**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/>

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| Department / Faculty | *The UBC Sustainability Initiative (USI)* |
| Facility Location | *2260 West Mall, V6T 1Z1* |
| Proposed Re-opening Date | *2020/09/14* |
| Workspace Location | *Rooms 2331 to Rooms 2357, 2260 West Mall, V6T 1Z1* |

**Introduction to Your Operation**

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| 1. Scope and Rationale for Opening |
| *The UBC Sustainability Initiative (USI) office space is located within the Centre for Interactive Research on Sustainability (CIRS). Covid-19 safety related to all common areas of the building is governed by the approved CIRS COVID-19 Workspace Safety Plan (see Appendix). This plan details safety operations within the offices used by USI staff and student staff.*  *USI staff also typically administer the use of special facilities within the CIRS building including the BC Hydro Theatre and Policy Labs A & B. These facilities will remain closed until at least January 2021 as per the approved CIRS COVID-19 Workspace Safety Plan.*  *While most USI staff and student staff can accommodate a work from home alternative, a small number require access to work onsite on certain days due to challenges impacting their effectiveness or wellbeing related to work from home. All USI staff and student staff that can continue to work from home will do so.*  *Returning staff will have two work locations; (1) working remotely from home, and (2) working in the USI office with flex and alternating schedules available to minimize contact density within the office space.*  *All activities that can continue remote work will do so. Any staff accessing the USI office space will be required to complete* [*UBC’s ‘Preventing COVID-19 Infection in the Workplace’*](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) *online training module prior to re-entering the workspace.* |

**Section #1 – Regulatory Context**

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| 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* |

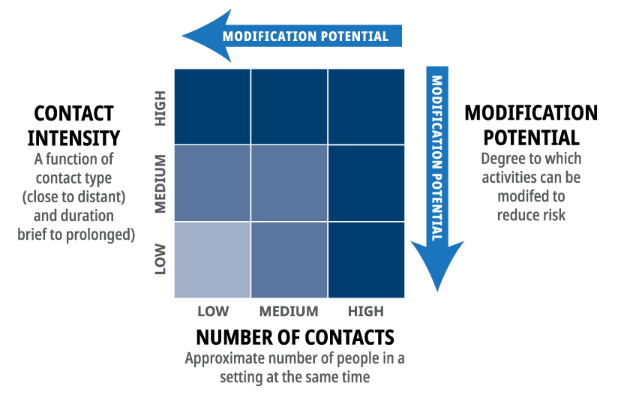
**Section #2 - Risk Assessment**

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

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| **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 |
| * *USI faculty and staff must directly confirm to their supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 before 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.* * *USI staff must submit their daily self-assessment results by emailing their supervisor with a copy of the results (screenshot from https://bc.thrive.health/) before entering the workspace. The email must include the day and time of entry, along with the self-assessment results.* * *COVID-19 Operations in the USI office space will be restricted to staff and student staff that cannot accommodate a work from home alternative.* * *Contact density within the USI office space will be managed by an updated seating plan to maintain a minimum of 2m physical distancing, staff schedule rotation, and signage supporting occupants to maintain 2m physical distance at all times. See attached USI Office Spatial Analysis.* * *Staff and student staff that share an office should coordinate a rotation schedule with each other to ensure only one person uses the office at any time.* * *In addition, all staff and student staff are required to complete the online training,* [*UBC’s ‘Preventing COVID-19 Infection in the Workplace’*](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) *online training module.* * *Kitchen areas will be closed.* * *Common area break-out workspaces will be closed.* * *Common area meeting rooms will be closed (including Room 2336 and Room 2347).* * *Entrance/exit doors to the USI offices will include signage to indicate the maximum number of occupants at any time.* * *Entrance/exit to the building, use of common areas in the CIRS building, access to washrooms, storage etc. are all governed by the approved CIRS COVID-19 Workspace Safety Plan.* |
| **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 USI office workspace will be restricted to a maximum of 10 staff. This is a number that can occupy the office space simultaneously and easily maintain 2m physical distancing.* |
| **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 has been shared with all USI supervisors, staff and student staff members with a request for feedback. Feedback has been incorporated (where feasible) before the plan was finalized.* * *The applicable JOHSC has reviewed this Safety Plan.* |
| **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 |
| * *All USI staff and student staff employees have been 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/) * *USI Supervisors 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 the office entrance asking individuals not to enter 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 USI COVID-19 Workspace Safety Plan will be posted on the website of the UBC Sustainability Initiative (https://sustain.ubc.ca).* * *A hardcopy of the USI COVID-19 Workspace Safety Plan will be posted on a common area poster board outside the entrance to the office, and within the workspace at the USI reception desk.* * *The USI 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.

