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	Faculty of Graduate and Postdoctoral Studies
Facility Location	Thea Koerner House Addition
	170-6371 Crescent Road
	Vancouver, BC V6T 1Z2
Proposed Re-opening Date	February 1, 2021
Proposed Operating Hours	7:00 AM – 6:00 PM Monday through Friday
Workspace Location	First and Second Floors, Thea Koerner House Addition

Contents

Introduction to Your Operation

1. Scope and Rationale for Opening

The Faculty of Graduate and Postdoctoral Studies (G+PS) oversees UBC Vancouver's excellence and innovation in the graduate and postdoctoral enterprise across the campus. G+PS administers graduate programs and awards, evaluates graduate programs, provides advocacy for graduate students and postdoctoral fellows, assists with individual student and postdoctoral problems, and provides professional development opportunities for grad students, postdoctoral fellows, and faculty.

The G+PS COVID-19 Safety Plan is an intermediate plan that falls under the Vice-President Academic overarching plan.

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

1. Our safety planning will be anchored based on the health and safety guidance from BC's Provincial Health Officer, health authorities, WorkSafeBC requirements, UBC's Health & Safety Policy, and the VPA Overarching Plan.
2. While those who can work remotely shall continue to do so until further direction is received from the University, for this first phase of our planning we are seeking to provide accommodations for G+PS team members who need to resume limited on-campus work activities.

Equity and personal circumstances will be considered in evaluating how to plan and conduct the resumption of on-site activities.
3. Staff that are required to be on-site will be required to complete a Workplace Safety Orientation, which includes confirmation of receipt and understanding of the contents of the safety plan and the
4. mandatory Preventing COVID-19 in the Workplace training.
5. For this phase of planning, meetings with individuals external to G+PS will continue to be held virtually.
6. 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.

The G+PS offices are located on the first and second floors of the Thea Koerner House Addition. The workspaces are:
- Thea Koerner House Addition Main Floor:
  - Administrative space with combination of offices, separated cubicles, open workspaces, meeting rooms, and common areas including a staff break room, copy room, and gender-specific washrooms
- Thea Koerner House Addition Second Floor:
  - Administrative space with combination of offices, separated cubicles, and meeting rooms. Two gender-specific restrooms are located within the adjoining Thea Koerner House and are operated by the Graduate Student Society (GSS); staff may use these restrooms provided they comply with all usage requirements set out by the GSS.

The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing.

- G+PS features a public-facing Welcome Centre, however at this time this area is closed for public access. This reception area will be reopened once the University has declared that it is safe to do so.

- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature.
  - G+PS features a public-facing Welcome Centre, however at this time this area is closed for public access. This reception area will be reopened once the University has declared that it is safe to do so.
  - Until further notice, doctoral defences will be held virtually.

- Risk #3 – The workplace or activity is indoors and windows cannot be opened.
  - There are limited windows available on both the upper and lower floors, and ventilation within the office is limited.

- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines).
  - High-touch surfaces within G+PS include:
    - Welcome Center (Closed to the Public) (includes shared computer/phone, desk, counters and public seating area)
    - Break Room (includes coffee machine, fridge, freezer, microwave, table, and chairs)
    - Copy Room (includes photocopier/scanner, printers, and office equipment)
    - Washrooms (includes door handles, flush handles, locks, sinks and soap dispensers)
    - All Entry and Exit Doors

- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions).
  - Those staff members who are considered at higher risk as determined by Government of Canada as determined should remain working remotely.

- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home.
  - Not applicable to G+PS at this time.

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 Safety and Risk Services and our Building Facility Manager. The Provost and Vice-President Academic, UBC Vancouver has reviewed and endorsed this plan.

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.

