**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 | *Centre for Interactive Research on Sustainability (CIRS)* |
| Facility Location | *2260 West Mall, V6T 1Z1* |
| Proposed Re-opening Date | *2020/09/01* |
| Workspace Location | *2260 West Mall, V6T 1Z1* |

**Introduction to Your Operation**

|  |
| --- |
| 1. Scope and Rationale for Opening |
| *The Centre for Interactive Research on Sustainability (CIRS) is a multi-occupant space. The UBC Sustainability Initiative is the de-facto building manager, in coordination with UBC Facilities Management.**CIRS provides dry lab and office space to approx. 25 faculty/researchers drawn from 8 faculties/schools including Forestry, Psychology, School of Architecture and Landscape Architecture etc. The roof of the building is also used for research experiments by faculty/researchers in Applied Science, who do not have offices space within CIRS.* *In addition, CIRS provides office space for operational staff from Energy and Water Services, and staff from the UBC Sustainability Initiative, Wellbeing Initiative, Centre for Community Engaged Learning, Indigenous Research Support Initiative, Campus + Community Planning, Student Diversity Initiative, Institutional Programs Office, and the Pacific Institute for Climate Solutions.**Further, CIRS contains one large teaching auditorium managed by UBC Learning Spaces, and one multi-use event space and two shared classrooms / meeting rooms managed by the UBC Sustainability Initiative. It also contains a food service operation.* *Currently the building is in use by essential operational staff from Energy and Water Services, faculty researchers from the School of Architecture and Landscape Architecture, staff from the UBC Sustainability Initiative, and staff Psychology department under the conditions of approved Research Resumption Plans.**Any research or staff group must submit and receive approval for a COVID-19 Workspace Safety Plan to cover their work area, and complete mandatory UBC training before entering the building.**The scope of this COVID-19 Workspace Safety Plan is for common areas only in the CIRS building to support the needs of occupants including entry, exit, kitchens, washrooms, common break-out workspaces, stairways, elevators, and hallways.* |

**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”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
* [Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html)
* [Coronavirus disease (COVID-19): Awareness resources](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html)
 |
| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* [BC Centre for Disease Control Prevention and Risks](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks).
* [BC COVID-19 Go-Forward Management Strategy](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf)
* [COVID-19 Go-Forward Guidelines for BC’s Post-Secondary Sector](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)
 |
| 4. Worksafe BC Guidance |
| * [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [BC COVID-19 Self Assessment Tool](https://bc.thrive.health/)
* [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)
* [WorkSafeBC Protocols: Post Secondary Educatio](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced)n
 |
| 5. UBC Guidance |
| * [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)
* [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)
* [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)
* [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)
* [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/)
* [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)
* [Building Operations COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information
* [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)
* [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [UBC Facilities COVID-19](http://facilities.ubc.ca/covid-19/) information
* [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/)
* [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)
* [UBC Entry Check Sign](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
 |
| 6. Professional/Industry Associations |
| * *N/A*
 |

**Section #2 - Risk Assessment**

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

Prior to opening or increasing staff levels:

