



## COVID-19 Safety Plan: Biodiversity Research Centre Stage 2 Amendment

### 1. Updated Department-Specific Sign In/Sign Out Protocols:

The Botany/Zoology Department sign-in/sign-out system for laboratories in the BRC will be updated for PIs who request increased capacity within the new two-thirds limit.

For single-use faculty offices, faculty members with approved 'Request to return to office' forms will post an 'Occupancy agreement' and a sign-in/sign-out form on their office door. A shared Google calendar with half-day slots will be used to schedule no more than 7 faculty members (3 Botany, 4 Zoology) at any time in the Biodiversity Research Centre buildings. The number of slots occupied at any time must be no more than 25% of the office space in each building.

### 2. Updated Description of Laboratories/Office Areas and Common Areas by Building for Spatial Planning Purposes

There are no changes to the traffic flow plans.

### 3. Updated Supervisor/Manager Plans:

Each PI will have the opportunity to revise their laboratory 'Request to resume research' document to increase the number of researchers, if their space permits that within the constraints of physical distancing.

Reflecting the Faculty of Science (FoS) Stage 2 safety plan, whenever there is a requirement for two people to be working in close proximity, such as for training of new or existing lab personnel in lab procedures, two-person occupancy will be permitted while following safety guidelines for training in close proximity. PIs who are onboarding new personnel, or increasing the number of personnel in the lab, will submit updated safety plans with the additional personnel listed along with those already approved to work.

The PIs home department will review these plans. Following approval, each PI will amend their occupancy agreement form to show the maximum occupancy per lab. This document, along with the revised sign-in/sign-out form, will be posted at the lab entrance.

The PIs will notify the BRC Director and BRC Administrator of their updated plans.

### 4. Faculty (Research & Teaching) Office Space

Faculty (research & teaching) who can work from home should continue to do so. However, with the permission of their home Department Head, those needing on-site presence (to access space for teaching preparation, laboratory safety/building emergency duties, and research laboratories), can apply to use their single occupancy office by completing a Botany or Zoology faculty office access 'Occupancy agreement' (note that requests for access to lab "teaching space" are being dealt with separately, see point 7). The PIs home Department Head will review and approve these plans.



Approved occupants will post the appropriate signed occupancy agreement form, displaying the maximum occupancy of one person. This document, along with a sign-in/sign-out form, will be posted on the office door.

Access will be scheduled on a shared Google Sheet. Faculty will sign up for one day time slot per week (in half-day units), with a maximum of 7 for Biodiversity Research Centre (3 Botany, 4 Zoology). On Sunday evenings, if additional slots are available, faculty may sign up for any unused time slots for the upcoming week.

Prioritization will follow PI's home department guidelines (see Botany and Zoology Amendments).

## 5. Expanded Hours

Laboratories that will be active on weekends will amend their 'Return to Research' plan to include plans for weekend work. This includes the lab sign-up schedule, cleaning protocols for high-touch surfaces, and work-alone procedures.

## 6. Food Preparation

Food preparation will now be permitted, with new signage to reflect the responsibility of the kitchen users to disinfect all touch points before and after use. Physical distancing requirements will remain in effect for the kitchen areas. Maximum occupancy in the kitchens remains 1 person at a time.

## 7. Plan for Department-Controlled Teaching and Meeting Spaces:

Faculty may require on-site presence for teaching preparation. BRC controlled meeting rooms can be used for the preparation of course materials with approval from the BRC Director. Scheduling will be managed by the existing on-line booking system, and a sign-in/sign-out sheet will be posted on the door. Max occupancy of 1 person at a time. Occupants will disinfect all touch points before and after use.

Faculty who require on-site access to Beaty Biodiversity Museum research or public spaces for teaching preparation must seek approval from the BBM Director. Upon approval their access must be coordinated with the BBM staff and will follow existing occupancy maximums.

No in-person meetings will be held in any spaces.