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"](#)   • [BC COVID-19 Self-Assessment Tool](#)

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](#)   • [WorkSafeBC Protocol: Offices](#)   • [WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance
UBC Policies   • [UBC Policy on Non-Medical Masks](#)   Safety and Risk Services: • [COVID-19 Campus Rules](#)   • [UBC Employee COVID-19 PPE Guidance](#)   • [Ordering Critical Personal Protective Equipment](#)   • [Guidelines for Preparing for Reoccupancy](#)   • [Guidelines for Safe Washroom Reoccupancy](#)   • [Space Analysis and Reoccupancy Planning Tool](#)   • [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)   • [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)   Building Ops: • [Building Operations COVID-19 website](#) - Service Level Information   • [UBC Facilities COVID-19](#) information   Central Human Resources: • [Preventing COVID-19 Infection in the Workplace training course](#)   Communications Tools: • [UBC Entry Check Sign](#)   • [Workplace Physical distancing Planning Tool and Signage Kit](#)

| 6. Professional/Industry Associations |
| --- |
| • Not Applicable |

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:

- What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
- 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.
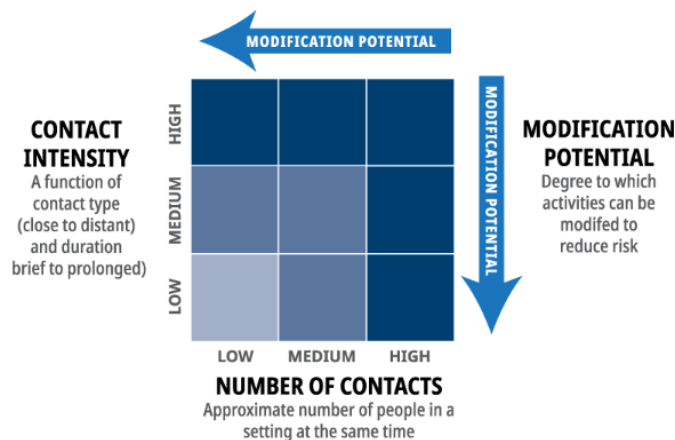
One or more steps under the following controls can be taken to further reduce the risk, including:
- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative 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

1. Potential close/brief contact locations are:
   - G+PS Staff Entrance
   - Copy Room
   - Elevators
   - Stairwells
   - Hallways
   - Mail Counter
   - Docket Area
2. Potential closer/prolonged contact locations are:
   - Welcome Center
   - Break Room
   - Washrooms
   - Adjacent workstations
   - Meeting rooms including doctoral defence rooms
3. High-touch / frequently touched surfaces are:
   - Break Room
     - Fridge, freezer, microwave, coffee maker, kettle, toaster oven, cabinets, drawer handles, garbage containers
   - Copy Room
     - Photocopier/scanner, printer, office supplies
   - Office entry doors
     - Staff entrance, reception entrance, lower office entrances
   - Washrooms
     - Door handles & locks in each cubicle, flush buttons, hand basin faucets and soap dispensers, exit door
   - Welcome Centre (Closed to the Public)
     - Shared staff computer and office supplies, staff and public telephones, public computer, seating areas, supply cabinets
   - Alarm Panels
   - Building entrance / exit door handles
   - Communal trolley
   - Docket crank handle
   - Elevator buttons and door
   - Interior light switches
   - Interior room door handles
   - Shared AV equipment
   - Shared filing cabinets
   - Stairwell railings
   - Window handles
4. **Appendix A:** Please refer to Appendix A, for information about accommodations to maintain the 2 metre distance.

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 the same time)

1. G+PS will reduce the physical density of staff working on site to ensure physical distancing is maintained at all times.
2. In-person meetings with colleagues external to their office and in-person doctoral defences are not permitted at this time. These meetings and doctoral defences should continue to be conducted via video- or tele- conference.
3. Wherever possible, travel by G+PS staff to meetings in other locations (both on- and off-campus) should be avoided.
4. The maximum capacity, as noted in the Overarching Plan, for this phase of planning it is not to exceed 25-30% of normal occupancy assuming that at that level everyone can maintain physical distance in the office. Those staff members who are needed on site and whose workstations are within the 2m distance will be scheduled to prevent concurrent occupancy of side by side work stations. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
5. Individual meeting rooms and common spaces will have room occupancy limits posted to ensure that physical spacing is possible at all times.
6. If an assigned job or task requires close proximity, the unit manager will do a risk assessment and if needed, a PPE risk assessment in accordance with UBC PPE guidance on COVID-19.