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

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



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

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

|  |
| --- |
| **7. Contact Density (proposed COVID-19 Operations)**Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work |
| * *Faculty and staff must directly confirm to their supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace by using the BC self-assessment tool at https://bc.thrive.health/. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool.*
* *Any student entering the CIRS building for any reason must directly confirm to their instructor/UBC representative that they have completed a self-assessment for symptoms of COVID-19 before arriving at their class by use the BC self-assessment tool at https://bc.thrive.health/. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool.*
* *Any faculty, staff, or students entering the CIRS building must submit their daily self-assessment results under the protocol established by their respective and approved COVID-19 Workspace Safety Plan.*
* *COVID-19 Operations in the CIRS building will be restricted to research or staff groups that have submitted and received approval for a COVID-19 Workspace Safety Plan to cover their work area, and have completed mandatory UBC training before entering the building, and teaching activities scheduled by UBC Learning Spaces under the restrictions of their COVID-19 Workspace Safety Plan.*
* *Access to the CIRS building under this COVID-19 Workspace Safety Plan will be restricted to research or staff groups, and associated student staff, and controlled via each individual’s UBC i-Class card. Access to the CIRS building by students will be restricted by UBC Learning Spaces under the restrictions of their COVID-19 Workspace Safety Plan.*
* *Access to Room 1250 (main auditorium) will be restricted by UBC Learning Spaces under the restrictions of their COVID-19 Workspace Safety Plan.*
* *Access to shared spaces including Rooms 1141 (Policy Labs A and B), and 1151 (BC Hydro Theatre) will remain closed until at least January 2021.*
* *The type of contact (close/distant) and duration of the contact (brief/prolonged) in Room 1250, office spaces and dry labs should be addressed by the COVID-19 Workspace Safety Plan for each workspace.*
* *Contact density within common areas of the building will be managed by signage instructing occupants to maintain 2m physical distance at all times. In addition, all staff and faculty are required to complete the online training, Preventing COVID-19 Infection in the Workplace.*
* *Kitchen areas will be closed.*
* *Common area break-out workspaces will be closed.*
* *Common area meeting rooms will be closed (including Rooms 2336, 3336, 4336).*
* *Basement will be closed, apart from access to bike storage area and locker room.*
* *Washroom usage and locker room will follow UBC protocol of doors remaining open unless the facility is in use, with hand sanitizer provided at the entrance to each washroom. Each washroom is limited to 1 person at any time.*
* *Signage will be posted outside/inside elevators to restrict usage to 1 person maximum at any time.*
* *Building front doors (2) will be one way only – with signage to indicate one door for entry only, and one for exit only.*
* *All foot traffic up via East staircases and elevator for deliveries and accessibility.*
* *All foot traffic down via West staircases and elevator for deliveries and accessibility.*
* *Entrance to the basement will be via the west stairs (down) and exit via the east (up).*
* *Signage will be placed at all interior and exterior doors to building stairs indicating one-way directions.*
 |
| **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) |
| * *COVID-19 Operations in the CIRS building will be restricted to research or staff groups that have submitted and received approval for a COVID-19 Workspace Safety Plan to cover their work area, and have completed mandatory UBC training before entering the building.*
* *Overall building density will be managed based on ability for building occupants to maintain 2m physical distance at all times – both in common spaces and in their workspaces, as described in their unit specific COVID-19 Workspace Safety Plans’*
 |
| **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 UBC Sustainability Initiative will email this draft plan to all CIRS occupants requesting feedback. Feedback will be incorporated (where feasible) before the plan is finalized.*
* *All occupant plans will provide details on how all employees within their unit have been consulted during their development.*
* *The applicable JOHSC(s) for each unit will review all Safety Plans prior to their approval by their respective VP Portfolio or Faculty. 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 occupant plans will need to specify how employees will be reminded of Workplace Health measures and supports available to them. Information can be found at:* [*http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/*](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/)
* *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.*
* *Signage will be placed on each building entrance asking individuals not to enter the building if they are displaying symptoms of fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, or sore throat; have travelled outside of Canada within the last 14 days; or are a close contact of a person who tested positive for COVID-19.*
 |
| **11. Plan Publication**Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site |
| * *The CIRS COVID-19 Workspace Safety Plan will be posted on the website of the CIRS Building (http://cirs.ubc.ca) and the UBC Sustainability Initiative (https://sustain.ubc.ca).*
* *A hardcopy of the CIRS COVID-19 Workspace Safety Plan will be posted on a common area poster board on each floor of the building.*
* *Building occupants are responsible for posting a hard copy of the COVID-19 Workspace Safety Plan for their work area within their workspace, and on their respective websites as applicable.*
* *The COVID-19 Workspace Safety Plans will also be posted on the safety boards within the building.*
 |

**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](https://srs.ubc.ca/covid-19/) 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 |
| * *Each research or staff group in CIRS is responsible for detailed how/which workers can/will continue to work from home within their respective COVID-19 Workspace Safety Plan*
 |
| **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 |
| * *Any work schedule changes should be detailed in each occupant’s respective COVID-19 Workspace Safety Plan*
 |
| **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 |
| * *See Appendix – Spatial Analysis for CIRS Common Areas*
* *Spatial Analysis including occupancy limits, floor space, and traffic flows within each research or staff group workspace should be included within each occupant’s COVID-19 Workspace Safety Plan*
 |
| **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  |
| * *All occupant plans will adhere to institutional policies as described in “*[*UBC Employee COVID-19 Physical Distancing Guidance*](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf)*”.*
 |
| **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 |
| * *NA*
 |
| **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 (cough, runny nose, sneezing, shortness of breath, loss of sense of smell/taste, headache, diarrhea, loss of appetite, nausea and vomiting, muscle aches, sore throat, tiredness, fever, chills,) 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*](https://bc.thrive.health/) *to determine if they require testing and/or medical care: https://bc.thrive.health*
* *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 front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. WorkSafeBC provides such signage, as below:*
	+ [*UBC Entry Check Sign*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
	+ [*WorkSafeBC: Entry Check for Workers*](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
	+ [*WorkSafeBC: Entry Check for Visitors*](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* *Workers will be encouraged to use the* [*Thrive BC Self-Assessment Too*](https://bc.thrive.health/)*l to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.* [*OPH programs and services*](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/) *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.*
 |

**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 |
| * *Hand sanitizer will be provided via x2 free-standing units with refillable reservoirs. These will be placed at each point of entry and exit to the building from West Mall. These will be cleaned and refilled by UBC Building Operations staff.*
* *Any other hand sanitizing apparatus must be supplied and maintained under each occupant’s COVID-19 Workspace Safety Plan.*
* *Cleaning services performed by UBC Custodial Services will include cleaning* [*high touch points areas*](file:///Volumes/USUS/Administration/4%20CIRS%20Building%20Management/2020/COVID%2019%20Return%20to%20Building%20Plan/1.DRAFT%20PLAN/%E2%80%A2%09http%3A/buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized) *in main corridors, washrooms, elevators and stairwells at least twice per day over a 24-hour period.*
* *Cleaning and hygiene within workspaces will be detailed within each occupant’s COVID-19 Workspace Safety Plan*
 |
| **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 |
| * *Equipment removal/sanitation within workspaces will be detailed within each occupant’s COVID-19 Workspace Safety Plan.*
* *Common space kitchens will be closed. A water bottle fill station on the ground floor will remain open. All water fountains will remain off.*
 |
| **21. Partitions or Plexiglass installation**Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| * *The use of partitions or plexiglass will be detailed within each occupant’s COVID-19 Workspace Safety Plan.*
 |

