

Point Management Plan for Physical Distancing and Sanitation

These guidelines will be updated as required when provincial physical distancing and disinfection/sanitation rules change. The latest Province of Manitoba COVID-19 related guidelines and health advisories can be found at <https://www.gov.mb.ca/covid19/index.html>. This document supplements the documents entitled “Department of Plant Science SARS-CoV-2 Related Best Practices”, “Disinfection using 70% Ethanol and 0.1% Bleach” and “Department of Plant Science SARS-CoV-2 Seed Setup and Field Research Health and Isolation Protocol” that are posted on the Department of Plant Science Website:

http://umanitoba.ca/faculties/afs/dept/plant_science/covid19policies.html

Following the recommended COVID-19 Provincial guidelines

(<https://www.gov.mb.ca/covid19/index.html>)

- Do not come to work when experiencing COVID related symptoms.
- Social/physical distancing (a minimum of 2m) must be maintained at all times.
- When social/physical distancing cannot be maintained, appropriate PPE such as masks, face shield, gloves, etc. must be used.
- All surfaces and touch points must be disinfected before and after any use. Disinfectant will be provided in all common use areas.

General

- Signs warning against coming to work when sick, advising frequent hand washing and disinfecting of work surfaces before and after use will be posted throughout the buildings.
- Sanitation of assigned space door handles and work surfaces will be the responsibility of individual users and follow protocols established by the safety committee.
- Start and return times for those accessing the Point before moving to off campus locations should be coordinated to maximize physical distancing and documented to limit any potential contact. Any adjustments due to weather or specific tasks should be posted online.
- Some areas will be assigned to certain programs. Shared work areas will be reserved through methods established by the Point Management and Operations Committee or its designate.
- Communication is important and cell numbers of all Point users should be shared.
- Anyone leaving messages on the whiteboard should disinfect the pen before and after use. The whiteboard may be replaced with a digital messaging system once a platform is identified.
- Use of the buildings by non-departmental people will be prohibited without authorization from the Plant Science Department Head. Any pickup or drop off of samples or supplies

should occur in the parking lot with no physical contact and prior arrangement. Use of drying ovens should be by plant science staff only. Any collaborators should arrange to have plant science staff handle samples.

- Equipment and departmental vehicle use will be reserved online or through another established booking mechanism. Disinfection protocols will be according to best practice.
- Students bringing vehicles to work will require nearby parking if they are to use them to go to the Point fields or to eat lunch in them. Biosecurity processes will be followed if student vehicles are used to access field locations.
- Portable canvas shelters or storage containers may be utilized for additional working space.
- Students and staff will be required to keep a daily detailed log including vehicles used, work areas used, lunch and coffee break areas, equipment used and any contacts within 2 m (excluding brief contact such as passing in the hallway) for each day.
- Logbooks are used to record hours used, checks done, users and any problems with equipment. Where practical an online version may be set up and accessible via cell. The mechanism to maintain logbooks will be determined by the Point Management and Operations Committee or its designate.
- Handwashing and washroom use protocols will be posted in the washrooms. Where possible, specific washrooms and sinks to use within the building will be assigned. Portable washrooms will also be available near field sites and assigned to specific users.
- Room occupancy is restricted to 1 person per 10m².

The Point site has a number of buildings as outlined in the map in Figure 1. Drs. Cattani, Duncan and Brûlé-Babel have field plots on the farm as outlined in the field map attached to the end of this document. Different areas of the facilities are outlined in sections below along with the primary users where applicable.

