



COVID-19 Workspace Safety Plan

Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.

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	Arts ISIT
Facility Location	Buchanan C
Proposed Re-opening Date	September 1, 2020
Workspace Location	Buchanan C113

Introduction to Your Operation

1. Scope and Rationale for Opening

Numerous instructors in the Faculty of Arts mentioned that they do not have a good computer at home, or good webcam, or good internet speed at home to teach in Winter term 1. Some instructors have asked the Dean’s Office to provide them with the above at home. Rather than providing each instructor with the above at home, it is better to provide a unified, central solution for everyone.

Faculty of Arts will have recording equipment available for instructors to book, in order to live stream and/or record their lectures for uploading. Since the instructors may be holding live classes, these instructors may require immediate support if they cannot work the technology in the classrooms, ranging from AV related such as projector or audio issue, to IT related such as computer not booting up, cannot connect to ubcsecure wireless.

Some Faculty of Arts classes will be taught in-person and the appropriate safety plan is on <https://learningspaces.ubc.ca/sites/learningspaces.ubc.ca/files/COVID19%20Safety%20Plan%20General%20Teaching%20Spaces.pdf> The classes may run in the evening, therefore we may require an AV tech as well in the evening just in case. Our hours of support will therefore have to be 8am to 7pm Monday to Friday.

Arts ISIT is only opening in a limited capacity with minimum staffing to support the above. The Help Desk is still closed to in-person drop-in support. To remain safe, we will turn away any one that drops-in for help and advise them to phone for help.

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



<ul style="list-style-type: none"> • <u>BC’s Restart Plan: “Next Steps to move BC through the pandemic”</u>
<p>4. Worksafe BC Guidance</p> <ul style="list-style-type: none"> • <u>COVID-19 and returning to safe operation – Phase 2</u> • <u>Worksafe COVID-19 Safety Plan</u> • <u>Worksafe: Designing Effective Barriers</u> • <u>Worksafe: Entry Check for Workers</u> • <u>Worksafe: Entry Check for Visitors</u> • <u>How to clean Apple computers (and pretty much any computer in general)</u> https://support.apple.com/en-ca/HT204172 <p>Worksafe: protocol for returning to operations: https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/community-social-services-non-residential</p>
<p>5. UBC Guidance</p> <ul style="list-style-type: none"> • <u>UBC Employee COVID-19 PPE Guidance</u> • Ordering Critical Personal Protective Equipment • <u>Building Operations COVID-19 website - Service Level Information</u> • UBC General Teaching Space Notice https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning • UBC General Teaching Space Plan https://learningspaces.ubc.ca/sites/learningspaces.ubc.ca/files/COVID19%20Safety%20Plan%20General%20Teaching%20Spaces.pdf
<p>6. Professional/Industry Associations</p> <p>Not applicable.</p>

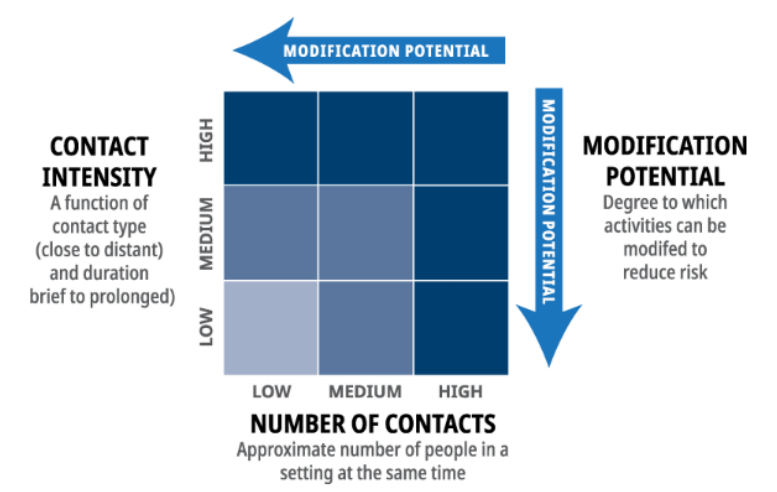
Section #2 - Risk Assessment

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

- All 3 CUPE 116 Research Assistants (AV technicians) will sit in the Arts ISIT Help Desk in Buchanan C113 at their own workstation.
- 1 M&P Support Analyst will sit in the Arts ISIT Help Desk in Buchanan C113 at their own workstation.



