

# Building-Specific COVID-19 Health and Safety Plan

## Bruneau Centre for Research and Innovation

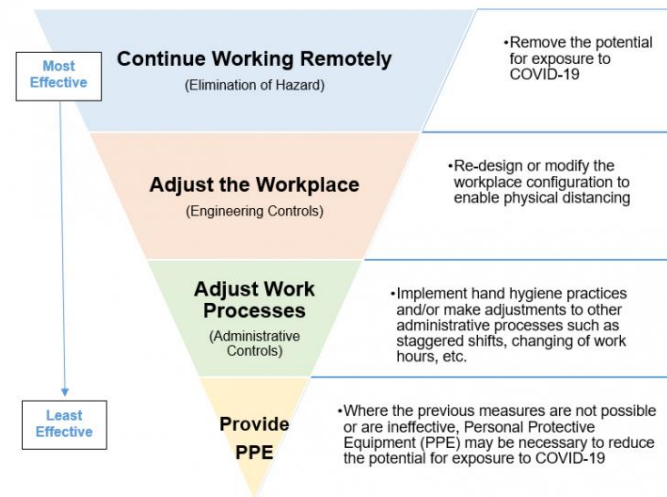
The following building-specific Health and Safety Plan details the activities to be undertaken, and identifies potential hazards, applicable engineering, administrative and personal protective equipment (PPE) [controls](#) required in common spaces during the COVID-19 pandemic. These controls must be followed in addition to all NL Occupational Health and Safety requirements, relevant Memorial University Policies and Procedures, other COVID-19 requirements (e.g. confirmation of COVID-19 awareness training, COVID-19 screening procedures) that may be introduced by Memorial's Environmental Health and Safety unit, and other health and safety plans and procedures that would be applicable in this building under normal circumstances.

In reviewing this building-specific COVID-19 Health and Safety Plan for on-campus research activities please note the following:

- Everyone has a part to play in reducing the spread of COVID-19.
- Campus access must comply with the COVID-19 On-Campus Access Request flowchart.
- This COVID-19 Health and Safety Plan must be shared with all individuals who are permitted to access the building.
- Individuals who have symptoms associated with COVID-19 must not enter the building. Symptoms include fever (or signs of a fever such as chills, sweats, muscle aches and lightheaded), cough, headache, sore throat, painful swallowing, runny nose, unexplained loss of appetite, diarrhea, and loss of sense of smell or taste.
- Individuals accessing the building must practice high personal hygiene by regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible. While on campus and before and after leaving campus, wash hands often and for at least 20 seconds at a time.
- Physical distancing must be maintained when entering, exiting and working on-campus. Maintain a physical distance of 2m (6ft) from other people in order to stop, slow down or contain the spread of COVID-19.
- Health monitoring protocols, as directed by the Environmental, Health and Safety unit, must be implemented.
- A detailed log must be kept for the use and cleaning of common spaces, equipment and other materials that may be used by multiple individuals.
- Enhanced cleaning protocols for COVID-19 must be followed for spaces used by multiple users. Surfaces must be cleaned with 70% alcohol or other suitable disinfectant before and after use. Users must wipe down any contact points with approved disinfectant or sanitation wipes.
- Materials that can't be cleaned must be quarantined for 72 hours between usage.

- Shared offices or workspaces must be configured to accommodate physical distancing and reduce the density of occupation. Enhanced cleaning protocols for COVID-19 must be implemented for these spaces.
- All waste materials must be properly disposed of daily, and additional cleaning requirements must be reported to Facilities Management.
- Where access to common areas is required, a process for advance scheduling and coordination among different users must be implemented.
- Every effort must be made to conduct work (i.e. computer work, writing, etc.) at home as recommended by the Provincial Public Health Guidelines.
- Physical distancing and enhanced cleaning protocols for COVID-19 must be implemented when working in an office environment is unavoidable. It is important to limit the number of people working in a space in accordance with the Provincial Public Health Guidelines. Every effort must be made to minimize office occupancy to reduce possible risk associated with COVID-19.
  - In single offices with one occupant, physical distancing of at least 2m must be maintained if another person enters the office.
  - In shared offices with multiple occupants, the configuration of the office must be such that physical distancing of at least 2m can be maintained when occupation of the space increases to more than one individual.
  - In circumstances where physical distancing is not possible between individuals occupying office space, appropriate PPE must be used, in case where PPE is not available, occupation must be staggered to avoid personal contact.
- Within specific research spaces under the control of a principal investigator who must have a plan and process in place for the students and staff to check-in at the end of each day and report on risks or issues encountered, and mitigation strategies employed.