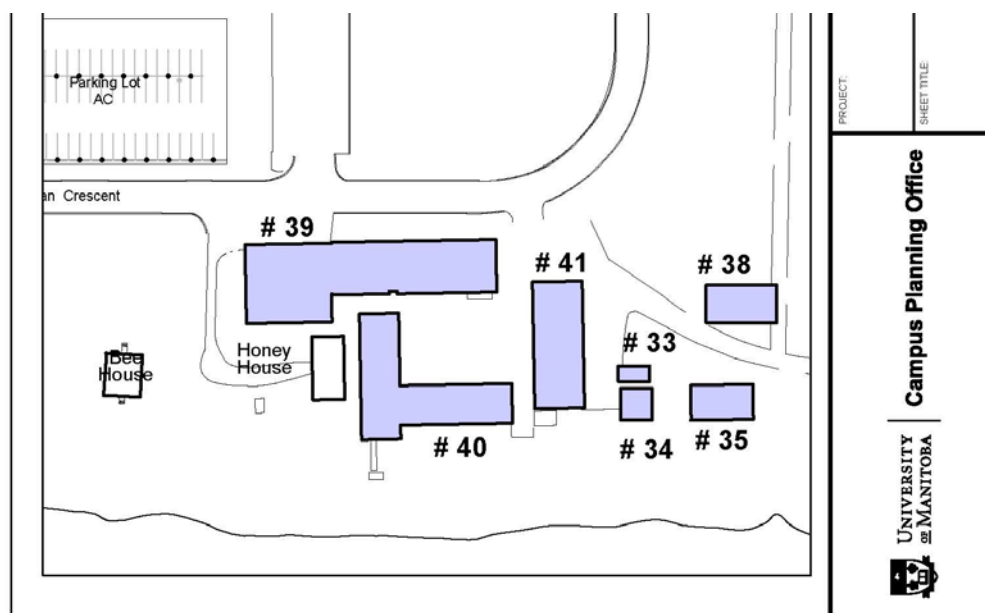
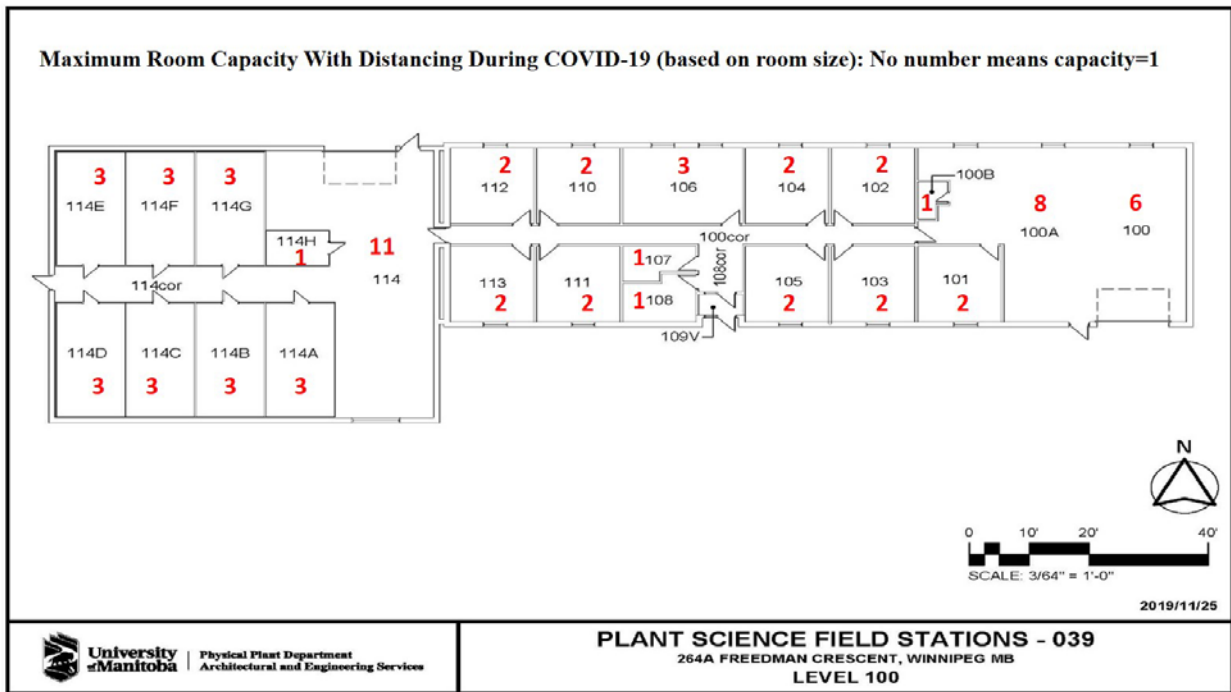


Figure 1. Point site layout with building numbers.

264A Freedman Plant Science Field Stations

http://umanitoba.ca/campus/physical_plant/fortgarry/pdfs/039a.pdf



There are multiple users of the growth room header area (114) and growth rooms 114A to 114J

- Staff will access the area using best practices procedures to maintain physical distancing and sanitation.
- Groups not assigned space within the main Point building should enter and exit through north door and ensure physical distancing is practiced. Groups with space assigned in the building should enter and exit through the door to hallway (100cor) and ensure physical distancing is practiced.
- The overhead door will be used to bring in soil or large supplies.
- Growth room users, including daily and weekend waterers, are responsible for cleaning touched surfaces (door handles, taps, watering can handles and watering wands) before and after every use.
- Only one person is permitted to work in a growth room at any given time. If two people need to be in the same space briefly, all PPE should be worn and the circulating fans should be turned off (see Cathy Bay)

- Workspace is available with long counters on two sides of the room. Physical distancing must be practiced when using this space.
- Cart handles should be disinfected before and after use. Carts should be stored so that access to the counter workspace can be maintained with a 2 m distancing.
- Pot washing will be carried out in tub beside large floor drain grate while maintaining physical distancing.
- Current space assignments are as follows:
GR 114A and 114C – Dr. Brule-Babel
GR 114B, 114E and 114F –Dr. Ayele
GR 114D and 114H – Dr. Stasolla
GR 114G – Dr. Duncan
GR 114J (not on plan, next to 114H) –
- Each Principal Investigator is responsible for coordinating their team members' access so that only one person is working in a growth room at one time. A schedule of who will access these the header area and growth spaces may be developed to coordinate activities and promote physical distancing. If time constraints cannot ensure only one person is working in an area at a time and physical distancing is not possible, PPE will be used.