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

1. This plan has been developed by G+PS Human Resources in consultation with the senior leadership team of the Faculty of Graduate and Postdoctoral Studies.
2. The plan will be discussed and briefed at a general staff meeting and will be presented to staff electronically for review, questions, and feedback.
3. The Plan will be provided to the University Administrative Units JOHSC for any recommendations.

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

1. All managers and supervisors are required to know about Workplace Health measures and supports available. This information can be found at:
   - http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/
   - https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive
2. G+PS HR is responsible for communicating any new supports or services to G+PS.

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

1. The final copy of this COVID-19 Safety Plan, including the VPA Overarching Plan and all appendices, will be posted at **S:\Human Resources Public\COVID-19**.
2. A hard copy of the final plan will be posted on Health and Safety bulletin boards within the G+PS office.
3. All staff within G+PS (both those working in-person and remotely) will receive a copy of this plan, the VPA Overarching Plan, and all relevant appendices, via email.
4. Final plans will be posted to the Initiatives, Plans & Reports page of the Faculty of Graduate and Postdoctoral Studies website

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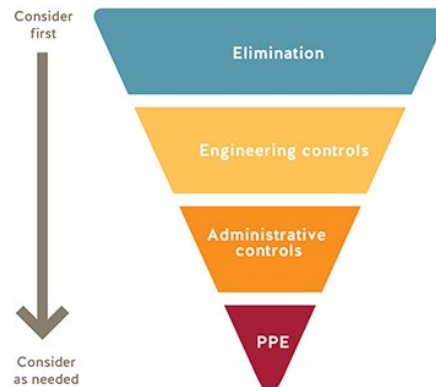
The following general practices shall be applied for all UBC buildings and workspaces:

- 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 the 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

1. Until further direction is received from the University, all G+PS staff who can work remotely will continue to work remotely.
2. This phase of planning addresses those team members who need to resume limited on-campus work activities. Such requests are subject to the approval of their Supervisor and G+PS Human Resources.

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 reschedule 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. During COVID-19 operations staffing will not exceed 25-30% of normal occupancy.
2. No employee is to return to work on-campus without approval from their supervisor and G+PS Human Resources.
3. G+PS Managers will work with G+PS Human Resources to create a regular schedule that ensures that physical distancing is maintained at all times.
4. 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.
5. G+PS does not schedule weekend work for its employees.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building key plans (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 appendices for local site-specific key plans:

1. **Appendix B:** These key plans indicate designated entry and exit points for both the upper and lower floors of Thea Koerner House Addition, as well as direction flows for each level. In areas where one-way directional flow is not possible, yield signs will be posted to ensure that 2-metre distance is maintained.
2. **Appendix C**: These key plans illustrate physical distance spacing locations to reflect 2 metre spacing around stationary workspaces and common areas on both the upper and lower floors of Thea Koerner House Addition. For the purpose of these floorplans, employees assigned to offices or workstations marked in red may not occupy the space at the same time as employees in work stations that are marked in green. Employees may sit side by side in cubicles that are divided by a wall/barrier provided they stay seated to do their work. Employees must not speak over the cubicle barriers.

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

1. The primary intervention for maintaining physical distancing will be to ensure that all employees who can work from home, continue to do so at this time.
2. All G+PS 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 a shared office or any common/ shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.
3. No unnecessary visitors are permitted in the building, including relatives (e.g., parents, children), friends of staff. Exceptions include: IT and Building Operations staff.

4. Couriers will not be permitted to enter the building. If a package cannot fit through the G+PS mail slot, employees will place a plastic bin outdoors to ensure a contactless delivery.
5. No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g., dishwasher) is available.
6. Staff are to not congregate in common areas, and must minimize social interactions in the building.
7. Washroom capacities are posted outside the main door of each washroom. Refer to the UBC Washroom Guidance document.
8. Staff are to follow the building plans including all posted traffic flow decals within shared spaces, directionality of stairwells, hallways and elevator capacity limits
9. Nonessential in-person group meetings, social events, lectures or other gatherings shall not take place until further notice.