**Section #5 – Administrative Controls**

|  |
| --- |
| **22. Communication Strategy for Employees**Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange |
| * *The CIRS COVID-19 Workspace Safety Plan will be posted on the website of the CIRS Building (http://cirs.ubc.ca) and the UBC Sustainability Initiative (https://sustain.ubc.ca).*
* *A hardcopy of the CIRS COVID-19 Workspace Safety Plan will be posted on a common area poster board on each floor of the building.*
* *Building occupants are responsible for posting a hard copy of the COVID-19 Workspace Safety Plan for their work area within their workspace, and on their respective websites as applicable.*
* *Building signage will inform occupants about expectations related to physical distancing and hygiene, and not to come to work if feeling unwell.*
* *Building signage will provide occupants with contact information to raise any concerns regarding common areas via email to* *usi.office@ubc.ca* *– any incoming/outgoing correspondence will be stored on the UBC Sustainability Initiative fileserver.*
 |
| **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**](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) 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. Supervisors will be responsible for tracking staff completion as well as site-specific training.*
 |
| **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 Checklist*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
* [*Washroom Occupancy limit*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Washroom-occupancy-1-gender-neutral-blue.pdf) *(for Designated washrooms)*
* [*Please do not use*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Occupancy-Limit-1-Blue.pdf) *for signs for washrooms not in use*
* [*Please do not use this sink*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Do-Not-Use-Sink-Red.pdf) *e.g., for sinks external to washrooms that are not designated handwashing stations*
* [*Please do not use*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Do-Not-Use-General-Red.pdf) *e.g., for fridges, microwaves, and water coolers*
* [*Elevator limit signage*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Occupancy-Limit-1-Blue.pdf)
* [*Wait here floor decal*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/UBC-Floor-decal_Wait-here_15.pdf)
* [*One Way*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/One-Way-Blue.pdf) *directional signage for spaces with more than one employee*
* *One Way directional signage for building entries and access to stairs.*
* *Closed signage for the basement, multi-purpose event space and meeting rooms.*
* *All occupant plans will ensure that all signage follows the templates outlined by* [*Safety & Risk Services COVID19*](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/) *website and as well as those available here:* [*Worksafe’s COVID-19 – Resources*](https://www.worksafebc.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:content-type-facet=[Posters%20%26%20signs]&f:language-facet=[English]&tags=Covid-19%7Ca96b6c96607345c481bb8621425ea03f&tags=Covid-19%7Ca96b6c96607345c481bb8621425ea03f)*.*
 |
| **25. Emergency Procedures** Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents |
| * *In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the CIRS BERP.*
* *If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.*
* *If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.*
* *The following* [*amendment*](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf) *provided by SRS shall also be followed.*

***Handling Potential COVID-19 Incidents:****The following guidelines must be included in each occupant’s COVID-19 Workspace Safety Plan.** *Faculty and Staff who believe they have been exposed to COVID-19 due to work activities must notify their supervisor immediately.*
* *Supervisors must contact UBC Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.*
* *People who are unsure about exposure should use the* [*BC Self Assessment Tool.*](https://bc.thrive.health/)
* *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 monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months |
| *According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described. This building plan will continue to follow the university's accountability structure as laid out in the University safety policy.* *This plan will remain valid for the next 12-18 months and updated as necessary.*  |
| **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 |
| *Risks associated from previous closure must be addressed in each occupant’s COVID-19 Workspace Safety Plan.* |

**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 |
| * *The use of PPE within each workspace must be addressed in each occupant’s COVID-19 Workspace Safety Plan.*
* *Use of non-medical face mask is encouraged while moving through common areas.*
* *Usage of non-medical masks does not alleviate occupant’s requirement to adhere strictly to social distancing measures put in place by the university and the Provincial Health Officer.*
 |

**Section #7 – Non-Medical Masks**

|  |
| --- |
| **29. Non-Medical Masks**Use of non-medical masks |
| *Some members of our community may opt to wear masks as a safety measure, and we fully support their right to do so. We ask the community to be respectful of students, faculty and staff regardless of their decision to wear or not wear masks and to wherever possible maintain 2m of physical distance from others.* |

 **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. |
| * *A template is offered below as a guide, but can take many forms. As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.*
 |

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** |  |

**Faculty and Staff Occupying Workspace**

|  |  |  |
| --- | --- | --- |
| Name | Email | Confirmation of Understanding |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |

### **Appendix**

*Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.*

* *Attached – Spatial Analysis for CIRS Common Areas*