

# COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. <https://covid19.ubc.ca/>

Department / Faculty	President's Office
Facility Location	<hr/> <i>Koerner Library</i> <i>1958 Main Mall, Vancouver BC, V6T1Z2</i> <hr/>
Proposed Re-opening Date	<hr/> <i>September 01, 2020</i> <hr/>
Workspace Location	<hr/> <i>7th floor, Koerner Library</i> <hr/>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The Office of the President provides oversight and direction for the operation of the university, in accordance with the strategic framework and directions of our governing bodies, the Board of Governors and the Senates. The Office of the President is located on the 7th floor of Koerner Library.

While those who can work remotely shall continue to do so until further direction is received by the University, for this first phase of our planning we are seeking to provide accommodations for team members who wish to resume limited on-campus work activities. The President will, as the need arises, meet with up to a maximum of 2 visitors at any time.

A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum. This is likely to continue until the Provincial Government declares that the pandemic is over or that regular workplace activities can resume. All team members must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. The health and safety of all of our team members is our #1 priority.

As one of several occupants of the Koerner Library building, each phase of re-occupation by team members will be coordinated with other occupants of the building.

This document will be regularly reviewed and updated per mandated government and University requirements provided here: <https://covid19.ubc.ca/>

This plan has been reviewed by the University Administrative Units JOHSC, our Safety and Risk Services file coordinator, and our Facility Manager. The President has reviewed and endorsed this plan.

## Section #1 – Regulatory Context

### 2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BCCDC’s Infection Prevention and Control for COVID-19: Interim Guidance for Outpatient and Ambulatory Care Settings.](#)
- [BC COVID-19 Go-Forward Management Strategy](#)

### 4. WorkSafeBC Guidance

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [BC COVID-19 Self Assessment Tool](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)

### 5. UBC Guidance

- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Entry Check Sign](#)

#### 6. Professional/Industry Associations

- N/A

## Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

### **7. Contact Density (proposed COVID-19 Operations)**

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- Given that this is phase 1 of our resumption plan, the contact intensity is set as “low”.
- All President Office staff have designated office spaces that are for their use only.
- Capacity at any one time will not exceed 3 employees and will be managed by the Executive Assistant to the President who manages an internal sign up sheet for staff who need to come into the office.
- Shared equipment includes the photocopier, printers, and kitchen appliances such as the fridge and microwave. Cleaning requirements are detailed in Q19.

### **8. Contact Number (proposed COVID-19 Operations)**

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- Under normal operations, the Office employs 7 full time staff.
- For this phase of our plan, we are proposing that up to 3 staff at any one time will return to limited, on-campus use of their office space. All other employees will continue to work remotely on a full-time basis.
- Capacity will be managed by the Executive Assistant to the President who manages an internal sign up sheet for staff who need to come into the office. No employee is to return to work on-campus without approval from the Executive Director.
- As one of several occupants within the Koerner Library building, all phases of re-occupation will be coordinated with other building occupants.

### **9. Employee Input/Involvement**

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- This plan and its content were discussed at a staff meeting (August 5th, 2020). The Plan was circulated to the team for their review and input prior to the meeting.
- The University Administrative Units Joint Occupational Health & Safety Committee (JOHSC) will review the plan and it will be updated as necessary. If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC.

#### 10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- The Executive Assistant to the President will be responsible for ensuring that all employees working on site will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan, including completion of the the mandatory module, *Preventing COVID-19 Infection in the Workplace* accessible through the Workplace Learning platform.
- All members of the team (both those working in-person and remotely) will receive a copy of this plan by email and a paper copy will be posted on the bulletin board on our Health and Safety board
- Employees will be reminded of resources available to them at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> and <https://srs.ubc.ca/covid-19/>

#### 11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- The final copy of this COVID-19 Safety Plan will be posted online to [president.ubc.ca](http://president.ubc.ca).
- A hard copy of the final plan will be posted on our Health and Safety board.
- All members of the team (both those working in-person and remotely) will receive a copy of this plan by email.

### Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.

- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

## **12. Work from Home/Remote Work**

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Until further direction from the University is received, all team members who can work remotely will continue to work remotely.
- This phase of the plan exclusively addresses those team members who need to resume limited on-campus activities. Such requests are subject to the approval of the Executive Director.

## **13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts**

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- Capacity at any one time will not exceed 3 employees. The Executive Assistant to the President manages an internal sign up sheet for staff who need to come into the office.
- No employee is to return to work on-campus without approval from the Executive Director.
- No weekend work on site is contemplated.