Lunchroom (106)

- Lunchroom will be closed to regular use. Microwaves, fridge and water cooler will be labelled as off limits/do not use. The water fountain will be shut off.
- Individuals will be responsible for ensuring the safety of their own lunches. E.g. using their own cold packs to keep their lunches cool if required.
- Water will be available at the lunchroom sink if necessary, but people are strongly recommended to bring water from home or to use bottled water.
- Anyone using the printer should clean it using best practices guidelines before and after use.
- A single person may take their breaks here if needed and all surfaces must be cleaned before and after use.

Washrooms (108 and 107)

- Washrooms 108 and 107 will have doors modified so they do not latch and can be pushed open with an arm or shoulder. Washroom use will be limited to one person at a time. When the washroom is not in use, the door will be propped open. If the door is closed this is the signal that the washroom is occupied. A washroom protocol is appended and will be posted in the washroom.
- Entomology should be contacted about Point washroom use. It is suggested that they rent a portable washroom for their own use.
- Some programs are renting portable washrooms for their own use. Where possible, these should be used by designated staff, but access to rooms 108 and 107 will be available as necessary.

Shop (100 and 100A)

- Access is available through door from the hallway, south door and overhead door. Access from the hallway is discouraged to reduce traffic within the building.
- Any tools borrowed from the shop should be cleaned and disinfected before and after use. Use of the air-hose or pressure washer will require a similar procedure.
- Shop washroom (100B) will be generally assigned to Mel (summer student assigned to field and grounds maintenance). It will be the emergency backup if washrooms 107 and 108 are closed for repairs or cleaning. The same disinfection protocol will be followed, except that the door must be locked as it is a single washroom.
- Shop office (101) will be assigned to Mel and will be his space for computer work and breaks (coffee and lunch) if taken inside.

The following represents the room assignments for the different PIs working out of the Plant Science Field Station.

Rooms 102 and 110 – Dr. Duncan

Room 103 – Dr. Gulden

Room 104 – Dr. Entz

Room 105 – Ms. MacMillan

Room 111 – Dr. Lawley

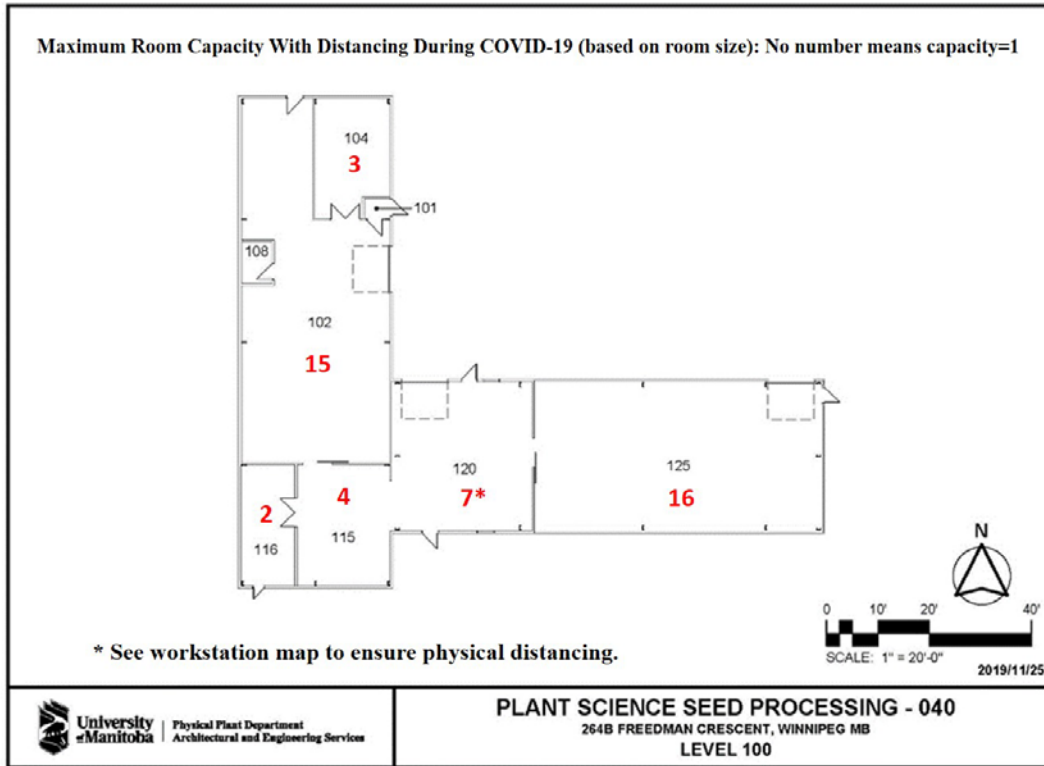
Rooms 112 and 113 – Dr. Brûlé-Babel

Each PI will be responsible for coordinating their groups activities within the room assigned to them. The following will be practiced within each room.