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

1. This section is not applicable as G+PS does not use shared 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 their household or as medically advised

1. Faculty, staff, and contractors who are on campus are required by WorkSafeBC to directly confirm to a supervisor or designate upon arrival that they have completed a daily self-assessment for symptoms of COVID-19 prior to their arrival at the workplace. G+PS has created a COVID-19 Daily Self-Assessment Confirmation via Qualtrics to ensure compliance with this requirement. Please use the G+PS tool in combination with the BC self-assessment tool at https://bc.thrive.health. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool.
2. Personnel displaying symptoms of COVID-19 (as described in the https://bc.thrive.health assessment tool) 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 Province of BC.
3. 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.
4. 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.
5. Every front and back entry door will display signage for both workers or visitors/guests that prohibits entry if any of the above 4 criteria apply. WorkSafeBC provides such signage, as below:
   o UBC Entry Check Sign
   o WorkSafeBC: Entry Check for Workers
   o WorkSafeBC: Entry Check for Visitors
6. 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

Workday will be utilized to log absences for any workers who cannot attend work

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

1. Custodial standards will follow industry best practices as outlined here: Building Operations COVID-19 website.
2. 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. To accommodate the cleaning schedule, the building will be accessible from 7:00 AM - 6:00 PM Monday through Friday.
3. Signage will identify designated washroom and hand washing stations. Hand washing stations are located in the G+PS Break Room, and the gender-specific washrooms on the first floor of the Thea Koerner House Addition.
4. Signage will be posted reminding employees of these cleaning expectations.
5. Supervisors are responsible to ensure that their staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces, such as photocopiers, shared equipment, doorknobs and other common areas within their areas.
6. Personal desktops and items won't be cleaned by custodial staff. Individuals are asked to maintain a clean workplace by disinfecting shared areas or equipment before and after use as well as when visibly soiled.
7. Employees will wash their hands before and after contacting high touch surfaces and any shared equipment (including the fridge, microwave, and printer). Hand washing instructions have been posted at sink locations.
8. Meetings (though primarily conducted virtually) will be maintained by the applicable organizer, both before and after the meeting, in accordance with Meeting Room Cleaning Document.
9. Personnel must wash their hands regularly and avoid contact with one another.
10. 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.
    o Greeting people with a wave instead of a handshake
    o Avoiding touching your face
    o Cough or sneeze into your arm
    o Providing training materials in electronic form to avoid the passing of documents between participants
11. Hand washing will be carried out:
    o Upon arriving to work
    o Upon arrival to and departure between work sites or buildings
    o Prior to beginning a new job/task throughout the day
    o Before and after handling shared tools and equipment
    o Before and after using Personal Protective Equipment
12. Before and after going on a break
13. After using the washroom
14. After sneezing or coughing
    o Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable issue or the crease of their elbow and then wash their hands
15. When hands are visibly dirty
16. Before and after food prep or eating
17. After handling items that have come into contact with the public

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 the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

1. Printers, scanners and photocopiers will be cleaned by employees prior to and after use.
2. Workstations and personal items are to be cleaned upon arrival and before leaving for the day.
3. No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g., dishwasher) is available.
4. Cleaning supplies are provided for all surface cleaning.
5. All but 2 chairs (placed 2 meters apart) will be removed from the staff break room. As the Welcome Centre will remain closed, no chair removal is required from the area at this time.

21. Partitions or Plexiglass installation

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

1. G+PS will not be opening the public-facing Welcome Centre at this time.

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

1. The final copy of this COVID-19 Safety Plan will be posted on the G+PS S: Drive, and will also be disseminated electronically to all G+PS staff members. Hard copies will be posted on the H&S Bulletin Boards. All employees will need to confirm they have read the plan prior to their return.
2. Only approved employees will be returning to the workplace; following an established schedule. Written procedures and protocols for mitigating risk will be posted.
3. If any employee has any questions or concerns, they can reach out to their manager who will respond or escalate appropriately.
4. The applicable JOHSC and local safety team will be provided with an electronic copy of the COVID-19 Safety Plan.