#### **14. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Please see Appendix A for the following keyplans:

1. Designated entry and exit points into and out of Koerner Library building (including both 3rd floor access and access through the 2nd floor bike locker) as well as flow through the building (e.g., directional flow up the staircase and location of elevators).
  - These enter and exit points have been discussed with other building occupants and agreed upon with the Library.
2. Directional flow through the 1st floor to the shower room.
3. 7th floor, Koerner Library.

#### **15. Accommodations to maintain 2 metre distance**

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

- Staff will follow institutional policies as described in "[UBC Employee COVID-19 Physical Distancing Guidance](#)". A minimum 2 metres (six feet) will be maintained between individuals. This applies regardless of whether employees are in an office or any common or shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.
- Building Entrance
  - Koerner Library remains closed to the public. Users with programmed card access can enter the building via entrances that are equipped with card scanners. To ensure physical distancing, one designated entrance and a separate designated exit have been identified for staff working in Koerner Library. These are noted on the keyplans in Appendix A.
  - President Office staff who use the bike locker will follow directional flow and any signage when exiting the bike locker and moving through the 2nd floor mailroom to the elevators
  - In the event the President is required to meet in person with someone from outside his office, a member of staff will meet said person at the designated entrance door and escort them up to the President's Office.
  - Elevators – Koerner Library elevators have been assigned maximum occupancy ratings (maximum capacity of 2) and corresponding signage has been posted at the elevator doors on all 6 levels. Whenever possible, usage

of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.

- Occupants are not to exceed these temporary occupancy ratings.
- Staff will follow posted traffic flow decals, including directionality of stairwells
- Offices and open concept workstations
  - As per University and provincial directives, work that can be done remotely shall continue to be done remotely. As a result, the use of President Office offices and open concept workstations should continue to be limited to the greatest extent possible based on an exemption process.
  - A weekly schedule will be established to ensure physical distancing can be maintained at all times.
- Common Kitchen
  - The office has two common kitchen area. Both are open-concept and as such cannot be closed off. A maximum of 1 people at a time may be in the kitchen area.
- Washroom
  - There are 4 single occupancy washrooms on the 7th floor. Maximum occupancy is 1 person.
- Meetings
  - There are two meeting rooms on the 7th floor. The two meeting rooms will be accessible for use by President Office staff only but with limited capacity to ensure physical distancing. Signs will be posted at each door noting maximum capacity and cleaning procedures will be noted.
  - In the event that the President uses the meeting room for a meeting with visitors, Custodial Services will be notified in advance. The room cannot be used until Custodial Services have been able to clean.
- Bike Locker (located in the mailroom on the 2nd floor)
  - The locker room has a maximum capacity of 1 person. Employees accessing the bike locker will access via the exterior door in the loading bay and then follow posted directional flow through to the elevators.
- Showers (located on the 1st floor)
  - Shower facilities have a maximum occupancy of 1 person.
  - Employees using the facilities will follow posted directional flows and all signage.
  - Custodial Services have been contacted and asked to include the shower room in their daily cleaning.

## **16. Transportation**

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures



- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles.

### **17. Worker Screening**

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply.
- The following signs will be posted on the staff entry doors (front and back):
  - [UBC Entry Check Sign](#)
  - [WorkSafeBC: Entry Check for Workers](#)
  - [WorkSafeBC: Entry Check for Visitors](#)
- If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow the instructions. If symptoms arise while at the workplace, the employee must leave the area immediately.

### **18. Prohibited Worker Tracking**

Describe how you will track and communicate with workers who meet categories above for worker screenings

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve. They are advised to complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow the instructions.
- An internal tracking system will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorksafeBC).

## **Section #4 – Engineering Controls**

### **19. Cleaning and Hygiene**

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial standards will follow industry best practices as outlined here: [Building Operations COVID-19 website](#).
- Custodial Services will clean the designated washrooms and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage will identify designated washrooms and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive when they leave with disinfectant provided by the office.
- Employees will wash their hands before and after contacting high touch surfaces and any shared equipment (including the fridge, microwave, water cooler, kettle, and printer)
- Hand sanitizer dispensing stations are located next to each main door on the 7th floor. Custodial Services will refill this dispenser regularly.
- We are liaising with the University Procurement team to ensure that the necessary cleaning supplies are available.