To control any health and safety hazard in the workplace the hierarchy of controls is applied to assess the hazard. The below chart shows the model for the COVID-19 virus. The most effective control is elimination of the hazard and to remove the hazard, continuing to work remotely is the most effective control which removes the potential exposure to COVID-19 at the workplace. Engineering controls involve the re-design or modifying the workplace configuration to enable physical distancing. Common examples of this control are installing physical barriers or ensuring ventilation of the space.



## Hazard Assessment

Activity	Potential Hazard	PPE/Admin Controls	Engineering Controls
Entering and exiting building	Biological virus COVID-19 exposure and circulation	<p>COVID-19 awareness training must be completed prior to on-campus activities</p> <p>External doors will be designated with signage as entrances or exits and will only be used for the designated purpose.</p> <p>Individuals entering the building must provide and use their own wipes and sanitizer for handling high-touch items such as door handles.</p> <p>Individuals must not enter the building without <a href="http://www.mun.ca/covid19/faculty-staff/COVID19_self_assessment.pdf">reviewing the campus access health and safety moment</a> and satisfying the requirements set out in the Daily Self-Assessment Tool (<a href="http://www.mun.ca/covid19/faculty-staff/COVID19_self_assessment.pdf">http://www.mun.ca/covid19/faculty-staff/COVID19_self_assessment.pdf</a>).</p> <p>Physical distance of 2 m must be maintained, if you cannot maintain this distance a face covering must be worn.</p>	
Access to hallways, foyers and stairwells	Biological virus COVID-19 exposure and circulation	<p>Individuals accessing the building must not loiter in hallways, foyers or stairwells. Go directly to your destination when in the building.</p> <p>Individuals must keep to the righthand side of any bi-directional hallways or stairwells and ensure that a physical distance of 2m is maintained when passing another person. If you cannot maintain this distance, a face mask must be worn.</p> <p>For corridors that connect in a loop, floor markings will direct individuals to walk in a clockwise direction.</p>	
Use of elevators	Biological virus COVID-19	<p>Elevators will only be used if absolutely necessary</p> <p>Elevator occupancy will be limited to one person at a time.</p>	

	exposure and circulation	Elevator users must provide and use their own wipes and sanitizer for cleaning elevator buttons and hands (external and internal) before and after use.	
Use of washrooms	Biological virus COVID-19 exposure and circulation	<p>Occupancy of washrooms will be limited, 2m physical distance must be maintained at all times. Washrooms will have signage verifying they are serviced. Every second sink will be tagged out of service.</p> <p>Individuals using the washrooms will ensure that they bring sanitizer or wipes to clean touch points and hands (e.g. door handles, seats, flush levers, etc.) before and after use.</p>	Covers will be placed on urinals, stalls and sinks to support the physical distancing requirements.
Use of Beatrice Watts and VPR Boardrooms	Biological virus COVID-19 exposure and circulation	<p>The meeting organizer must book access to these boardrooms via <a href="mailto:vp.research@mun.ca">vp.research@mun.ca</a> for the VPR Boardroom and <a href="mailto:sgs@mun.ca">sgs@mun.ca</a> for the Beatrice Watts Boardroom.</p> <p>The capacity of these large boardrooms will be restricted to the number of individuals determined by EHS as well as provincial public health guidelines. Chairs will be removed from these rooms that are in excess of the restricted room capacity.</p> <p>Users must clean tables, equipment, light switches, door handles and other touch points before and after use of the room.</p> <p>Following the meeting, confirmation of room cleaning by the meeting organizer must be sent to the email used to book the room. Any requirement for additional cleaning by Facilities Management must also be communicated in that email.</p> <p>Physical distance of 2 meters must be maintained, a face covering must be worn at all time.</p> <p>Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</p>	
Use of small meeting rooms (IIC XXXX, IIC XXXX)	Biological virus COVID-19 exposure and circulation	<p>The capacity of these meeting rooms will be restricted to the number of individuals determined by EHS as well as provincial public health guidelines.</p> <p>Users must book access to these boardrooms via <a href="mailto:vp.research@mun.ca">vp.research@mun.ca</a>.</p>	