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

1. Before returning to work all employees must complete a G+PS-specific Return to Work Orientation. The orientation includes the following components:
   - Completion of the mandatory Preventing COVID-19 in the Workplace module.
   - Review of the G+PS Workplace Safety Plan
   - Understanding of the daily health check requirements.
2. After an employee has successfully completed the orientation, an automated email is sent to both the employee's Supervisor and the G+PS HR team. Supervisors will be responsible to ensure staff completion prior to returning to the office.

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)

1. Our Building Operations Facilities Manager will be contacted for approved floor tape and decals per the Safety & Risk Services COVID-19 website.
2. At minimum, signage will cover:
   - Occupancy limits for rooms, shared offices, common spaces, elevators and washrooms
   - Yield information for hallways and stairwells if applicable
   - Requirement for self-monitoring & not to enter if experiencing COVID-19 symptoms or required to quarantine/self-isolate
   - Instructions on hand washing next to sinks
   - Physical distancing guidelines
   - Proper use of common items such as copy machine and shared printers

25. Emergency Procedures

Recognizing limitations on staffing that may affect the 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

_____

1. Emergency Procedures can be found in the G+PS Building Emergency Response Plan, amended with COVID-19 changes including the following amendment provided by SRS.
2. 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.
3. If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
4. Handling Potential COVID-19 Incidents:
   o Suspected exposure concerns, such as being sneezed or coughed on, are to be reported to the supervisor and both employee and supervisor must report the incident through UBC Centralized Accident / Incident Reporting System (CAIRS) .
   o Direct people who are unsure about what they should do to the BC Self-Assessment Tool.
   o 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 will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - the plan must remain valid and updated for next 12-18 months

1. This plan will be reviewed and updated per mandated government and University requirements.
2. This plan will remain valid and updated for the next 12-18 months and will be updated if there are changes to our proposed operational model, occupancy levels not already noted, or shift in provincial phases.
3. Concerns can be raised through either supervisors, HR or JOHSC representatives. The primary JOHSC representative for G+PS is Sarah Henderson (sarah.j.henderson@ubc.ca).

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

1. New staff members will be onboarded and trained remotely unless unavoidable. In the event that a new staff member must be trained in the office, the supervisor must ensure that the employee has reviewed the G+PS safety plan, all required COVID materials and training modules.
2. If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If their worker role changes, the details will be included in the location site-specific safety plan as applicable.
3. 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
1. 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
Describe your plan to inform faculty and staff on the wearing of non-medical masks
1. All G+PS staff will follow the requirements around mask-wearing in indoor common areas described in https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks. Non-medical masks are not required when working in a sole occupant office or enclosed room. Note: if a minimum of 2 metres of physical distancing is maintained, non-medical masks may be removed while a staff member is seated in their own cubicle or workstation. See Non-Medical Mask FAQs for further information.   2. An appropriate mask must have three layers of tightly woven fabric (cotton or linen), or be a commercially produced three-layer disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.

Section #8 - Acknowledgement

30. Acknowledgement
The plan must demonstrate approval by the 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.
1. This plan will be discussed and briefed at a general staff meeting, and will be made available and shared with staff both electronically and on the Health and Safety bulletin board. 2. Staff will be required to complete a Workplace Safety Orientation, which includes receipt and acknowledgement of the contents of the safety plan and the return to work process.

