



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	Office of the President Portfolio
Facility Location	<i>Multiple locations</i>
Proposed Re-opening Date	<i>Staggered</i>
Workspace Location	<i>Multiple Buildings</i>

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. To support the safe re-opening of units within the President Office’s portfolio, this parent plan provides overarching guidelines and principles that units within the portfolio will incorporate into their re-occupancy safety plans (both intermediate and child plans) in a manner that ensures we reduce the potential spread of COVID-19 and protect the health of faculty, staff and students.

As outlined in the COVID-19 Guiding Principles, the following principles are being used by the campus to guide decision-making and processes related to a staged resumption of any on-site activities:

- We will place the health and wellbeing of students, staff, faculty and the public above all other considerations.
- Our safety planning will be anchored in the health and safety guidance from BC’s Provincial Health Officer, health authorities, WorkSafeBC requirements, and UBC’s Health & Safety Policy.
- Our portfolio will use a coordinated and phased approach to resuming or increasing on-campus activities.



- Approval of on-site work activities will only be granted to those who require on-site resources or are required to provide on-site services and cannot conduct this work remotely. All activities that can continue remote work must do so.
- Equity and personal circumstances will be considered in evaluating how to plan and conduct the resumption of on-site activities.
- Phased reopening of campus activities/facilities may need to be reversed and stricter curtailment conditions imposed in response to public health direction or changes to the situation on our campus.
- Units will provide as much certainty as possible to faculty, students and staff by making and communicating decisions as early as possible.
- We will reflect on lessons learned to continually improve the safety of activities on campus.
- All unit leadership, management and supervisory staff must know their roles, responsibilities and accountability for ensuring compliance with their unit's COVID-19 Safety Plan.

For the purposes of safety planning, the President Office's portfolio has been broken down into the following intermediate plans (with associated child plans identified):

Unit	# Staff	Buildings
<ul style="list-style-type: none">• President's Office	7	<ul style="list-style-type: none">• Koerner Library, 7th floor
<ul style="list-style-type: none">• Board of Governors Secretariat Office	5	<ul style="list-style-type: none">• Old Admin Building, 1st floor
<ul style="list-style-type: none">• Office of Enterprise Risk and Assurance	14	<ul style="list-style-type: none">• 1st floor, Ponderosa Annex F
<ul style="list-style-type: none">• UBC Ombudsperson	2	<ul style="list-style-type: none">• CK Choi Building, 1st floor
<ul style="list-style-type: none">• Office of the University Counsel	28	<ul style="list-style-type: none">• Old Admin Building, 2nd floor

This document will be reviewed and updated per mandated government and University requirements provided here: <https://covid19.ubc.ca/>. The plan is endorsed by Professor Santa Ono, UBC President.

The plan will be posted publicly on president.ubc.ca and a link to the plan will be provided to all staff in the President Office's portfolio.



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”](#)
- [Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#)
- [Coronavirus disease \(COVID-19\): Awareness resources](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC Centre for Disease Control Prevention and Risks](#).
- [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

- Where appropriate, intermediate and child plans will list any specific industry association (or counterpart) guidance relevant to the development of their individual plans.

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 to SARS-CoV-2 as low as reasonably achievable. This is most evident in the crucial 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.

- Contact density details, including information about type and duration of contact, where people congregate, jobs that require close proximity, surfaces that are touched most often, and tools / machinery / equipment that are high contact points, will be provided within intermediate and child plans.

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)

- All units shall aim to reduce the physical density of staff working on-site to ensure physical distancing is maintained at all times.
- Essential operational areas and functions that are not spatially constrained may be able to maintain a higher number of staff on-site. The ability to physically distance, particularly in pinch points, will be the determinative factor.
- All unit plans will provide details on how many employees are within scope for this phase of their planning and what their approach will be for a phased re-occupation of their spaces.

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 has been reviewed by the President Office's Senior Leadership team, which includes representatives from across the portfolio.
- This plan will be presented to all President Office staff, via their Unit Directors, via email for questions and feedback.
- The University Administrative Units JOHSC will review this plan and feedback will be incorporated where possible.
- All unit plans will provide details on how all employees within their unit have been consulted during the development of their respective unit-level safety plans. The applicable JOHSC(s) for each unit will review all Safety Plans. Any changes or updates requested from that review and feedback cycle will be made accordingly.



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

- As part of the safety plan training, all unit plans will need to specify how employees will be reminded of Workplace Health measures and supports available to them. Information can be found at: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information.
- Managers within each unit will be responsible for ensuring that (and demonstrating how) all staff who will be working in-person will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan.

