BC Cancer Research Institute COVID-19 Phase 2 Activities, Training & Risk Assessment Guidelines: Department

Phase 2 of the BCCRI re-opening plan has been designed to continue to limit the risk of COVID-19 transmission. New policies and procedures that were developed in Phase 1 will remain with some minor modifications as outlined in Version 1.1 of the BCCRI COVID-19 training module. With these procedures now in place and tested, the overall density in the building will be increased. Your cooperation, and the success of Phase 2, will prevent potential regression to research curtailment. This plan assumes that personnel who are listed on phase 2 department activity plans **are following all provincial COVID-19 guidelines** including complying with physical and social distancing mandates outside the workplace, and to be able to articulate their practices outside the workplace to their Supervisor or PI if requested.

Phase 2 key points:

1. Key changes/updates have been made to the BCCRI COVID-19 Phase 2 training module_V1.1 and must be reviewed by all staff prior to entry to Phase 2. https://learninghub.phsa.ca/Courses/23248
2. A major new element is the requirement for departmental level training safety plan and in exceptional cases, a PI training plan if there are training activities that are not common to the departmental plan.
3. All staff that can continue to work from home should do so.
4. PIs/core facility managers are to prioritize personnel and wet lab activities.
5. New staff that require wet lab training (co-op's, new trainees, volunteers etc), can be considered as part of Phase 2, following the department's training plan.
6. No additional parking spots are being allocated. Departments are encouraged to review their current list of parking access and make decisions based on priority. Any changes to parking should be summarized and sent to Tom Stodola.
7. Re-Entry training modules must be completed by all new staff prior to entry to BCCRI and the course completion date inserted into the current version of the department's approved personnel list and sent to Tom Stodola.
8. All staff who previously completed the Re-entry module for phase one, must read about the added elements of Phase 2, as presented in the *Revision History* of the Training Module v1.1.

9. Daily symptom screening must be completed by all Phase 2 approved staff before they access the building.
10. Utilization of public spaces and foot movement within the building must follow new guidelines. They apply to everyone.
11. PPE and disinfection/cleaning protocols must be followed at all times.
12. Plan for a **maximum density of physical presence/lab** personnel of **no more than 60% on any day combined with physical distancing of 2M**. The general guidance is 2 persons per room/bay in phase 2, but there may be training or other situations that result in a brief period of higher occupancy of areas. If the rooms or equipment are shared, please coordinate with other PIs/department operational leads and book via established online calendars.
13. Staggering across days/shift work is permitted providing **NO MORE THAN 60% of physical presence** in the lab areas at any time. Please consider staggering the start time of shifts and arrange for a 15 min gap between staff entry to avoid a 9am or 1pm rush. If possible employ *shift pairing*, where the same 6 people (in a 3 bay lab) would always come in on the same shift.
14. If you need a contractor to come on site, for example for equipment repair, please coordinate with the department operational lead, as per the training module guideline on external contractors/parties. **External parties MUST comply with guidelines and ORA must be notified prior to access.**

Please review and consider the training module guidance document and apply it when preparing department specific plans and dealing with questions from PIs/staff.

Completion of the Phase 2 Department Activities & Assessment Form

Step 1 - Research Dyads, **all** PIs, and **all** staff that are approved for building access must review the updated Phase 2 document located on the learning hub, and PIs are to confirm in writing to the Department Dyads that all lab members have done this prior to entry into Phase 2.

Step 2 – Research Dyads must complete the attached Department Phase 2 Summary of Activities and Risk Assessment Form and submit to VPR for approval.

Step 3 – Submit an updated personnel excel.

Step 4 - New staff (or staff now requesting building access via their PI) must be added to the master Department Personnel Excel and sent to Karen Lemmen and Tom Stodola, prior to their entry (this to be done on an ongoing basis by Operational Leads).

See Appendix 1 for Example.