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 _____

Name (Manager or Supervisor) _____

Title _____

Appendices

Appendix A: Accommodations to maintain 2 metre distance

1. Building Entrance
   - The G+PS Welcome Centre remains closed to the public. Staff members with office keys can enter the building via the designated staff entrances.
2. Elevators
   - The G+PS elevator has been assigned a maximum occupancy rating of 1, and corresponding signage will be posted at the elevator doors on all 3 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.
3. 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 G+PS offices, cubicles, and open concept workstations should continue to be limited to the greatest extent possible.
   - A schedule will be established to ensure physical distancing can be maintained at all times.
4. Break Room
   - The common break room within G+PS is open concept and as such cannot be closed off. A maximum of 2 people at a time may be in the break room.
5. Washroom
   - G+PS has one restroom for female-identifying staff and one restroom for male-identifying staff. The maximum occupancy in each restroom is 1 person at a time.
6. Meeting Rooms
   - The two meeting rooms will be accessible but with limited capacity to ensure physical distancing. Signs will be posted at each door noting maximum capacity and cleaning procedures will be noted. There will be no in-person meetings with visitors external to G+PS.
7. Doctoral Defence Rooms
   - In-person doctoral defences are not permitted at this time. The G+PS doctoral defence rooms will remain closed until the University has declared that it is safe to resume larger in-person events.
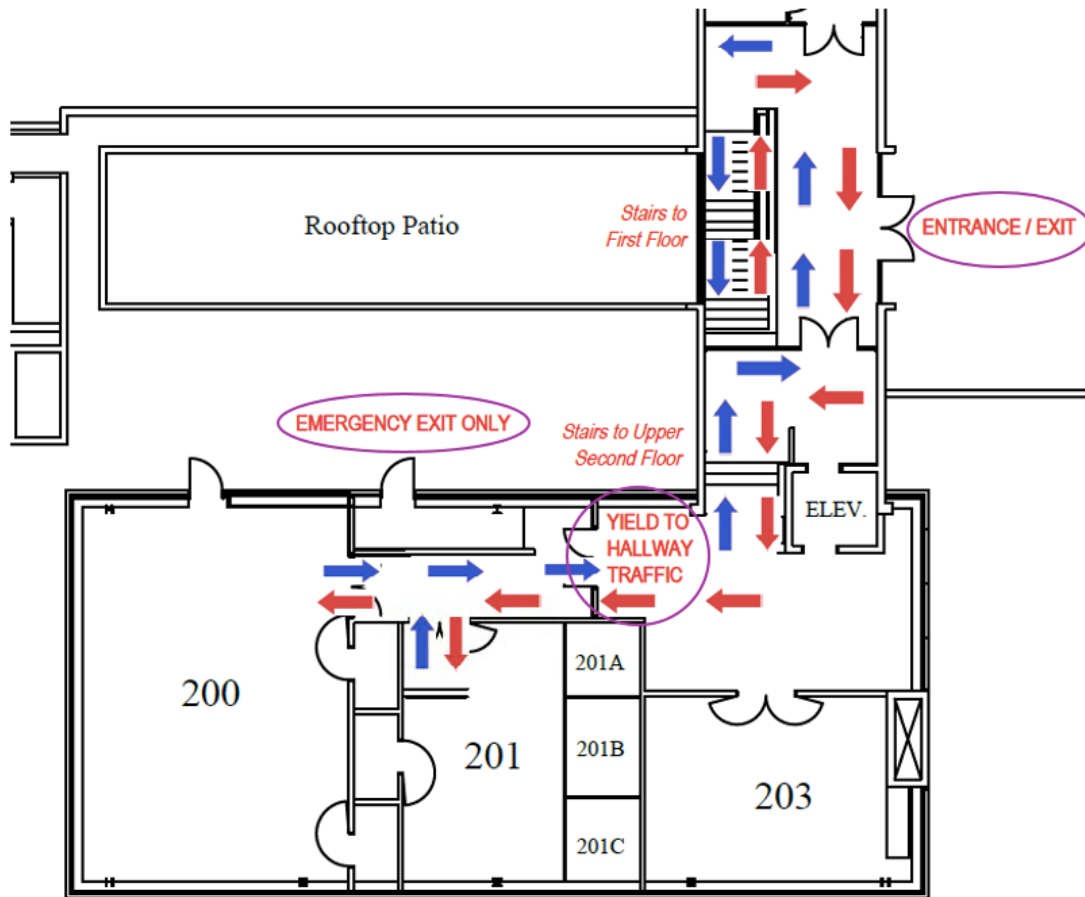
Appendix B: Directional Flow