- 1 M&P Support Coordinator will sit in the Arts ISIT Help Desk in Buchanan C113 at their own workstation.
- 1 Work Learn student will sit in the Arts ISIT Help Desk in Buchanan C113 at a shared workstation. This will be rotational out of 4 Work Learn students. This shared workstation will be cleaned by the Work Learn student before and after with sanitization wipes.
- All employees will be seated spaced out a minimum of 6 feet distance within C113
- If instructor runs into an issue, they will call 7-2787.
- When a classroom trouble call happens, the Work Learn student will attempt to triage on the phone.
- If AV related, 1 AV tech will go to the classroom.
- If the issue is IT related, the IT tech will go to the classroom to assist.
- If the issue is a complicated IT matter that requires the device and will take longer than 1 hour to fix, the IT tech can make an appointment with the owner of the device to drop off the device at C113.
- If they just want to borrow an equipment, a pick up time will be arranged, then the equipment will be placed by the door for them to pick up.
- Refer to last page Appendix for specific workflow for each scenario for the above.

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)

- Significantly lower contacts now because we are limiting the number of classrooms to 9, whereas before, 30+.
- Significantly lower users because most are at home, down from 2800 employees to a lot less.
- Slightly less staff working within C113: 3 AV techs, 2 IT tech, 1 Work Learn on rotation in a pool of 4 total students.
- The above number may decrease base on operational demands.
- Closing the front gate and not allowing unscheduled drop-in support will significantly lower impact
- Only contacts are within the employee pool in C113, and then 1 to 1 (tech and instructor).

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

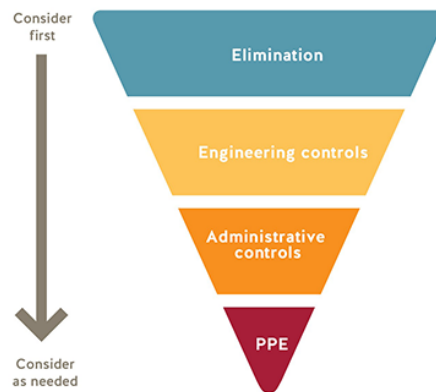
- The plan will be presented to SRS, then Nick Smolinski and Ana Policzer from the Arts Dean’s Office, part of the JOHSC in Arts.
- The plan will be communicated to the Buchanan Local Safety Team where they can provide support as needed.
- The plan will then be communicated with the team by Gary Chan.
- The plan will then be communicated with the entire faculty via the Dean’s Office.
- The plan will be revised as necessary based on feedback from employees and instructors.



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
Supervisors will communicate Workplace Health (https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/) and Wellness (https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/) information to employees via email and regular (Zoom) meetings.
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
<ul style="list-style-type: none">Plan will be posted on the Arts ISIT website, emailed to all staff, and printed hard copy at C113.

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

- All 3 CUPE 116 AV techs will be working on-site because 9 classrooms is a lot to support with fewer techs. The nature of webcam or audio requires on-site support and cannot be done easily on the phone.
- 1 Work Learn student will be working, rotating between 4 of them, this Work Learn will be triaging calls.
- Since Work Learn requires supervision, 1 Support Analyst from IT will be on-site to supervise.
- 1 new Support Coordinator has been hired to handle the increased workload and will receive direct supervision from the Support Analyst on-site.
- 3 Support Analysts will continue to work from home and assist via remote desktop technology. They may be asked to come on-site to cover if needed.
- If it turns out the classes are canceled and not happening, then there is less support needed, as such, some employees will be asked if they want to work from home instead. This will be reviewed on a regular basis. Some employees still have to stay to loan out equipment or provide equipment related support.