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 plan will be posted on president.ubc.ca and a link to the plan will be provided to all staff in the portfolio via their Unit Directors. A hard copy of this plan will also be posted outside the door to the President's Office.
- All unit plans will provide details of where finalized plans will be posted and how they will be distributed to employees. The applicable JOHSC(s) for each unit will review all Safety Plans. Any changes or updates requested from that review and feedback cycle will be made accordingly.

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 must maintain a physical distance of at least 2 metres 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

- Where there is no need to resume on-campus activities, staff will remain working remotely.
- [Home ergonomics set-up](#) resources are provided by WHS.
- Details on work from home arrangements and who will be resuming on campus activities will be provided within unit plans.

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

- Details on employees' work schedules will be provided within unit plans that ensure ability to physically distance. This may include a rotating schedule of staff for administrative areas.
- Employees needing to enter buildings other than their primary work location to carry out assigned tasks must adhere to the safety plan and relevant signage in place for that workspace.
- Any units that work weekends as part of their schedule will need to be explicitly identified in their plans.



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

- In the development of unit plans, spatial plans will be provided.
- Those developing intermediate or child plans can reach out to Infrastructure Records Section (records.section@ubc.ca) to receive building keyplans for their office space. All individual plans will be required to demonstrate the following:
 - Occupancy for each room
 - Direction flows with arrows, where appropriate, such as one-way flows or separate worker entry/exit
 - Location of elevators and use of staircases
 - Physical distancing spacing locations to reflect 2 metre spacing around stationary workspaces and common areas
- Please refer to SRS Guidelines for Re-occupancy and Space Analysis and Re-occupancy Planning Tool which can be used by units to determine occupancy for their areas.
- Units are expected to utilize the “UBC Building Administrators package” provided by UBC Facilities to implement signage for occupancy limits, traffic flows and/or behavioral expectations/reminders.
- Buildings are encouraged to limit public entry where possible.

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

- The primary intervention for maintaining physical distancing will be to ensure that all employees who can work from home, continue to do so.
- All plans will adhere to institutional policies as described in “[UBC Employee COVID-19 Physical Distancing Guidance](#)”. A minimum of 2 metres (6 feet) will be maintained between employees. Managers will consider alternative mitigation strategies in accordance with the hierarchy of hazard controls if physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children) or friends of staff. Exceptions may include couriers, IT Services, building maintenance / service personnel and campus mail.



- Stairwells that are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing will be clearly marked as single-direction. All staff are expected to follow directions in buildings.
- Staff are not to congregate in common areas and must minimize social interactions in buildings.
- Non-essential in-person group meetings, social events, or other gatherings will not take place until further notice.
- As plans are developed, they will outline what changes/accommodations will be made to common spaces such as lunch rooms, meeting rooms, washrooms, elevators, stairwells and photocopier rooms to ensure physical distancing.

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

- All unit plans will review [SRS' COVID-19 guidance on UBC vehicle use](#).
- In the event that there is the use of UBC vehicles, units will adhere to only one individual per vehicle in accordance with this guidance. Plans will detail their proposed operational model to ensure adherence.

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

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 as per [BCCDC guidelines](#) must not come to work.
- Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- Personnel will be referred to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.



- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
- Every entry door has signage for both workers and visitors/guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC has developed such signage, as below:
 - [UBC Entry Check Sign](#)
 - [WorkSafeBC: Entry Check for Workers](#)
 - [WorkSafeBC: Entry Check for Visitors](#)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
- [OPH programs and services](#) remain available to all staff, faculty and paid students who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.

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.
- PAT (or relevant unit-specific 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):
 - 1) Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
 - 2) Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - 3) Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.



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

- Cleaning for units within the portfolio are centralized through Building Operations. Custodial standards will follow industry best practices as outlined here: [Facilities COVID-19 website](#).
- Personnel must wash their hands regularly and maintain physical distance of 2 metres from others.
- Personal desktops and items will not be cleaned by custodial staff. Individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day. In addition, the following practices are recommended:
 - Greeting people with a wave instead of a handshake
 - Avoiding touching your face except immediately after hand washing
 - Coughing or sneezing into your arm
 - Providing training materials in electronic form to avoid the passing of documents between participants
- Hand washing will be carried out:
 - Upon arriving to work
 - Upon arrival to and departure from work site or building
 - Prior to beginning a new job/task throughout the day
 - Before and after handling shared tools and equipment
 - Before and after using Personal Protective Equipment
 - Before and after going on a break
 - After using the washroom
 - After sneezing or coughing
 - Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
 - When hands are visibly dirty
 - Before and after food prep or eating
 - After handling items that have come into contact with the public



- All plans will outline specific details related to the location of hand-washing stations and any cleaning regimen that will be expected to be completed by employees for common areas and surfaces (e.g., workstations, desktops and personal items).
- All plans must also confirm where they will procure the necessary cleaning supplies and whether they have been in contact with the University Procurement team at critical.supply@ubc.ca to discuss expected needs.