Thea Koerner House Addition – Lower Floor
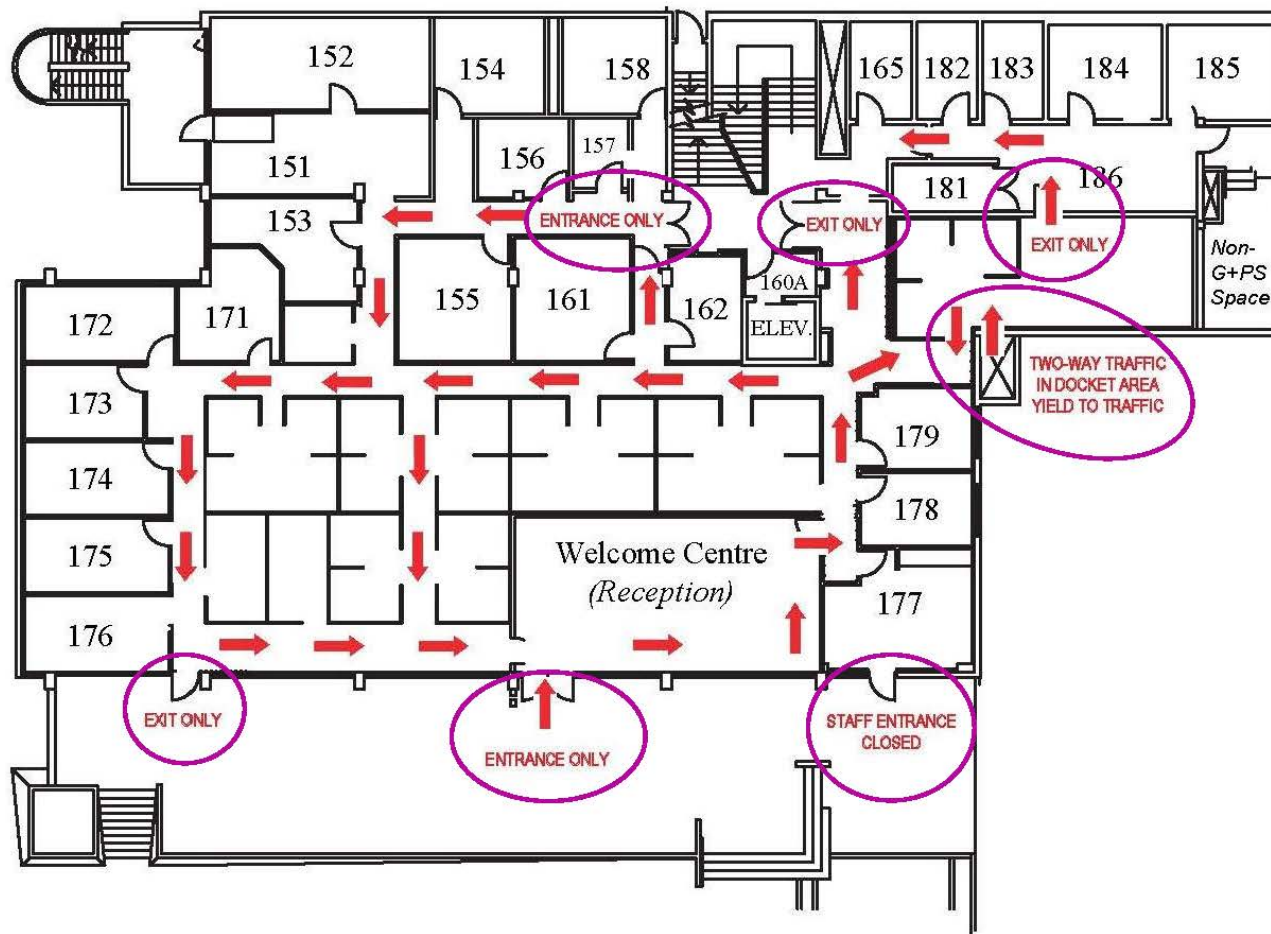
Thea Koerner House – Upper Floor