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

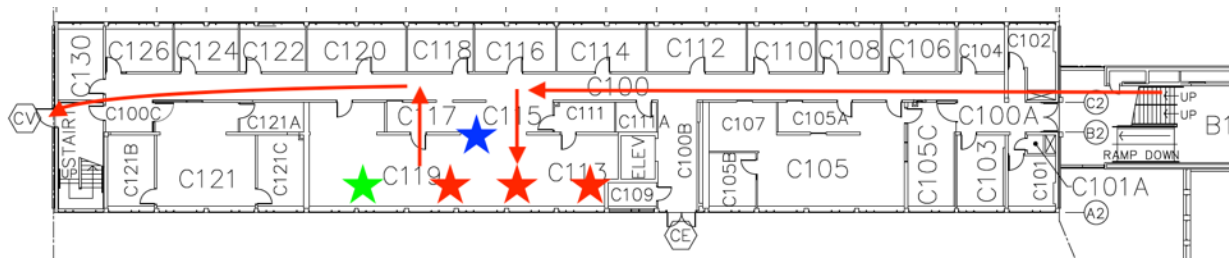
For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- 1 CUPE 116 will work 8am-4pm Monday to Friday.
- 1 CUPE 116 will work 9am-5pm Monday to Friday.
- 1 CUPE 116 will work 10:30am to 7pm Monday to Friday.
- 2 M&P will work 8:30am-4:30pm Monday to Friday.
- 1 Work Learn will work 8am-7pm Monday to Thursday, Friday 8am-5pm but this can be split into multiple shifts for different Work Learns.
- The remaining 3 M&P staff will work from home, only coming on-site to cover the above 1 M&P if needed.
- Based on the bookings of the classroom, if there are no bookings or classes next week, we can ask if the above staff want to work from home instead.

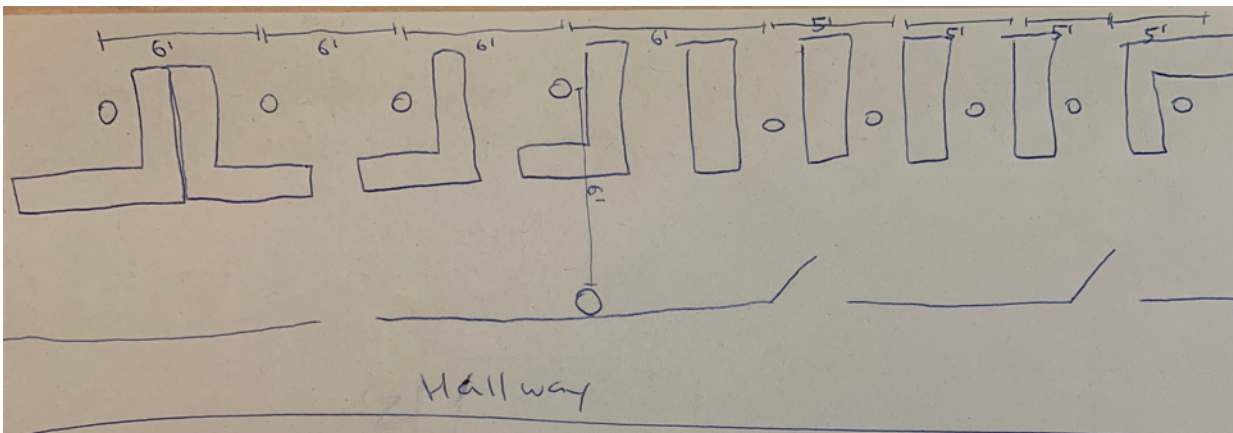
14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

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

- Green star is the Support Analyst (IT)
- Blue star is the Work Learn
- Red stars are the Research Assistant (AV)
- To go into the building, take the entrance C2. Washroom is located as you enter, C102 and C101, use them to wash hands.
- To leave the building, take the exit by CV, hand sanitizer is mounted on the wall already near C100C.
- To go into C113, use the door near C115. To leave C113, use the door near C117.