- Each person will be assigned an area or tote to store personal belongings such as backpack, jacket, CSA footwear and lunch, as well as a workspace and break times space.
- Computer use will be restricted to one person per computer.
- Breaks will be staggered as necessary to ensure there is only one person in the room at a time.
- Work surfaces will be disinfected before and after use with either 70% ethanol, 0.1% bleach, or spray nine as outlined in the best practices document. Storage areas will be disinfected after use.

Building 264B Seed Processing and Storage

Over the course of the growing season these spaces will be accessed by multiple groups. Work will be coordinated to ensure the physical distancing and sanitation requirements are met.



Drying room (102)

- Drying beds (19) assigned to programs, access to drying ovens, space to set up tables for workspace. Overhead door is used to deliver biomass or seed samples from the field to the drying beds or drying ovens.
- North door should be used to access drying beds.
- East door should be used to access drying oven room (104) and workspace in front of overhead door.
- Overhead door will be used to bring in samples for any drying beds during harvest.
- Overhead fans used to help dry samples should be turned off when workers are in the room.
- Samples will be moved off drying beds into rodent proof containers which are then moved into the preprocessing room or processing room for storage or cleaning.
- Biomass samples are processed after drying. Subsamples should be put into rodent proof containers. Any discarded material should be taken to the compost pile at the end of the task or as soon as possible.
- The plastic strip door between the drying room and preprocessing room will be hard to disinfect properly as there are no defined contact points. This will be tied back to allow touch-free passage.

- Pallet jack handle and levers should be disinfected before and after use.
- Anyone using a workspace will be responsible for cleaning and disinfecting any surfaces touched.

Drying oven room (104)

- Currently 2 large drying ovens available as well as a table top model.
- Ovens are currently signed out on a whiteboard. An alternate booking system may be implemented by the Point Management and Operations Committee or designate.
- Filling and emptying of drying ovens should be coordinated so that only one person is in the space at one time. If physical distancing is not possible, appropriate PPE must be worn.
- Everyone using ovens or workspace will be responsible for cleaning and disinfecting any surfaces touched, including oven controls.

Bag vacuum room (116)

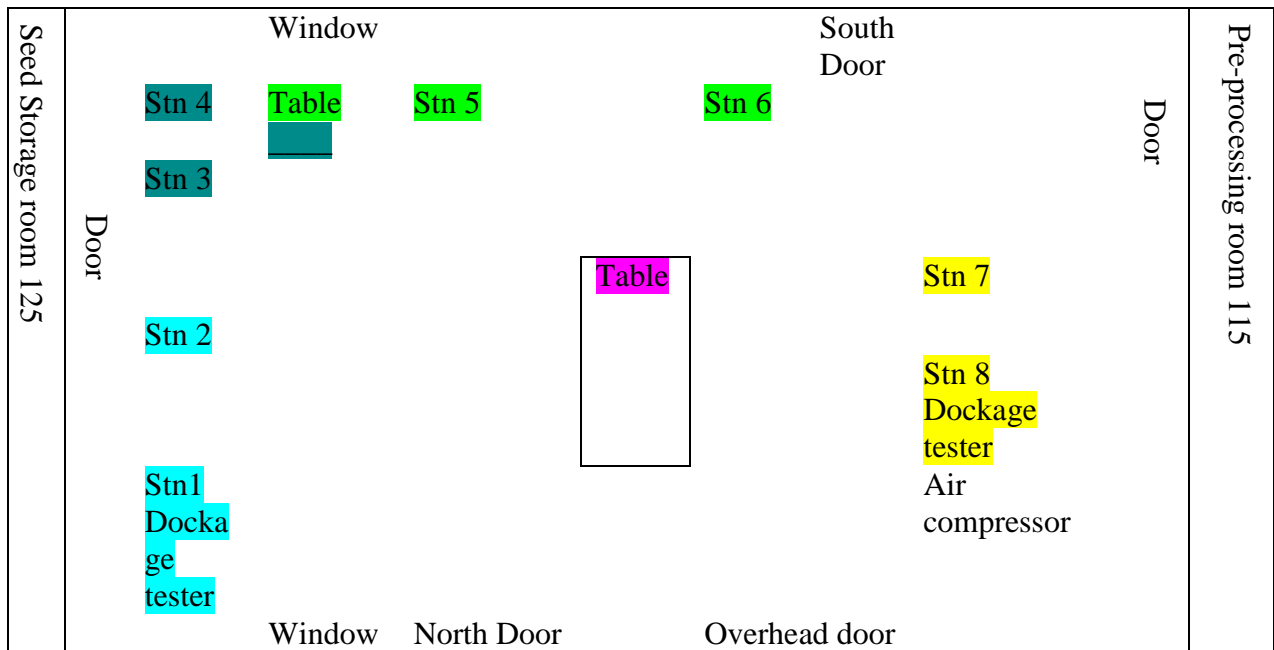
- Access through south door.
- Bag vacuum, large clipper and table workspace available.
- Users will be responsible for cleaning and disinfecting any surfaces touched, including bag vacuum controls.