Note: The information collected in this form will be used to identify potential factors to help reduce the risk of potential personnel exposure to COVID-19 infection by: identifying key areas of overlap between departments, streamlining working guidelines related to the flow of foot traffic within the facility, tracking of personnel movement / potential co-worker exposure if there is a COVID positive incidence, determining/refining appropriate mitigation measures, and informing for subsequent phases of return to work efforts.

Section A: Department activity and training plan in order to facilitate research staff in phase 2.

Include:

(1) Summarize any significant changes from the phase 1 department activity plan.
(2) Please review the attached list of maximum person capacity in TC, equipment rooms and dry lab/office area. If there are extenuating circumstances and you would like to request any of these numbers be increased please detail.
(3) Detail your department's plan for training of new staff. Please review the attached *Risk assessment and mitigation measures for training procedures* document. If there is department specific training that is not captured in this list, please add to section D.
(4) Any other departmental level operational factors you identify in alignment with the phase 2 plan.

Section B: PI / Core Facility Density for Phase 2. Please fill out the table below detailing each PI/core facility/Location density change in phase 2.

PI or Core/ Location	**Approved Phase 1 density**	**Phase 2 density**

Section C: Proposed Phase I Departmental Personnel Information. Please continue to update the Department's excel for all staff who require access to BCCRI in phase 2. This information should include the floors and rooms that they need access to, including applicable lab bay/office numbers. Further, specific days and shift patterns should be identified.

Section D: Department specific training procedures

If there are training procedures that need to take place **in addition** to the list provided, please detail below. Please rank each new training activity as either low, medium or high risk based on the descriptions below

Training procedure	Hazard	Risk	Engineering Control	Administrative Control	Trainer: Trainee ratio	PPE details	Risk following mitigation measures

Examples of Activity Risk Levels - PLEASE REFER TO THE TRAINING MODULE.

Low Risk: Two meter physical distancing is easily feasible and **maintained consistently** with the exception of **very brief moments where there may be transient exposure** to other workers at distances under 2 m (e.g. walking behind a worker to get to a piece of lab equipment, sink, etc.). A mask is worn for common areas where physical distancing is not possible. There is no shared space/equipment used to perform work.

Moderate Risk: Limited physical distancing possible. **Proximity time with other worker(s) is 15 minutes or more where 2 m physical distancing is not consistently achievable.** While on site, masks are required in order to perform work. **Additional exposure control measures may be required (engineering control, PPE, etc)**. Some shared space/equipment with other labs floors is required in order to perform work. Movement between other sites may be required as part of regular work.

High Risk: Physical distancing not possible. **Proximity time with other worker(s) is 15 minutes or more where 2 m physical distancing is not achievable.** While on site, masks are required for the entire duration. **Additional exposure control measures will be required (engineering control, PPE, etc).** Regular work requires frequent overlap with shared spaces and equipment in other labs throughout the site. Regular work requires movement between other sites.

Appendix 1 - DEPARTMENT SAMPLE RESPONSE

BC CANCER RESEARCH INSTITUTE
DEPARTMENT SUMMARY OF ACTIVITIES, TRAINING AND RISK ASSESSMENT
PHASE 2

BCCRI – Department: Terry Fox Laboratory
Research Lead and date of COVID-10 training module Phase 2 completion: July 26, 2020
Operational Lead and date of COVID-10 training module Phase 2 completion: July 26, 2020
I acknowledge, on behalf of the Department, that all staff have completed training module 2, Phase 2: Yes

Please review the attached guidelines prior to completing this form.

Section A: Department activity and training plan in order to facilitate research staff in phase 2.

(1) Labs will have increased traffic and density up to 60% pre-COVID levels, capped by the limits based on number of lab bays and TC rooms. Orientation and Training of new users will be able to take place while following restrictions as set out in the *Risk Assessment and Mitigation* document. Exceptions to max capacity in our core facilities are listed below.