- C113 workstation distances have been measured and is 6 feet apart for the majority of the tables.



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

- Lunch room is closed.
- Washroom is C101 and C102, employees are reminded to go in 1 at a time with decal sign.
- C113 front gate closed, no walk-in visits.



<ul style="list-style-type: none"> • Walking direction as per the diagram above, no walking the wrong way. Enforced via floor decal sign. • C113 office tables have 6 feet distance
<p>16. Transportation</p> <p>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</p> <ul style="list-style-type: none"> • We have no vehicles.
<p>17. Worker Screening</p> <p>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</p> <ul style="list-style-type: none"> • Entry warning signs designed by UBC will be stuck on the doors. • Employees will be asked to stay home if any symptoms develop • Employees will be asked to self-isolate if they traveled internationally. • Employees will be asked to self-isolate if their family is sick. • <u>Worksafe: Entry Check for Workers</u> • <u>Worksafe: Entry Check for Visitors</u>
<p>18. Prohibited Worker Tracking</p> <p>Describe how you will track and communicate with workers who meet categories above for worker screenings</p> <ul style="list-style-type: none"> • We use PAT to track employee leaves.

Section #4 – Engineering Controls

<p>19. Cleaning and Hygiene</p> <p>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</p> <ul style="list-style-type: none"> • When an employee enters the building, they must use the hand sanitizer mounted on the wall. • Each employee will sanitize their own dedicated workstation with provided cleaning product before and after their shift. • Each Work Learn student will sanitize their shared workstation with provided cleaning product before and after their shift. • C113's computers will be sanitized by our own staff with supplied wipes. • C113's furniture and door handles will be cleaned by Building Operations. • Arts ISIT will procure and provide cleaning product provided.
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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
<ul style="list-style-type: none">• The lunchroom is closed to reduce risk of transmission. No access to shared microwave or shared water cooler.• Wall mounted hand sanitizers are located at building entrances and exits• All staff educated on sanitization and proper hygiene• Washrooms will have sign to remind people to wash hands• Building Operations will be needed to sanitize furniture• Each employee will sanitize their own dedicated workstation before and after• Work Learn employee with the shared workstation will sanitize before and after
21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
<ul style="list-style-type: none">• Plexiglass is not needed in C113, because front gate is closed, and workers will be spaced out allowing 6 feet as measured.• C113 has a front counter with a gate, this gate will be permanently closed to discourage walk-in visitors. The only way in and out is from the door which will be open during business hours.

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
<ul style="list-style-type: none">• Employees will be provided with the safety plan for review• Employees will be given training links to complete the online module “Preventing COVID 19 Infection in the Workplace”• Weekly Zoom catchup meetings to discuss the plan and other topics• Employees have the freedom to wear their own mask and/or gloves if they desire, but they will be told via our internal email mailing list, to be aware of the risks and limitations associated with the usage as per https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/. Also, the use of masks should not replace the requirement to stay home if ill. Individuals feeling ill will need to go through the BC self assessment tool and follow instructions.• The safety plan will be signed off and all employees will see that this is done• Employees may raise concerns to the supervisor or manager, and/or the local safety team, JOHSC.• All processes will be documented on our internal documentation website, wrike.com



- Employees advised masks are not necessary, but they can wear them if they follow <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks> and <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask>

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 must complete the online training before coming in. Once completed, must email completion status to the supervisor or manager for documentation.
- All employees may choose to wear non-medical masks if they wish, but they must first read and email completion status to supervisor or manager, https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf

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)

- Entry check sign placed at door.
- Handwash sign placed in washroom and lunch room.
- Entrance and exit signs placed at building doors.
- Washroom in Buchanan C will have Washroom occupancy limit sign of 1.