#### **20. Equipment Removal/Sanitation**

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- All kitchen equipment will be available for use. Employees are expected to wash their hands before and after use. All shared equipment will be sanitized regularly by staff using disinfectant.
- Signage will be posted reminding employees of these cleaning expectations.
- Shared items like cutlery will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used.
- Printers / photocopiers will be cleaned by employees prior to use.
- Workstations and personal items are to be cleaned upon arrival and before leaving for the day.

#### **21. Partitions or Plexiglass installation**

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- A plexiglass screen will be installed at the reception desk.

## **Section #5 – Administrative Controls**

## **22. Communication Strategy for Employees**

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- The final copy of our detailed COVID-19 Safety Plan will be posted online on the SRS website and on the President website and will be disseminated electronically to all team members. Hard copies will be posted in the office area. All members will need to confirm they have read the plan prior to their return (see Q29).
- The Executive Assistant to the President will communicate self screening protocols to workers by email, online or by phone. Signage will be posted. Expectations are that employees will notify the Executive Director if they are ill and that, if ill, they will not come into the workplace.
- Only approved employees will be returning to the workplace; following an established schedule. Written procedures and protocols for mitigating risk will be posted.
- If any employee has any questions or concerns, they can reach out to the Executive Director who will respond or escalate appropriately to the President.
- As per UBC's PPE Guidance document, staff may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. Non-medical masks will not be provided by the President's Office.

## **23. Training Strategy for Employees**

Detail how you will mandate, track and confirm that all employees successfully complete the [Preventing COVID-19 Infection in the Workplace](#) online training; further detail how you will confirm employee orientation to your specific safety plan

- Before returning to work all employees must complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module.
- Once completed, individuals must send proof of completion to the Executive Assistant to the President, who will retain a copy within personnel files.

## **24. Signage**

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

The following signs are provided by UBC and will be put up by President Office employees:

- [Entry Checklist](#) to be posted on entry doorway
- [Washroom Occupancy limit](#)
- [Meeting Room Occupancy limit](#)
- [Please do not use](#) for kitchen items that cannot be put away.
- [One Way](#) directional signage

Floor decals and tape will be provided by Building Operations.

In the event any additional signage is required we will refer to the templates provided on All signage templates on [Safety & Risk Services COVID-19 website](#) or on [WorkSafeBC COVID-19 – Resources](#) website. If required President Office specific signs will be created and added to the plan.

## **25. Emergency Procedures**

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- In the event of an emergency, employees working on site will go to the established Muster Area.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- Handling Potential COVID-19 Incidents:
  - Suspected positive incidents or exposure concerns are to be reported to the Executive Director. Further incident reporting information can be found on the SRS webpage.
  - Direct people who are unsure about what they should do to the [BC Self Assessment Tool](#).
  - OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.
- The following [amendment](#) provided by SRS shall also be followed.

## **26. Monitoring/Updating COVID-19 Safety Plan**

Describe how to monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described. The President's Office will continue to follow the university's accountability structure as laid out in the University safety policy.
- This plan will remain valid and updated for the next 12-18 months. Updates will be required if there are changes to the proposed operational model, occupancy levels not already noted, or shifts in provincial directives. All updates to plans will be reviewed by the University Administrative Units JOHSC.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All employees will receive a copy of the new plan either electronically or in hard copy. Occupants who have concerns about compliance, or have any related questions, should discuss with the Executive Director.
- All concerns will be received, reviewed and addressed following WorkSafeBC and UBC HR requirements to support staff. UBC HR processes and support mechanisms are outlined here: <https://www.hr.ubc.ca/covid-19/>.

### **27. Addressing Risks from Previous Closure**

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- Where necessary, faculty, staff and learners will be trained on proper disinfection of shared materials or equipment for infection control.
- All employees working on site will be required to complete UBC's COVID-19 Safety Training online module.

## **Section #6 – Personal Protective Equipment (PPE)**

### **28. Personal Protective Equipment**

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe. Following the information provided in the UBC Employee [COVID-19 PPE Guidance](#), PPE is not required since a 2 metre distance will be adhered to at all times.

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks

Use of non-medical masks

- All President's portfolio staff will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Unit plans will detail further requirements for the use of non-medical masks for staff.

## Section #8 - Acknowledgement

### 30. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledge receipt and will comply with the Safety Plan.

The Executive Director will share this Safety Plan with staff through email. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

## Appendix A: Key Plans

### 1. Designated Building Entrance and Exit (3rd Floor, Koerner Library)

*Note:* These have been discussed and reviewed by the Library and other Koerner Library occupants