		<p>Users must clean tables, equipment, light switches, door handles and other touch points before and after use of the room.</p> <p>Following the meeting, confirmation of room cleaning by the meeting organizer must be sent to the email used to book the room. Any requirement for additional cleaning by Facilities Management must also be communicated in that email.</p> <p>Physical distance of 2 meters must be maintained and face masks must be worn</p> <p>Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</p>	
Use of lunchrooms	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>Physical distancing of a minimum 2 m must be maintained, masks required if physical distancing cannot be maintained.</li> <li>Wearing of facemasks is required until seated at lunchroom table.</li> <li>Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.</li> <li>Enhanced cleaning and disinfecting of commonly touched surfaces such as shared kitchen appliances. Individuals are required to wipe down surfaces after use.</li> <li>Ensure additional cleaning supplies such as disinfectant wipes, spray and paper towels are available.</li> <li>In order to ensure maximum occupancy is not exceeded; extra chairs have been removed.</li> <li>Use of shared kitchen items (e.g. cutlery, dishes, etc.) should be discontinued and items removed from the area and good housekeeping practices must be maintained by all users of space.</li> </ul>	

PROCESS ENGINEERING SPECIFIC MEASURES			
Entrance to Process Engineering (From IIC)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>The entrance door will remain open at all times.</li> <li>A door jammer will be used to keep the entrance door open.</li> </ul>	

3C04 to 3003A)			
Access to 3 <sup>rd</sup> floor hallway (IIC 3003A)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• Floor markings will direct individuals to walk in a designated direction.</li> <li>• Individuals accessing rooms through narrow hallways like 3003A must not loiter in the hallway. Go directly to their destination.</li> <li>• In case multiple people are using 3003A, all should wear a mask.</li> <li>• Individuals must keep to the right of the hallway.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> </ul>	
Use of small meeting rooms (IIC 3030)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• The capacity of the meeting room will be restricted to 2 people for IIC 3030 and all people in meetings must wear face masks.</li> <li>• Signage will be posted on the door limiting occupancy and cleaning protocol.</li> <li>• Chairs will be removed from rooms that are in excess of the restricted room capacity.</li> <li>• Users must book access to the IIC3030 meeting room via <a href="mailto:engr.process@mun.ca">engr.process@mun.ca</a>.</li> <li>• Users must clean tables, equipment, light switches, door handles and other touch points before and after use of the room.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> <li>• Following the meeting, confirmation of room cleaning by the meeting organizer must be sent to the email used to book the room. Any requirement for additional cleaning by Facilities Management must also be communicated in that email.</li> </ul>	
IIC3003B	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• No sitting or waiting in IIC 3003B.</li> <li>• IIC 3003B should only be used as a corridor.</li> <li>• Signage will be posted on the door limiting occupancy and cleaning protocol.</li> <li>• Chairs will be removed from the space.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> </ul>	
Use of 3 <sup>rd</sup> floor copy	Biological virus COVID-19	<ul style="list-style-type: none"> <li>• At any time, only one person will use the copy room.</li> <li>• Users must clean touch points before and after use of the room.</li> <li>• Signage will be posted in room to indicate “wipe equipment before and after use.”</li> </ul>	