Preprocessing room (115)

- Access through south processing room door.
- Space to set up workspace table. This should be further back to allow at least 2 m from the walkway used to move samples from the drying room to the processing room.
- Users will be responsible for cleaning and disinfecting any surfaces touched.

Processing room (120)

- Access to the north half of the room through the north door and access to the south half of the room through the south door.
- Detailed plan of the workspaces in this room is below.
- Users will be responsible for cleaning and disinfecting any surfaces touched.



- This rendering is not to scale.
- Stn or station refers to the fixed exhaust hoods used when dust control when processing seed, though there are some flexible placement exhaust tubing as well.
- Highlighted stations of the same colour should not be used at the same time as they do not reasonably allow for 2 m distancing.
- Most seed cleaning activities in this room require the use of a mask for dust and eye protection according to SWPs.

Seed storage room (125)

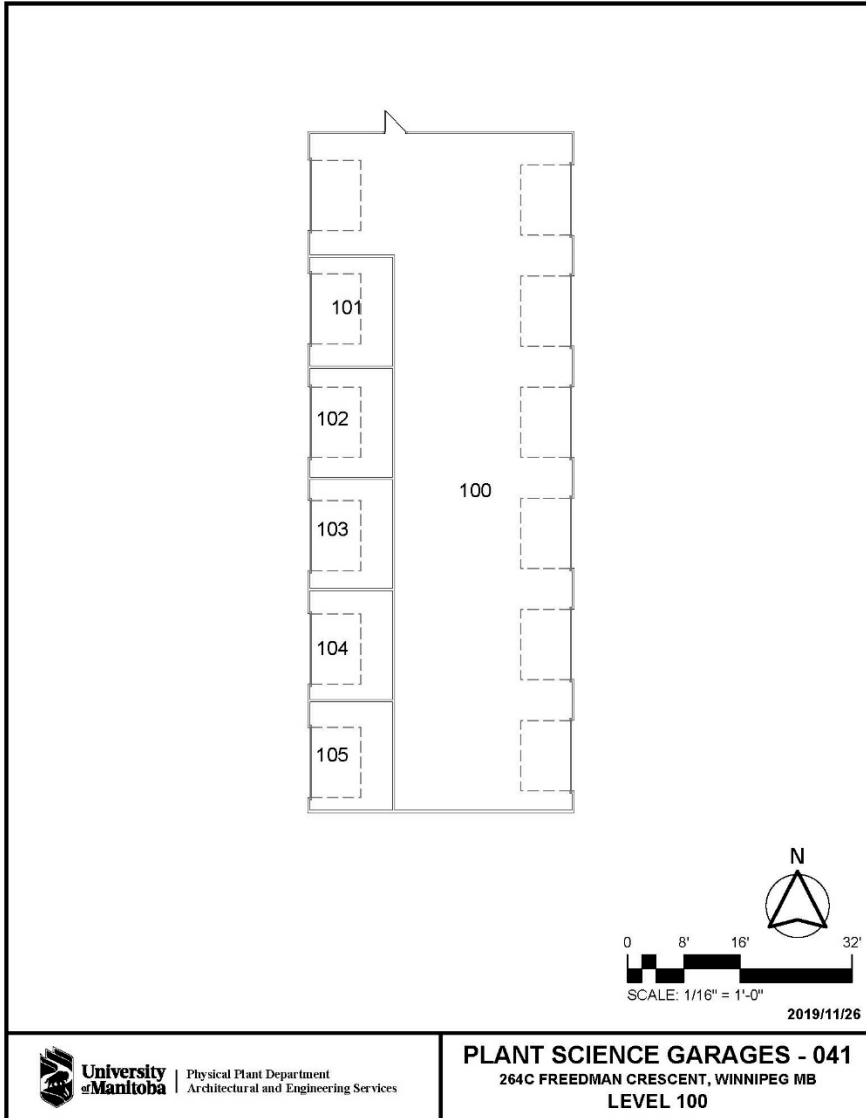
- Access to the room through the east door unless samples are being moved into or out of the processing room in which case it will be through the west doors.
- Space to set up a table in front of overhead door at the east end.
- Users will be responsible for cleaning and disinfecting any surfaces touched, including door handles and light switches as this is likely a seldom used area.

