WIRB- Offices

<table>
<thead>
<tr>
<th>Floor(Rooms)</th>
<th>Office Capacity*</th>
<th>Phase 2 (20%)</th>
<th>Phase 3 (30%)</th>
<th>Phase 4 (40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 (2168, 2170 2172)</td>
<td>9</td>
<td>3</td>
<td>4 (2 or 3 in the largest room; 1 in each of the others)</td>
<td>5 (2 or 3 in the largest room; 1 in each of the others)</td>
</tr>
<tr>
<td>3</td>
<td>27</td>
<td>6</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td>88</td>
<td>18</td>
<td>27</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>92</td>
<td>19</td>
<td>28</td>
<td>37</td>
</tr>
<tr>
<td>6</td>
<td>73</td>
<td>15</td>
<td>22</td>
<td>29</td>
</tr>
</tbody>
</table>

*these numbers reflect the # desks on each floor.

WIRB - Labs

<table>
<thead>
<tr>
<th>Floor</th>
<th>Lab Capacity</th>
<th>Phase 2 (20%)</th>
<th>Phase 3 (30%)</th>
<th>Phase 4 (40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>45</td>
<td>9</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>6</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

In addition to the overall capacity, individual rooms will have limited capacity. Rooms, with the exception of larger rooms (>200 Sq feet are 2185, 2180, 2172, 2156, 2146, 2141, 2138, 2120, 3151, 3145, 3141,
3133, 3132, 3122, 3120, 3115, 3113) and shared spaces will be limited to one person at a time. For shared spaces, this will require coordination between office-mates to timeshare, and high touch surfaces (door knobs, light switch) should be cleaned on entry and exit. Hand sanitizer and disinfecting wipes will be available in shared spaces for this purpose.

Individual rooms will have signs indicating maximum occupancy. **In the absence of signage, the maximum occupancy is 1 person.**

**Personal Protective Equipment (PPE)**

- If others are present in corridors use mask covering nose and mouth. Always wear a non-surgical face mask, unless you are in the confines of an office or testing room in which you are the sole occupant.
- Any procedures requiring individuals to be within 2 m of each other must be approved in research plan discussed with Derek and Chantal, with appropriate PPE detailed.

Hand sanitizer machines are located at building entry (by elevators) and must be used on entrance and exit. Hands are to be washed frequently.

PPE stations, with hand sanitizer, wipes and masks will be placed throughout the building and locations of these stations indicated on signs on each floor. Please take only what you need.

*** If you find that PPE is running low in a particular location, please inform Chantal Rochon (crochon4@uwo.ca) ASAP.
Traffic Plan on BMI Floors

Please see the maps below for traffic plan guidelines.

2nd Floor – DCN Offices and Testing Spaces

Starting at either the double elevators or the nearby stairwell, make your way into the DCN area via the DCN waiting room and proceed through the space in a counter-clockwise direction. Exit the DCN area via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the testing areas.
Starting at either the double elevators or the nearby stairwell, make your way into the 2nd floor testing areas via the security door closest to the elevators/stairs (use automatic door feature) and proceed through the testing spaces in a clockwise direction (see map below). DO NOT ENTER THE SLEEP LAB UNLESS YOU ARE WORKING IN THAT SPACE. Exit the 2nd floor testing space via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the testing areas.

2nd Floor – General Testing, Sleep Lab, EEG, Sound Booths, Etc.
Starting at either the double elevators or the nearby stairwell, make your way into the 3rd floor testing areas via the security door closest to the elevators/stairs (use automatic door feature) and proceed through the testing spaces in a clockwise direction (see map below). Exit the 3rd floor testing space via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the testing areas.
4th Floor Office and Pod Space Nearest the River

Starting at either the double elevators or the nearby stairwell, make your way into the 4th floor seating areas (closest to the river) via the security door closest to the cargo elevator/bathrooms and proceed through the space (see map below). Please maintain 2m distance between yourself and others as you walk through this area. Exit this space via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the seating areas.
Starting at either the double elevators or the nearby stairwell, make your way into the 4th floor seating areas via the security door closest to the elevators/stairs (use automatic door feature) and proceed through the seating spaces in a clockwise direction (see map below). Exit the 4th floor seating space via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the seating areas.
5th Floor Offices and Pod Space Nearest the River

Starting at either the double elevators or the nearby stairwell, make your way into the seating area via the security door directly across from the double elevators and proceed through the space in a counter-clockwise direction. Exit the seating area via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the testing areas.
5th Floor Office and Pod Space Nearest the Perth Drive

Starting at either the double elevators or the nearby stairwell, make your way into the 5th floor seating areas via the security door closest to the elevators/stairs (use automatic door feature) and proceed through the seating spaces in a clockwise direction (see map below). Exit the 5th floor seating space via the security door closest to the cargo elevator and proceed to bathrooms for handwashing and disposal of PPE (if necessary). Please be sure to sanitize/wash your hands upon entry and exit of the seating areas.
Elevators and Stairwells:
- The double elevators can accommodate 2 people, but single occupancy is preferred.
- The double passenger elevators should be used only to move up through the building, but not down.
- The cargo elevator can accommodate 2 passengers, and can be used to go up, and down. It should be used sparingly, as custodians and staff often require this elevator for moving cleaning supplies and equipment.
- Stairwells can be used to go up, and down. Individuals descending will have priority.
- For those members that will be accessing the testing floors via the stairwell closest to the front of the building (i.e. closest to Perth Drive), you must move through the testing floor in a clockwise direction.