(2) All instruments in the FlowCore are already at minimum 2-m apart. Hands-on training sessions of up to two new trainees per session will be carried out as per the *Risk Assessment and Mitigation* document. These precautions will also be followed whenever new trainees need to consult with FlowCore staff or other experienced users when they have questions or run into unforeseen issues during usage. Training sessions will be logged on iLab and an internal Excel tracking sheet. We will also allow a maximum of one external user a day into the flow core. (but likely to only be one or two requests/access a month). They will be provided with all the site access details prior to their booking including self-screening and PPE policies. They will be escorted into the building and their details of time and date of access are housed in the online booking system should contact tracing be necessary.

(3) The large TC room in the Viral Vector Lab has 3 BSCs, each spaced more than 2-m apart. Other tabletop equipment, CO2 incubators and fridges are opposite the BSC faces. Users will only need occasional, transient access to these equipment. In Phase 2, having up to two users in the large TC room will still permit users to maintain 2-m distancing for the majority of time, and will be facing away from each other during transient use of other equipment. Safety Orientation and additional training for new users will be carried out as per the *Risk Assessment and Mitigation* document.

(4) Dry lab staff and PM/Ops staff may need to come for more demanding tasks as their current remote setup significantly hampers their work efficiency. Online scheduling to be used to track/alternate shifts and ensure that the staff coming in will be able to maintain distancing while at their desks. All staff that can work from home will continue to do so.

(5) New staff who require physical orientation in the building and lab space will be carried out by our HR Admin and Lab Manager as per the *Risk Assessment and Mitigation* document along with additional details in section C.

Section B: PI / Core Facility Density for Phase 2. Please fill out the table below detailing each PI/core facility/Location density change in phase 2.

PI or Core/ Location	**Approved Phase 1 density**	**Phase 2 density**
11th floor administrative /office area	1 person at any one time	3 people at any one time, with a min of 2M separation
12th floor administrative /office area	1 person at any one time	2 people at any one time, with a min of 2M separation
13th floor administrative /office area	1 person at any one time	3 people at any one time, with a min of 2M separation

FlowCore	1 person per instrument	1 person per instrument, except for brief periods where consultation is needed
Viral Vector Lab	1 person per TC room	2 people in the large TC room 11-321 with a min of 2-m separation; 1 person per smaller TC room
Andrew Weng Lab	3 people at any one time; 1 person per bay	6 max at any one time; 2 people per bay
and etc.		

Section C: Proposed Phase I Departmental Personnel Information. Please continue to update the Department's excel for all staff who require access to BCCRI in phase 2. This information should include the floors and rooms that they need access to, including applicable lab bay/office numbers. Further, specific days and shift patterns should be identified.

Please see excel attached.

Section D: Department specific training procedures - example.

If there are training procedures that need to take place in addition to the list provided, please detail below. Please rank each new training activity as either low, medium or high risk based on the descriptions below

Training procedure	Hazard	Risk	Engineering Control	Administrative Control	Trainer: Trainee ratio	PPE details	Risk following mitigation measures
Microscopy	Physical distancing constraints increasing risk of Covid-19 transmission	One-on-one training at close proximity for extended periods of time. Risk: Moderate	Not feasible, due to the small size of many microscopy rooms.	If greater than 1 microscope in a shared room, restrict the number of trainees/training events; maintain 2 m physical distance as much as possible; trainees to review training materials ahead of time; eyepieces to be disinfected with **isopropanol** before and after each session	1:2	Face mask, gown, gloves, disposable face shield worn when not looking through eyepiece (if no Plexiglas option)	Low
All other lab equipment not covered above	Physical distancing constraints increasing risk of Covid-19 transmission	Trainees may need to be near the Trainer to see details of instrument and software operation for a short period of time. Risk: Low-moderate	Not feasible due to small size of lab equipment	As these tasks are generally performed in the open lab, there is more space to allow for some separation; maintain 2 m physical distance as much as possible	1:2	Face mask, gown, gloves. Face shield must be used in addition to a face mask if 2 m physical distancing cannot be maintained for extended periods.	Low