264 Freedman C Plant Science Equipment storage

Most programs store equipment in a shed assigned to them. Access to each is from the outside through an overhead door.

- Each user will be responsible for cleaning and disinfecting any surfaces touched.

http://umanitoba.ca/campus/physical_plant/fortgarry/pdfs/041a.pdf

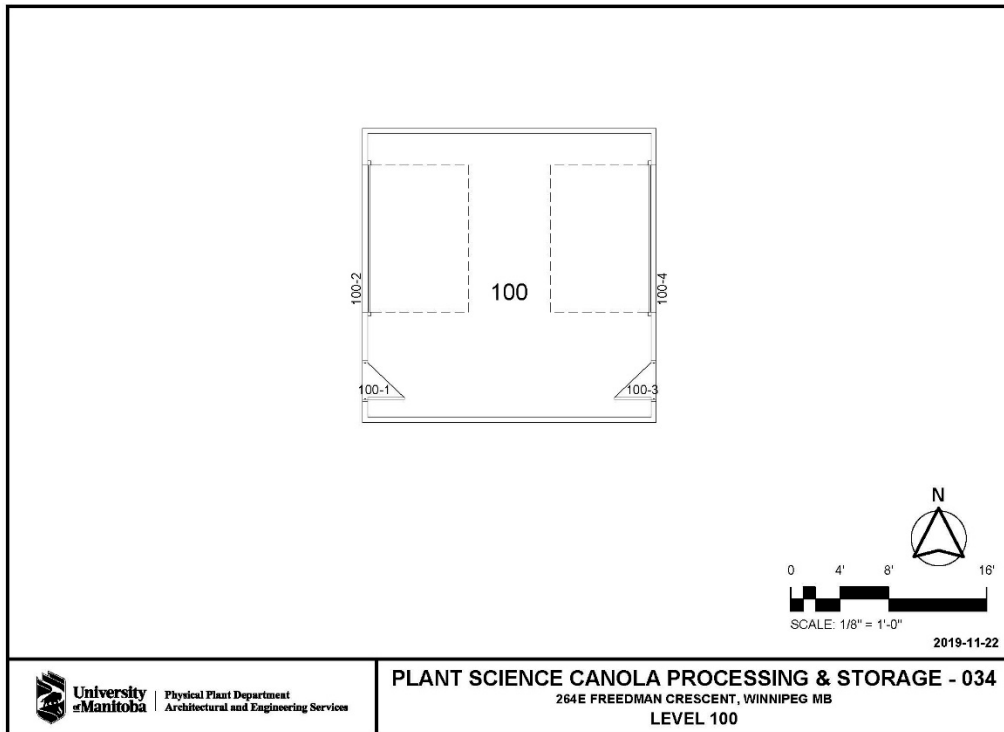


- 101 - Assigned to Dr. Cattani
- 102 - Assigned to Dr. Entz
- 103 – Assigned to Dr. Duncan
- 104 – Assigned to Dr. Brule-Babel
- 105 – Assigned to Dr. MacMillan
- 100 – Tractor and equipment storage

264F Freedman Plant Science Canola Processing and Storage

Please note that the website floor plan assigned to the canola processing building is actually that of the chemical storage building and vice versa. This link is for the actual building plan.

http://umanitoba.ca/campus/physical_plant/fortgarry/pdfs/034a.pdf

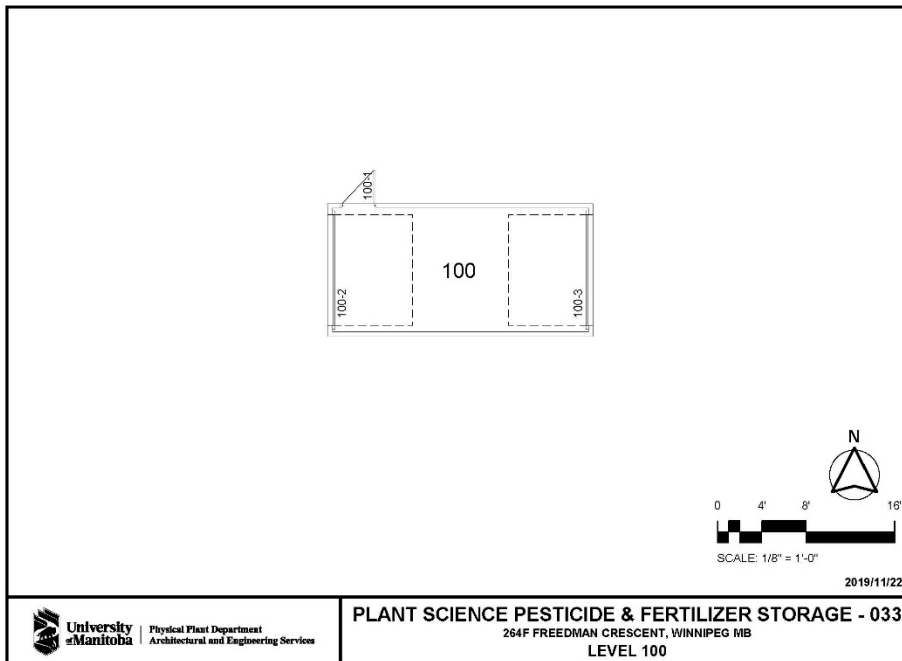


- Designated for Dr. Duncan's canola program use. He will coordinate his team to follow physical distancing and sanitation requirements.

