



Guidelines for Preparing for Re-Occupancy

Effective during BC Restart Step 3, use this as a guide to assist in increasing occupancy in your workspace. For the most up to date announcements, visit covid19.ubc.ca.

This document is specific to the Vancouver campus. For Okanagan-specific guidance please visit ok.ubc.ca/covid19/health-safety/.

For Consideration:

1. Reminders for Supervisors
2. Training
3. Setting up your workspace to return/increase activities on campus
4. Use of UBC vehicles and carpooling
5. Work outside your primary building
6. Building Emergency Response Plans & fire wardens
7. Contact information for further support
8. Existing health & safety advice

(COVID-19 Safety Plans are not covered by this document, see srs.ubc.ca/safetyplans/)

Reminders for Supervisors:

- Units are reminded not to implement rules and guidance that are over and above public health requirements
- As B.C. continues to roll out its provincial vaccination program, the provincial government has announced that employees can have [up to three hours of time off, without loss of pay](#), to get each dose of their COVID-19 vaccine
- Everyone is required to check for symptoms of COVID-19 before entering a UBC controlled space (Optional: *UBC SAFE* mobile app can be used for this – [Click here](#) to learn more and download the app)
- Ask those who are ill to stay home and use the B.C. Thrive Health self-assessment tool for guidance. Follow the advice from Public Health.
- Everyone is asked to wash hands regularly, for a minimum of 20 seconds, with soap and water or alcohol based hand rub.
- Every worker should be aware of, and have access to the [Respectful Workplace statement](#).
- Every worker should know their rights and responsibilities, including the requirement to raise health and safety concerns with their supervisor.
- Supervisors have a responsibility to investigate health and safety concerns and ensure hazards are controlled. Supervisors can [contact Safety & Risk Services](#) for assistance resolving health & safety concerns.

Training

- All faculty and staff currently working-on or returning to campus must complete the mandatory online training module [“UBC Go Forward COVID-19 Safety Planning”](#). This replaces the previous course “Preventing COVID-19 Infection in the Workplace”.
- Managers and supervisor can run reports in Workday to see who has completed the course. This is done by running the [“Training Courses Taken by a Worker – General” \[updated July 2021\]](#) report to determine what required training is complete and what is outstanding (this also includes data for student employees). For department wide reports, contact your department HR representative.
- For more information on orientation and training, visit srs.ubc.ca/training/



The Space

Some reminders for reopening:

Entrances

- Most buildings on campus are currently locked. Check everybody knows to carry their UBC card and has access.
- At the street level entrance there needs to be:
 - o Signage that communicates campus expectations, when available – these will be posted here: srs.ubc.ca/signage.
 - o Hand sanitizer – see appendix A for more information on who supplies hand sanitizer.

Common areas

- Washrooms can be fully reopened, and should have signage for proper handwashing techniques.
- Elevators can return to typical occupancy.
- Water coolers, fountains and spigots can be used. **Warning: a health hazard may exist if they have been unused for a considerable amount of time.** Request servicing from UBC Facilities or relevant service-providers to ensure filters and equipment have been maintained and consumption point has been flushed prior to use.
- Lounges and casual seating can be made available.
- Digital signage that communicates the recommendations for non-medical masks will be posted [here](#) when available.

Break rooms

- Kitchens can be operational.
- If they have been closed, contact the relevant parties to reinstate regular cleaning.

Meeting Areas

- Meeting rooms can be used at typical occupancy. Consider choosing meeting rooms with videoconferencing capability to assist participation for those who are still working remotely or need to stay home if unwell.

Work Areas

- Work areas can be used at typical occupancy.
- Practice good workplace [ergonomics](#). This may mean setting up your work station again, or reviewing best practices to prevent musculoskeletal injuries.
- Consider that colleagues may still be invited to videoconferencing calls, and may need some understanding from colleagues or a quiet place to take these meetings. Consider using a head-set for videoconferencing calls in open-plan spaces.
- If additional sanitation supplies are available for staff & faculty, communicate where these items can be found, and how they can be safely used. See advice on supplementary cleaning by visiting the [UBC Campus Rules and Guidance Documents](#) section of the SRS website.

Note: remember the [scents in the workplace policy](#), and try to get products without fragrances or perfumes, or communicate with others when products with strong smells are about to be used.

Use of Physical Barriers

- If not already in place, new barriers do not need to be purchased or installed.
- See FAQs: srs.ubc.ca/safetyplansFAQ/.



Use of Vehicles and Carpooling

- Restrictions no longer apply to the number of people who can travel together in a UBC Vehicle.
- While not a UBC work task, it is a good idea to notify your supervisor if you carpool. Follow public health advice for safe carpooling: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>.

Work Outside of your Primary Building

- At a minimum, everyone should be following the [Campus Rules & Expectations](#). This site will be kept up to date with expectations around wearing non-medical masks.
- Follow the applicable [UBC safety plan](#) for the space you need to work in.

Building Emergency Response Plans & Fire Wardens

- All UBC buildings should have their own Building Emergency Response Plan (BERP) to help ensure the safety of building occupants through emergency evacuation and fire prevention.
- Faculty and staff returning to campus should re-familiarize themselves with their BERP.
- If the people who used to be fire wardens are still working remotely, consider [training new fire wardens](#).

Further Support

Questions, concerns and insights?

Contact your SRS Representative or ready.ubc@ubc.ca

- Find your [Facility Manager](#)
- [Facilities COVID-19 Information](#)
- [Health & Wellbeing](#)
- [Human Resources: Working during COVID-19](#)

Existing Health & Safety Advice

- Learn more about [Health & Safety Programs](#).
- Identifying and Controlling workplace hazards - see [Risk Assessments & Safe Work Procedures](#)
- Escalating Health & Safety Issues and Approvals: see the typical reporting structure under [UBC's Health and Safety Policy \(SC1\)](#)
- [Joint Occupation Health & Safety Committees and Local Safety Teams](#)
- [Working Alone & Personal Safety](#)
- [Research Safety](#)
- [Field Work Safety](#)



Appendix A: Hand Sanitizer

- Building Operations Custodial responds to the needs of core academic buildings (including those that have mixed use, like the Ponderosa Commons & the Life Building) and ancillary building (Athletics, Alumni Centre).
- Only hand sanitizer stations at main entrances are managed by Building Operations-Custodial. Stations inside buildings are managed by each individual department through their own procurement process.
- Hand sanitizer station refills located at main entrances are paid for by Building Operations-Custodial central budget. Ancillaries are charged for refills by Building Operations-Custodial.
- Departments that have procured their own stations are responsible for ones that they have put in place.
- Housing buildings managed by Student Housing & Community Services (SHCS) would be managed by SHCS Facilities and Building Services team. Food outlets within core academic buildings are also managed by SHCS.
- Leased buildings (e.g., TEF, FP Innovations and UBC Hospital), are responsible for their own supply.