Common Areas:
Copier Room
- Will remain closed until at least July 2.

Mail Room
- Hand sanitizer and disinfectant wipes to be provided for users accessing mailboxes.
- Directional signage will indicate that only person is to be in this room at a time.
- Directional signage will be placed on the floor in the hallway to ensure proper physical distancing should a line form for access to this area.

WIRB 4190 – Lunchroom (Sycamore Room)
- This room is to remain closed until at least August 31, 2020 as resources are not available for proper and frequent cleaning of this area. Protocols for use of this room will be developed once it is determined it will be open for use.
- If demand warrants we will revisit this restriction.

Beverage points (kitchenettes)
- These areas are open for use – users are requested to keep these tidy and to wash hands thoroughly before use. When finished, users should clean common touch surfaces such as counter handles and taps with a soapy cloth or a disinfectant wipe. Only one person should be in these areas at a time.

Washrooms
- The single-occupancy ‘universal washrooms’ are only to be used by those who require them for accessibility reasons. Everyone else should use the washrooms near the elevators and on the main floor. The maximum occupancy in the communal washrooms is two people.

BMI Reception area
- The waiting area should not be used if the reception counter is open, since physical distance cannot be maintained for visitors to the counter.
- A plexiglass barrier will be attached to the counter.
- Hand sanitizer and disinfectant wipes will be provided on the counter for general use by any staff, faculty, and students entering this office.
- Directional signage will indicate that only one person is to enter this office at a time to speak with the Receptionist.
- Directional signage will be placed on the floor in the hallway to ensure proper physical distancing should a line form for access to this area.

Conference Rooms (3189, 4105, 4106, 5107, 5108, 6111):
- Occupancy of these rooms will be kept to one person per room until Phase 4.
- In Phase 4, occupancy will increase to 2 people in the larger rooms (3189, 4105, 5107, 6111)
- Hand sanitizer and disinfectant wipes will be accessible on every floor. At the conclusion of use of the space, occupants will be directed to use the disinfectant wipes to clean common touch surfaces such as light switches, door handles, desk and chair surfaces.

Hotelling Offices (4166, 4160, 5124, 5130, 5132, 5134) (Empty offices – 4162, 4150, 4146, 4130, 5140, 5146)
- These are available if, in order to maintain physical distance, someone who has booked to come into BMI, needs a temporary work space.
• Hand sanitizer and disinfectant wipes will be accessible on every floor. At the conclusion of use of the space, occupants will be directed to use the disinfectant wipes to clean common touch surfaces such as light switches, door handles, desk and chair surfaces.

Shared Open “Pod” Spaces and Bays
• Maintain a 2m distance from other workers as much as possible. Where more than one occupant has indicated a desire to use desks that would place them within 2m of each other, one of the occupants will move to another spot (meeting room, hoteling office, 3rd floor pods). The one to move should be a) the one with a more portable computer; b) the one who is in less frequently or c) the more junior one. Upon departure, members should use the disinfectant wipes provided to clean common touch surfaces such as light switches and door handles.

Personal Protective Equipment
• BMI Reception – hand sanitizer, disinfectant wipes and masks to be provided for office staff use. A Plexiglas counter shield has been ordered. Face shields will also be considered, particularly for IT support and other higher contact service roles.
• PPE stations will be set up in the hallways of the 2nd through 6th floors near the entrance to the testing and open “pod” space. These stations include hand sanitizer and masks. Please use only what you need.
• Gloves can be found in the EEG prep room and the fNIRS room. These are only for experiments in which the researcher must make physical contact with the participant (e.g. EEG, fNIRS, Kinematics).
• Photocopier/Mail rooms – hand sanitizer and disinfectant wipes provided
• Conference/Seminar rooms – hand sanitizer and disinfectant wipes (located in kitchen areas on floors 4-6).
• Hotelling Offices - hand sanitizer and disinfectant wipes (located in kitchen areas on floors 4-6).
• Open pod space – hand sanitizer and disinfectant wipes (located in the kitchen areas on floors 4-6)

Cleaning Measures
• Regular service schedule will apply to individual offices.
• Building Services staff assignments will be adjusted to allow for additional cleaning while staff and faculty are on campus.
• University vehicles, golf carts, and landscape equipment shall be used by a single occupant only and disinfected frequently, particularly touched surfaces, before and after each use.
• The standard cleaning product used on campus for the last few years is the hydrogen-peroxide disinfectant cleaner E65H:
  o Proven effective in killing 99.99% of bacteria fungi and viruses, including COVID-19, when diluted for use as a disinfectant.
  o It is DIN (Drug Identification Number) registered. Environment Canada has tested and verified that this disinfectant is safe and effective.
  o Can be effectively applied through a variety of different methods such as microfiber cloths and electrostatic sprayers.
• Faculty, staff and graduate students are expected to continue to clean and maintain their own equipment including various electronics, keyboards, office equipment, lab equipment, beverage point equipment such as fridges/coffee makers/Keurigs/microwaves, etc.