264E Freedman Plant Science Chemical and Fertilizer Storage

*Please note that the website floor plan assigned to the chemical storage building is actually that of the canola processing building. This link is for the actual building plan.

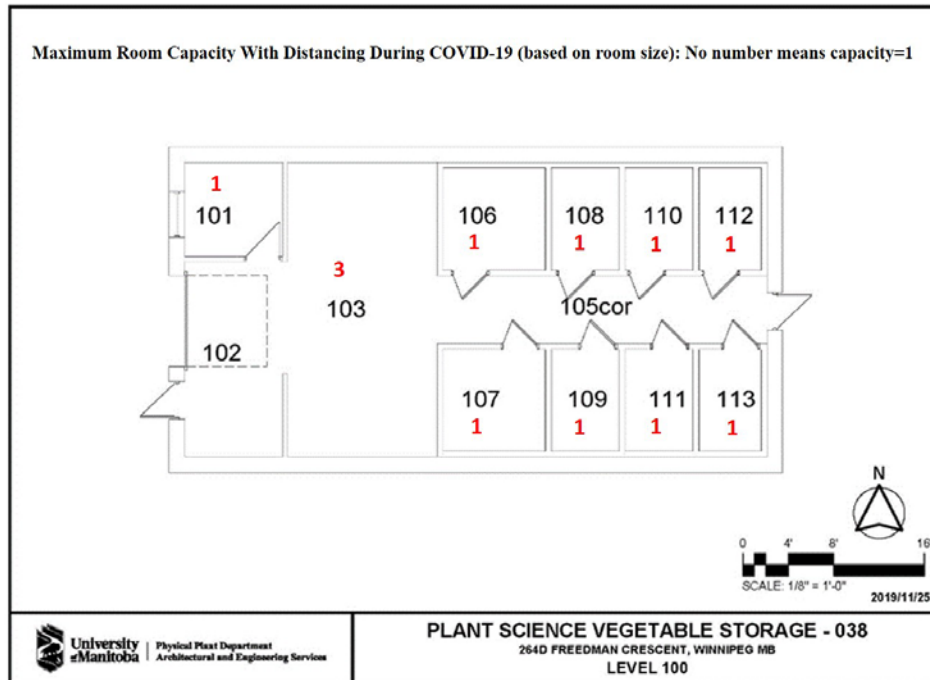
http://umanitoba.ca/campus/physical_plant/fortgarry/pdfs/033a.pdf



- West half is chemical storage with a person door. Overhead door on the plan is not accessible.
- East half is fertilizer storage with an overhead door.
- Switch for fuel pump is located inside chemical storage area.
- Although multiple groups may need to access this space over the course of the growing seasons, access will be coordinated to make sure that physical distancing and sanitation requirements are met.

264D Vegetable Storage Building

http://umanitoba.ca/campus/physical_plant/fortgarry/pdfs/038a.pdf



- Access through east and west person doors and an overhead door.
- Eyewash station on west side and emergency shower on south side, both on outside of building
- Large hose fill station for filling sprayers as well as tables to measure out chemicals also on south side of building.
- Use of the vegetable storage building by the Mark Hanson group (geological sciences) will only be permitted through special permission from the Dean's office.
- Any storage of samples by groups other than Plant Science should be prohibited during restrictions.
- Room 106 is assigned to Dr. Brule-Babel.
- Biosecurity equipment is stored in room 103 and 105 cor, with use on the east side of the building. Access to the east door is required.
- In the biosecurity area, any controls, wands, hoses, etc touched in the use of the pressure washer or air compressor should be cleaned before and after use.

Mel (student hired for field and ground maintenance)

- Responsible for cleaning doorknobs, light switches, etc in the shop and the header areas as well as public door handles in the Point at the beginning of the day.
- Responsible for cleaning doorknobs (inner and outer), light switches, etc in the processing room, bag vacuum room and drying room at the beginning of the day.
- Responsible for cleaning doorknobs/handles and switches of chemical storage room as well as control levers and buttons and diesel pump handle and logbook holder at the beginning of the day. Also door knobs and light switches in the horticulture storage building. And gate lock and “tie backs”.
- Checklists of minimum items and surfaces to clean/disinfect in each area will be compiled.
- Lunch and coffee breaks area is shop office.
- Empties greenhouse trailer as requested by Cathy to reduce tractor users.
- Does field work or pallet/bulk bag moving for programs when possible to limit tractor users.