room (IIC 3032)	exposure and circulation	<ul style="list-style-type: none"> <li>• The door of the copy room will remain open at all time.</li> <li>• A door jammer will be used to keep the door open.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> </ul>	
Use of lunchroom (IIC3036)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• Maintain physical distancing of 2 m, frequent handwashing or use of hand sanitizer, disinfectant of commonly touched surfaces after used (i.e. tables, small appliances handles etc.)</li> <li>• Single person occupancy.</li> <li>• Use of shared kitchen items (e.g. cutlery, dishes, etc.) should be discontinued and items removed from the area and good housekeeping practices must be maintained by all users of space.</li> </ul>	
Use of 1 <sup>st</sup> floor copy room/office supplies (IIC 1021)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• At any time, only one person will use the copy room.</li> <li>• Users must bring sanitizer and cloths to clean touch points before and after use of the room.</li> <li>• Signage will be posted in room to indicate “wipe equipment before and after use.”</li> <li>• The door of the copy room will remain open at all time.</li> <li>• A door jammer will be used to keep the door open.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> </ul>	•
Access to hallway (IIC 1C02, 1C03, 1C04)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• No bi-directional traffic is allowed in the hallway.</li> <li>• There will be unidirectional markings on the floor.</li> <li>• Individuals must follow markings on the floor.</li> <li>• In the absence of directional travel markings, individuals to keep to their right.</li> <li>• Individuals accessing the building will not loiter in hallways, foyers, or stairwells. Go directly to your destination when in the building. Individuals must keep maintain a 2 m physical distance in hallways and other shared walking spaces. In these spaces users should be masked.</li> <li>• In an emergency, all individuals must exit the building through the closest exit and once outside maintain physical distancing.</li> <li>• For hallways that connect in a loop, the direction of traffic will be clockwise.</li> </ul>	•

Use of computer labs (IIC 1024, IIC 3022, IIC3025, IIC 3033)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• Labs are accessible through remote desktop access.</li> <li>• In-person access to the labs is only available through bookings. Please contact Natasha Lambert <a href="mailto:engr.process@mun.ca">engr.process@mun.ca</a> for lab booking.</li> <li>• Signage will be posted on the door limiting occupancy and cleaning protocol.</li> <li>• Users must clean tables, equipment, light switches, door handles and other touch points before and after use of the room.</li> </ul>	•
Departmental offices (IIC3019-C-RISE/IIC3020)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• One visitor is allowed in the room.</li> <li>• Visitor will remain on the other side of the plexi-glass barrier.</li> <li>• Visitor will minimize touching of surfaces and wear mask at all time.</li> </ul>	Plexi-glass Barrier on the desk
Faculty Offices ( IIC 1012, 1014, 1017, 3021--3029)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• Only one person is allowed in the office.</li> <li>• All meetings will be carried out the in the meeting room (IIC3030) or the 3<sup>rd</sup> Floor Hallway.</li> <li>• Touching of surface will be minimized by the visitor. Any touch surface will be wiped before and after the visit.</li> <li>• Regular hand washing with soap and water, when available, or use of approved hand sanitizer when hand washing is not possible.</li> </ul>	
Graduate Student offices (IIC 3014, 3017, 3031, 3035 3037-3040)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• Graduate students are only allowed in the office through special access request. Direct your access request to Natasha Lambert at <a href="mailto:engr.process@mun.ca">engr.process@mun.ca</a></li> <li>• Signage will be posted on the door limiting occupancy and cleaning protocol.</li> <li>• Unused rooms will be locked</li> </ul>	
MOGE and MSRE Home rooms (IIC 3011, IIC3041)	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• In-person access to the labs is only available through bookings. Please contact Natasha Lambert at <a href="mailto:engr.process@mun.ca">engr.process@mun.ca</a> for booking a space.</li> <li>• Signage will be posted on the door limiting occupancy and cleaning protocol.</li> <li>• Users must clean tables, equipment, light switches, door handles and other touch points before and after use of the room</li> </ul>	
Removing equipment and collecting files from offices and	Biological virus COVID-19 exposure and circulation	<ul style="list-style-type: none"> <li>• 2 m physical distancing at all times</li> </ul> <p>Safety glasses or goggles, surgical face mask (ASTM Level 1), hand wash before and after entering offices and research space. Clean door handles before/after.</p>	•



research spaces			
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