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| **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 USI staff and student staff that can continue to work from home will do so.* |
| **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 staff that share room space with another staff member will adopt a rotation schedule so that both staff members do not inhabit the same room on the same day.* * *In open work areas, staff that use cubicles will adopt a rotation schedule so that 2m physical distancing is maintained at all times.* |
| **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 USI Workspace* |
| **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)*”.* * *A staff rotation schedule will ensure that staff and student staff that share the same workspace are not scheduled to use the office on the same day.* * *Some desk spaces in open areas will have signage indicating “closed” in order to maintain 2m physical distancing.* |
| **16. Transportation**  Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures |
| * *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 staff and student staff 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.* * *Individuals 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.* * *The entry and exit door signage for both workers or visitors/guests 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) * *Staff and student staff 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**

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| **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 |
| * *USI staff and student-staff will be instructed to use hand sanitizer immediately before entering the workspace.* * *Hand sanitizer will also be provided at the USI Reception Desk. This will be maintained and replaced by USI staff.* * *USI Staff will sanitize door handles each day when leaving the office.* * *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/•%09http:/buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized) *in the CIRS building at least twice per day over a 24-hour period.* |
| **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 |
| * *Any shared appliances e.g. kettles will be removed and placed into office storage space.* * *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 is not required as the office space will not be open to the public, or provide direct in-person services to UBC staff, faculty or students.* |

**Section #5 – Administrative Controls**

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| **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 USI COVID-19 Workspace Safety Plan will be posted on the website of the UBC Sustainability Initiative (https://sustain.ubc.ca).* * *A hardcopy of the USI COVID-19 Workspace Safety Plan will be posted on a common area poster board outside the office, and at the reception desk area.* * *Signage will inform staff and student staff about expectations related to physical distancing and hygiene, and not to come to work if feeling unwell.* * *Signage will provide staff and student staff with contact information to raise any concerns regarding common areas via email to* [*usi.office@ubc.ca*](mailto: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 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:***   * *Staff and student 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.* * *Anyone who is unsure about exposure should use the* [*BC Self Assessment Tool.*](https://bc.thrive.health/) |
| **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 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 |
| *Any staff accessing the USI office space will be required to complete* [*UBC’s ‘Preventing COVID-19 Infection in the Workplace’*](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) *online training module.*  *All USI staff and student staff will be required to read and sign a copy of this safety plan.* |

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

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| **28. Personal Protective Equipment**  Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE |
| * *Use of non-medical face mask is required while in common indoor spaces within the USI office workspace.* * *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**

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| **29. Non-Medical Masks**  Use of non-medical masks |
| *Use of non-medical face mask is required while in common indoor spaces within the USI office workspace.*  *We ask the community to maintain 2m of physical distance from others.* |

**Section #8 - Acknowledgement**

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| **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.

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| **Date** |  |
| **Name** (Manager or Supervisor) |  |
| **Title** |  |

**Faculty and Staff Occupying Workspace**

|  |  |  |
| --- | --- | --- |
| Name | Email | Confirmation of Understanding |
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### **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 – USI Spatial Analysis*
* *CIRS Covid-19 Workspace Safety Plan*
* *COVID-19-Workspace-Safety-Plan-VPA-Parent*