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 unit plans will be expected to detail any shared equipment that will be removed. Where shared equipment like a fridge, dishwasher or photocopier will still be available for use, the plan must note how those items will be cleaned between use and by whom.
 - If microwaves or other cooking equipment are being used, there must be signage and training to reinforce cleaning protocols (e.g. users disinfecting the handles and buttons) and there must be supplies available for this purpose.
 - If there is no dishwasher, staff should be asked to bring their own dishes and utensils from home.
 - Units may consider preventing the use of common food preparation equipment if they think it is unsafe.
- Indoor drinking water fountains have been restricted.

21. Partitions or Plexiglass installation

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

- Should the use of partitions or plexiglass be necessary, details will be provided in individual plans. Where appropriate, all plan proponents will review [WorkSafeBC's "Designing Effective Barriers" guidance](#) and will refer to UBC's [Building Operations guidance](#) on the purchase and installation of plexiglass.



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

- A final copy of this Parent Plan will be posted to the President Office website and shared electronically with Senior Leaders who will be responsible for disseminating to staff within their units.
- All unit plans must note how they have consulted with their staff in the development of their plans.
- [COVID-19 Campus Rules](#) apply to all UBC Employees.
- Supervisors will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that workers will notify supervisors if they are ill and that, if ill, they will not come into the workplace.
- All plans will be required to note how concerns can be raised. 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/>. In addition, the [WorkSafeBC Right to Refuse Unsafe Work](#) process will be followed.

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

- All employees will be required to complete [UBC's 'Preventing COVID-19 Infection in the Workplace'](#) online training module.
- All unit plans are required to indicate who will be responsible for tracking staff completion.
- Plans must also mention whether their units have any additional site-specific training and how its completion and tracking will be managed.



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)

- All unit plans will ensure that all signage follows the templates outlined by the [Safety & Risk Services COVID19](#) website as well as those available here: [WorkSafeBC COVID-19 – Resources](#).
- Those developing plans will liaise with their Facility Manager to arrange for the delivery of approved floor tape and decals.
- Required Signage:
 - Entry door signage to remind staff of the requirements of self-monitoring and not to enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/self-isolation.
 - Signs that state the maximum occupancy of common rooms.
 - Use of tape to block off rooms and classrooms that are off limits.
 - Use of tape and floor signage to direct traffic through high flow areas.
 - Signs to remind people to adhere to physical distancing guidelines.
 - Floor signs to mark off 2m spaces where people might line up (if needed).
 - Checklist of items that require disinfection at the end of each shift.
 - Non-medical mask required in common indoor spaces

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

- Emergency Procedures
 - Units are expected to update their Building Emergency Response Plan (BERP) with the BERP Amendment.
 - Units can designate interim floor wardens to perform this task after they have completed [online training](#), which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Staff must not be asked to come to campus solely to fulfill their role as a floor warden.
 - Units are to consider that with fewer people on campus, building occupants should be reminded what to do and where to go when the fire alarm rings. Units should include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan.



- Handling Potential COVID-19 Incidents:
 - Suspected positive incidents or exposure concerns are to be reported to the Supervisor. 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.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how you monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor)

- This Parent Plan will be reviewed and updated per mandated government and University requirements.
- All unit plans are to remain valid and continuously monitored and updated. Updates are required if there are changes to proposed operational models, occupancy levels not already noted, or shifts in provincial phases.
- Worker concerns can be raised through either their manager or JOHSC representative.

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

- All unit plans will address how any new staff hires will be onboarded / trained during this time where most staff are still working remotely.
- Where staff are asked to take on new roles or responsibilities, there must be documented training for these new tasks.
- Plans will ensure that all existing relevant procedures, workflows and access to equipment remain the same but will address how they will be adapted for safety in the COVID-19 environment.



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

- Not applicable – PPE is not anticipated to change for workers from pre-COVID-19 timeframe.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Use of non-medical masks

- All President 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 any further requirements for the use of non-medical masks for staff within offices.

