Faculty of Science Process for Resumption of Research Lab Activity

Dear Colleagues,

We are pleased to provide you the following link to access the online application to submit your Safe Work Plan ahead of resumption of research activity in laboratories or visits to campus. This documentation is in accordance with the Phase 2 reopening of the Province along with University and Departmental guidelines.

https://advance.science.sfu.ca/science/faculty-staff/access

Please note that as part of the Provincial Phase 2 setting, there are a new set of health and safety protocols that we must comply with. These protocols are different to those that have been in effect between March and May and apply to every person and space on campus or in the field. Consequently:

- **If you are faculty member or supervisor**, including those with a prior exemption, you must complete a Safe Work Plan (SWP) for approval by Department Chairs and the Dean’s office for yourself and your personnel if you wish to resume work on campus or in the field.

- If you are not a faculty member or supervisor, you will need to be included in your relevant supervisor’s SWP.

- The SWP must be completed for all spaces that will be used or occupied (e.g. research and teaching labs, shared space, office, and field sites) and must include mandatory maximum occupancy numbers allowed for compliance.

- **Everyone** (faculty, staff, graduate students, undergraduate researchers) who intends to visit campus, for any reason, must complete the EH&S COVID-19 Canvas safety module.

- All faculty, staff and students entering Science space must complete a daily self-assessment for screening and sign in immediately upon entering any
work space or field site. Retention of this record is required for compliance and contact tracing purposes.

**Important Information**

- An application to resume work on campus is for essential work only (i.e. work that cannot be undertaken off campus). You will be asked to outline the essential nature of the work proposed. Following are some indications of how decisions will be made:
  
  o In a research lab, if the work required does not involve the use of critical equipment or bench work, you may not be approved.
  
  o If you are an instructor, your request should only be for work that you cannot reasonably complete at home, such as, filming demonstrations for labs.
  
  o If you are requesting access to your office, this will only be approved if the rationale is critical. Lab or other meetings, for example, should continue to be held remotely.
  
- Please review all the documents on the first page of the application, including the WorkSafe BC Return to Work and your Departmental guidelines.

- Please account for all the space assigned to you. Maximum occupancy calculations for your space can be found on the first page of the application website. This is typically ~50% of your total square footage, as per WorkSafe BC guidelines.

- You must include all personnel that will return to work in your SWP, but you do not need to assign individual people to each and every space. You must abide by the maximum occupancy rules.

- There are special considerations for field work and these guidelines are available on the website and attached here.
• On the online form, details of your SWP will be entered into a text box. It is probably easiest to write your SWP offline and paste the text into the web form.

• For office access only, please enter 'office location only' in the SWP text box. Note that you must still complete an application for approval, provide a rationale, complete the safety module and the daily self-assessment sign in.

• Departmental guidelines are on the application portal and on the first page of the Faculty of Science website. If you use facilities in a neighboring department, please familiarize yourself with, and abide by their guidelines.

• After submission, approval is first considered by your Chair and then by the Dean’s office. You should anticipate that this will take at least a few days. If your SWP is approved, you (and all personnel listed on your application) will receive an email from the Dean’s office which will include the following;

  1. Notification of whether your application has been approved or declined.

  2. If approved, your SWP form, which must be clearly posted within your space.

  3. A compliance sign for your door indicating that your space has been approved for use, including maximum occupancy allowances.

  4. A self-assessment check list, the first page of which should be posted on your door and the sign-in sheet inside the space. This must be signed daily by any personnel entering the space. Please see the website for instructions on using the self-assessment form.

• If your application is approved, any ordering and receiving restrictions via Science Stores and Procurement will be lifted.

• Compliance to the rules and guidelines as set out by the Federal, Provincial and local governments, as well as the University and your Department, is
mandatory. The Departments and Dean’s office have the authority to close labs due to non-compliance.

- All SWP’s are subject to review by the VP-Research, VP-Academic and WorkSafe BC, which will be made available upon request.

**Additional Context on the Resumption of Research Activity**

We fully understand that the prospect of returning to campus may raise real and legitimate health concerns for everyone. Please keep the following key considerations in mind when planning to resume research activity.

- The health and well-being of everyone is our primary consideration.
- We are not instructing anyone to return to campus. Indeed, everyone is encouraged to continue to work remotely, where practicable, for the foreseeable future.
- The option to return to campus is voluntary and we will not tolerate coercion of graduate students or staff.
- Any person may report a concern anonymously via a link that has been specifically created for this purpose on the Faculty of Science web page.

One delay in this process is that the required COVID-19 Canvas module mentioned in my last message is not available. You will be notified by the Dean’s Office or EHS when the module is live, which is expected to be this week. As personnel listed on your SWP complete the module, EHS will provide confirmation to the Dean’s office, at which point we will finalize your application.

If you have questions regarding the SWP, please contact Ruth Appanah (scdirops@sfu.ca) or Michael Silverman (sciadr@sfu.ca) with questions.

We appreciate that resumption of limited activity on campus has been a frustrating wait for some of you. However, it has been important that we develop and implement the protocols in alignment with the Provincial Health authority.
guidance and in consultation with the VPR’s office and EHS. Thank you for your patience and we are pleased we are now at a point to enable some essential work to begin on campus, in controlled and safe manner.

We do urge you to take the health and safety protocols seriously. It is clear that COVID-19 will remain a prevalent public health issue in the community for the foreseeable future. Safe practices will ensure we keep the risk to a minimum on campus. We thank you for your co-operation.

Kind regards
Paul