulating to ensure no violations occur

**Emergency Procedures:**

Building Emergency Response Plan (BERP)

<https://www.ece.ubc.ca/safety/EmergencyResponsePlan>

**List of Units Occupying Building**

Name Unit Representative	Email & Phone #
ELEC: Matthew Kutarna	<a href="mailto:mkutarna@ece.ubc.ca">mkutarna@ece.ubc.ca</a>   604-822-8486
ELEC: Darla La Pierre	<a href="mailto:darlas@ece.ubc.ca">darlas@ece.ubc.ca</a>   604-822-5375
Mech: Jen Pelletier	<a href="mailto:jen@mech.ubc.ca">jen@mech.ubc.ca</a>   604-827-4090
APSC: Ailish Statham	<a href="mailto:ailish.statham@ubc.ca">ailish.statham@ubc.ca</a>   604-827-2979
Starbucks	



## Appendix

See attached key plans

### Department/School Head/Director Approval

---

Steve Wilton, ELEC Department Head

---

Date

Signature

✕

---

---

Hsi-Yung (Steve) Feng , Mech Department Head

---

Date

Signature

✕

---

---

James Olson, APSC Dean

---

Date

Signature

✕

---



## COVID-19 Safety Plan – Fred Kaiser Building