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 following must be signed by the Heads of units within the President Office portfolio to (1) confirm that it will be shared with staff within their units, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the Safety Plan.

I acknowledge that this Safety Plan has been (or will be) shared 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.

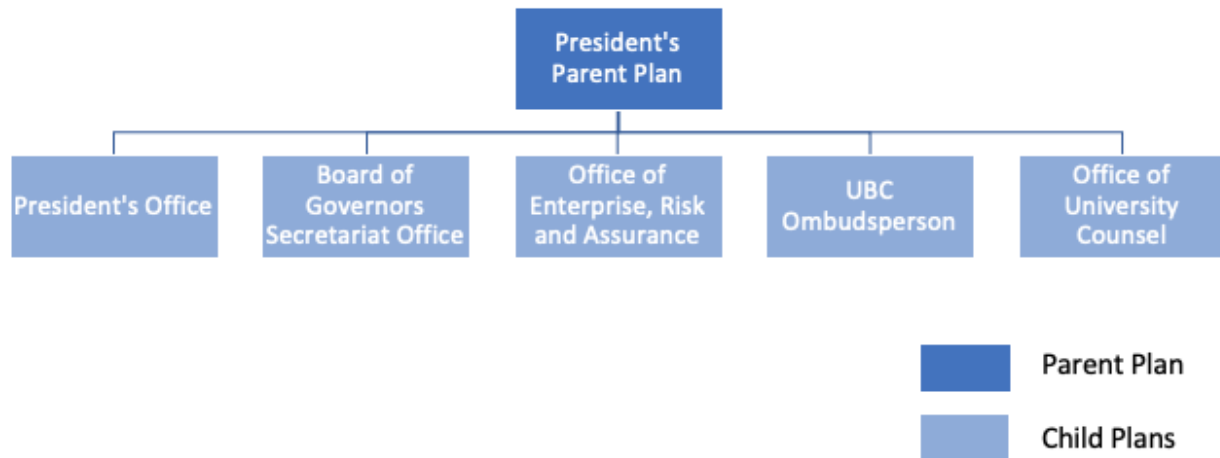
Date:

Name:

Title:



Appendix A: Mapping of President Office Units



Appendix B: Roles, Responsibilities and Accountability

Responsibility of the President's Office

- Responsible for developing this plan for approval by UBC Executive.
- Work with portfolio units to develop safe working plans.
- Review and approve unit safety plans.
- Have regular meetings where Safety Plan updates/review is a standing agenda item.

Responsibility of Heads of Units

- Must take the required [Preventing COVID-19 Infection in the Workplace](#) training course.
- Responsible for the development or communication of safety plans for their departments / buildings (in conjunction with building administrators, other occupants, and the joint occupational health and safety committees). All developed plans must incorporate the guidelines outlined in this document.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, it is the responsibility of the Head to ensure that the staff member has read through and acknowledged receipt of the safety plan for their worksite.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview.



- Responsible for approving site-specific safety plans relevant to their areas that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must enforce the measures taken.
- Coordinate safety plans across shared buildings.

Responsibility of Supervisors and Managers

- Responsible for ensuring that their space either has a site-specific plan or has access to a plan that includes their specific location and communicate this to all personnel.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, it is the manager or supervisor's responsibility to ensure that the staff member has read through and acknowledged receipt of the safety plan for their worksite.
- Responsible for ensuring that their personnel take the mandatory [Preventing COVID-19 Infection in the Workplace](#) training course, as well as taking it themselves, prior to a physical return to work.
- Responsible for posting occupancy limitations on the doors or entrance area to their work areas.
- Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced.
- Acknowledge that all employees may not have the same comfort level or ability to return to work and there is a duty to understand each situation.
- Ensure the availability of all necessary PPE prior to assigning tasks requiring it.

Employee Responsibilities

- Employees who are continuing or resuming work on campus must take the [Preventing COVID-19 Infection in the Workplace](#) training course.
- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the [BC Health Self-Assessment tool](#) to determine if they require testing and/or medical care.
- All work that can be done off campus must continue to be done off campus.



- Through communication from their Manager/Supervisor, all employees must know the location of the safety plans for their spaces. All identified health and safety issues should be brought to the supervisor's attention. All employees are encouraged to consult with their JOHSC, where needed. However, they may also report concerns confidentially to the following email address: ready.ubc@ubc.ca. This email is monitored by Safety & Risk Services, and health and safety assistance will be provided.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, employees are responsible for reading through and acknowledging the safety plan for their worksite.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the Heads of Unit.