FACULTY OF MEDICINE

Faculty of Medicine Draft Research Resumption:

Guiding Principles and Prioritization

Developed according to the guidelines provided by VPRI

Updated: May 26, 2020

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 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.

Contextual information

Given that most buildings occupied by the Faculty of Medicine and Health Authority Research Institutes are mixed used and/or shared buildings, there may be multiple approvals required before on-site activities can resume. For this initial Stage 1, common spaces, such as kitchen facilities, lounges and meeting spaces will remain closed, alternate eating areas will be arranged compliant with safety procedures and whenever possible outdoor areas should be considered. Research Centres and Principal Investigators who are approved to resume specific on-site activities will be required to develop a safety plan for approval, and complete and post an access agreement for each individual approved to be on-site. Rotational schedules among different laboratories and clinical areas may be required to accommodate on-site requests. 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 building's maximum occupancy at any time for this stage will be limited and safety distancing must be adhered to. 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), 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**.**

Process and Responsibilities for developing and implementing research resumption plans

UBC Point Grey Campus

1. **Faculty members/PIs** completes the re-entry request form (**Attachment 1**) and detailed spreadsheet (**Attachment 2**) and submits to either:
    - Centre/Institute Director with a cc to the Department Head/School Director, or
    - Department Head/School Director if no Centre/Institute is involved.

    NOTE: The excel spreadsheet is for your (each Unit's) use for your information if helpful. It is supposed to help serve to document the requests of the Unit (Centre or Dept or Institute). The FOM does want a summary spreadsheet from each unit and thus thought this lower level spreadsheet is useful to gather information.

2. **Centre/Institute Director** *OR* **Department Heads ("unit")** reviews their unit's requests to approve or decline each PI request.
    - With all approved requests from the Unit, the Centre/Institute Director/Dept Head submits a unit-level resumption plan to the Faculty via the Executive Associate Dean, Research for further approval at the entire Faculty level to ensure all building activities and users are appropriately coordinated.
        - For the Unit level resumption plan, we will need a Unit level summary spreadsheet on the research activities in your unit. FoM is creating this summary spreadsheet template for Unit Leads and will be circulating this no later than Wed, May 27th.
    - FOM wants to see is the overall Centre/Institute/Department plan and we do not need/want to see the individual PI plans
    - If your unit has started a plan as a bundle and does not need individual Faculty member/PI requests, we are very supportive of a Centre/Unit level bundle.
    - The unit-level activity resumption plan will need to include the overall safety plan. Information that is useful for Unit Leads related to the building safety planning is appended as the **Appendix B**

3. **Faculty of Medicine** reviews requests from the Centre/Institute Directors and Department Heads/School Directors, and coordinates the requests to produce *Faculty-Level Research Resumption Plan(s).*

4. **Vice-President Research and Innovation** reviews Faculty-Level Research Resumption Plan(s) to provide feedback/approve plan(s).

5. Once approved by VPRI or the Health Authority, the EADR will notify the Department Head, Centre/Institute Director for further dissemination back to the PIs.

Hospital Site Campuses

1. **Faculty members/PIs** completes the re-entry request form (**Attachment 1**) and detailed spreadsheet (**Attachment 2**) (if needed) and submits to either:
    - Centre/Institute Director with a cc to the Department Head/School Director, or
    - Department Head/School Director if no Centre/Institute is involved.

    NOTE: The excel spreadsheet is for your (each Unit's) use for your information if helpful. It is supposed to help serve to document the requests of the Unit (Centre or Dept or Institute). The FOM does want a summary spreadsheet from each unit and thus thought this lower level spreadsheet is useful to gather information.

2. **Centre/Institute Director** *OR* **Department Heads ("unit")** reviews their unit's requests to approve or decline each PI request.
    - With all approved requests from the Unit, the Centre/Institute Director/Dept Head submits a unit-level resumption plan to the Associate Dean Research for their site.

    - For the Unit level resumption plan, we expect that the ADRs will need a Unit level summary spreadsheet on the research activities in your unit. FoM is creating this summary spreadsheet template for Unit Leads and will be circulating this no later than Wed, May 27th.
- The ADR at each hospital will likely also want to see the overall Centre/Institute/Department plan and does not need/want to see the individual PI plans
- The unit-level activity resumption plan will need to include the overall safety plan Information that is useful for Unit Leads related to the building safety planning is appended as the **Appendix B**
- Sites include:
    - **PHSA** - BCCRI, BCCHRI, WHRC, BCCDC, Mental Health, etc.
    - **VCHRI** - VGH, CBH (clinical space – floors 1 and 2), ICORD, Eye Care Centre, Robert Ho/JBRC, Skin Care Centre, DHCC, etc.
    - **PHCRI** – St Paul's, BCCSU, etc

3. **Associate Dean Research** at each Hospital Site review requests and produces a Site-Level Research Resumption Plan and submits it to the Faculty of Medicine via the Executive Associate Dean, Research for further approval at the entire Faculty level to ensure all building activities (Education, Research and Admin) are appropriately coordinated.

4. **Faculty of Medicine** reviews requests from the Associate Dean Research from each Hospital Site, and coordinates the requests to produce *Hospital Site Faculty-Level Research Resumption Plan(s).*

5. **Health Authority** reviews *Hospital Site* Faculty-Level Research Resumption Plan(s) to provide feedback/approve plan(s).

6. Once approved by the Health Authority, the relevant ADR, Hospital Site, will notify the Department Head, Centre/Institute Director for further dissemination back to the PIs.

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

UBC Occupational and Preventive Health	604-827-4713
Faculty of Medicine Health and Safety – Paul Gill	604-827-1982
UBC HR Advisors –	Ekjot Dhatt 604-822-8649 or Pui Lam 604-822-0628

Appendix A - 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.

Also for your use, UBC VPRI has also provided a template for PI access agreements for their signoff:

11a-Non-Compliance DRAFT.docx

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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.p

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

8b-Essential In-Person Meetings-G

Sign-in Sheet

9-Sign-in Sheet.docx