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

- BERP physical copy is located in C113.
- COVID related leaves will be tracked in PAT.
- If an employee develops symptoms, and is on campus, employee instructed to call 2-4444, then report to supervisor via call or email, then submit CAIRS, then email ready.ubc@ubc.ca.
- Employees who believe they are sick must complete the BC Self Assessment tool and follow the guidelines. Then notify their supervisor. Supervisor can then request assistance from our HR reps, Sarah McDonagh, Jessica Zanette, Kathryn Stagg.
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how 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



The plan may be reviewed or changed based on the shift in provincial phases, and also by operational needs. If the number of classes increase/decrease, then a review will be triggered. This will be in place for the next 12 months. Based on operational demands we may adjust the safety plan to have less on-campus staffing.

Safety concerns can be raised to the supervisor, manager or JOHSC. Then this will be passed to Gary Chan (Manager, Help Desk and AV), Ricardo Serrano (Associate Director, IT) and Gerald Vanderwoude (Assistant Dean, Faculty Operations) to review.

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

As new staff are hired, they will be instructed on the mandatory safety training courses online, and the supervisor will go through the checklist to ensure the new staff is aware of the safety plan. Our support is for classrooms and computers, so training on new equipment is not needed. Staff returning to campus will be trained on this safety plan and this will be documented by the manager or supervisor that it has been completed.

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

We are not anticipating any new PPE requirements due to COVID 19.

All employees are informed that non-medical masks are not required but they can use their own. They are reminded to refer to https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf

Section #7 – Masks (non-PPE)

29. Masks (non-PPE) (*New)

Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)

- All employees, students and visitors will follow the requirements around mask-wearing described in:

See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>

See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in office spaces:

- Non-medical masks are not required when working in a sole occupant office or enclosed room. Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC’s policy, non-medical masks must be worn:



- When travelling through building corridors and shared spaces
- Any other time that 2m physical distancing cannot be maintained

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 acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this safety plan has been reviewed by SRS and the Arts JOHSC, signed off by the Dean of Arts, then share with staff via email and printed hard copy. Staff will be asked to read and sign the plan to indicate they have read, received, and understood the contents.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date July 2, 2020

Name (Manager or Supervisor) Gary Chan, Ricardo Serrano

Title Manager, Help Desk and AV and Associate Director, IT

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
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Appendix

Workflow to enter office:

1. Employee enter via door C2
2. Employee use washroom C101 and C102 to sanitize
3. Employee enter via door nearest to C115

Workflow to exit office:

1. Employee exit via door nearest to C117
2. Employee use wall mounted hand sanitizer near door CV
3. Employee exit via door CV

Workflow for Work Learn student shared workstation:

1. Employee follows “enter office” workflow
2. Employee sanitize the workstation with provided sanitization wipes before and after the shift.
3. Employee follows “exit office” workflow

Workflow for a trouble call in a classroom:

1. User call 7-2787
2. Work Learn student triage and attempt to troubleshoot on the phone
3. If longer than 3 minutes, escalate to an AV or IT staff depending on the nature of the call
4. Employee follow the above “exit office” work flow
5. Employee enters Buchanan A/B via door AU/AT/AR/AS/AQ
6. Employee enters classroom, instruct the user to clean their device, then to stand 6 feet apart at the designated decal.
7. Employee approaches device and troubleshoot as necessary. When completed, sanitize, then stand back at the classroom entrance.
8. Once completed, employee leaves via door AU/AT/AR/AS/AQ
9. Employee follow above “enter office” workflow to go back to office

Workflow for a device drop-off:

1. User call 7-2787, schedule a time where the user can drop off device
2. User follows above “enter office” workflow, but drops off the device outside of C113 on the floor, then follow the above “exit office” workflow to leave immediately.
3. Staff receives and sanitize the device

Workflow for a device pickup:

1. Staff schedule a time where the user can pickup device
2. User follows above “enter office” workflow, picks up the device on the floor outside C113.
3. User sanitize the device.