Washroom Procedure for rooms 108 and 107

Washroom is restricted to one person at a time.

When the washroom is not in use, the door will be propped open. If the door is closed this is the signal that the washroom is occupied.

Using a paper towel, turn on the faucet

Push soap dispenser for soap and wash hands for the 20 seconds.

Dry hands with paper towels and use them to turn off the faucet. Use them also to turn the door knob and pull the door open.

Use your shoulder or foot to keep the door open and discard the paper towels.

Washroom Procedure for room 100B

When the washroom is not in use, the door will be propped open. If the door is closed this is the signal that the washroom is occupied.

Take a paper towel and lock the door using the paper towel and then discard the paper towel.

When finished, use another paper towel to turn on the faucet.

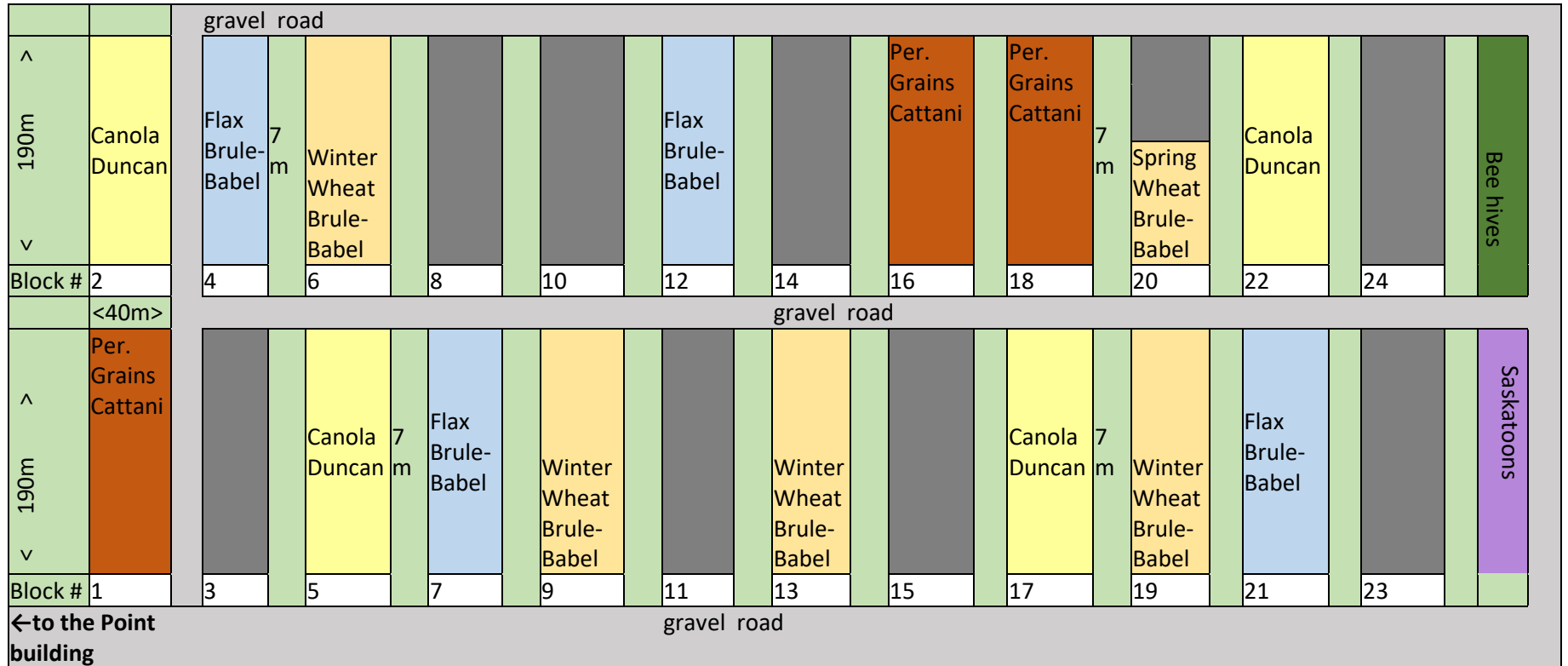
Push soap dispenser for soap and wash hands for the 20 seconds.

Dry hands with paper towels and use them to turn off the faucet. Use them also to turn the door knob and pull the door open.

Use your shoulder or foot to keep the door open, push the door prop into position and discard the paper towels.

The Point layout 2020

↑North



Each of the blocks is approximately 190 m long and 40 m wide.

Grass pathways separating blocks are approximately 7 m wide. The gravel road is approximately 3 m wide.

Per. Grains is Perennial Grains.

All gray blocks will be sown to a green manure crop or will be summer fallowed.

Bee hives are the responsibility of entomology.