Appendix C: Room Occupancy
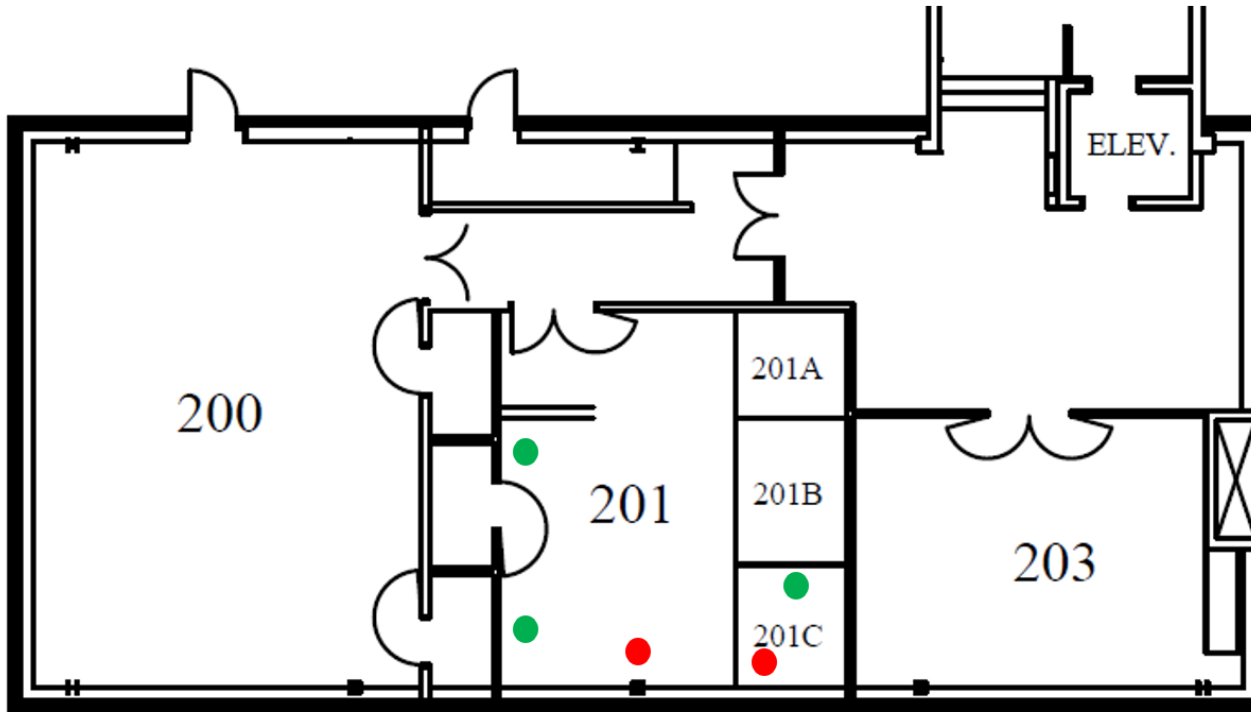### Thea Koerner House Addition – Lower Floor

For the purpose of these floorplans, employees assigned to offices or workstations marked in **red** **may not** occupy the space at the same time as employees in work stations that are marked in **green**.

Employees may sit side by side in cubicles that are divided by a wall/barrier provided they stay seated to do their work. Employees must not speak over the cubicle barriers.

Thea Koerner House Addition – Upper Floor

For the purpose of these floorplans, employees assigned to offices or workstations marked in **red may not** occupy the space at the same time as employees in work stations that are marked in **green**.

Employees may sit side by side in cubicles that are divided by a wall/barrier provided they stay seated to do their work. Employees must not speak over the cubicle barriers

Appendix D: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2021.MM.DD		First, Last Name, Role	Briefly Identify	VP/Dean/Head of Unit