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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<thead>
<tr>
<th>Department / Faculty</th>
<th>Safety &amp; Risk Services/VPFO Portfolio</th>
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<tr>
<td>Facility Location</td>
<td>See Appendices A-C for all buildings and sections</td>
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<tr>
<td>Proposed Re-opening Date</td>
<td>Crucial Services – curtailed, but never closed</td>
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<tr>
<td>Workspace Location</td>
<td>See Appendices A-C for all buildings and sections</td>
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Introduction to Your Operation

1. Scope and Rationale for Opening

The vast majority of services provided by Safety & Risk Services (SRS) are considered crucial and have continued at all three work locations of SRS at UBC. These locations include the main offices located at TEF2 Donald Rix, the Campus Security main offices located at 2133 East Mall with other smaller satellite stations, and the Environmental Services Facility (ESF) (operational site) for hazardous waste processing in south campus. Staff primarily located at other locations such as the University Services Building and within Student Housing & Community Services will follow the plans of their specific workspaces.

ESF and Campus Security main office are only accessible to staff with card access. Any deliveries require staff on site to provide access. This includes, but is not limited to, couriers, campus mail, and building support facilities. TEF2 is currently accessible to the public during business hours (8 am to 4 pm). SRS is limiting staff at each work site as necessary to maintain the COVID-19 physical distancing requirements. The Executive Director and unit directors shall approve this Department level Safety Plan prior to a final completeness review by the COVID-19 Safety Planning Steering Committee, who will then recommend improvements (where required) as per UBC and WorkSafeBC requirements.

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
- 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
- Risk #3 – The workplace or activity is indoors and windows cannot be opened
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- 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

SRS Donald Rix Office: None of the above risks apply
ESF: None of the above risks apply
Campus Security: Risk #1, Risk #4, Risk #5, and Risk #6 generally apply. Campus Security will communicate the risks and controls outlined to their employees
### Section #1 – Regulatory Context

#### 2. Federal Guidance
- Coronavirus disease (COVID-19): Awareness resources

#### 3. Provincial and Sector-Specific Guidance
- BC Centre for Disease Control
- BC COVID-19 Go-Forward Management Strategy
- BC COVID-19 Self Assessment Tool

#### 4. WorkSafeBC Guidance
- Guide to reducing the risk of COVID-19
- COVID-19 Safety Plan
- COVID-19 Forms and Resources
- COVID-19 and returning to safe operation – Phase 2
- 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
- COVID-19 Campus Rules
- Guidelines for Preparing for Reoccupancy
- Guidelines for Safe Washroom Reoccupancy
- Space Analysis and Reoccupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- SRS COVID-19 Resources (under other supporting documents)
- Ordering Critical Personal Protective Equipment
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- Workplace Physical distancing Planning Tool and Signage Kit
- Preventing COVID-19 Infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Classroom Safety Planning
- UBC Signage

#### 6. Professional/Industry Associations
None
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

- Where assigned workstations are within the 2m distance and the assigned staff are needed on site for some percentage of their duties, workers are scheduled to prevent concurrent occupancy of side by side work stations. At static sites, this effectively reduces the number of people in SRS offices (the most densely populated locations) to ~25% - 30% of normal occupancy. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
- Individual meeting rooms will have room occupancy limits posted to ensure that physical spacing is possible at all times.
- Very few SRS job tasks require close proximity. If a job or task requires close proximity, the unit director will do a risk assessment and if needed, a hygiene assessment in accordance with UBC PPE guidance on COVID-19.
- Most in person training has been moved to an online format or postponed where not adaptable to online delivery pending a change in public health conditions or availability of a space conducive to requisite physical distancing between participants.
- Tasks requiring the use of a vehicle will follow the UBC guidance on shared vehicles.
- High touch point surfaces include kitchen supplies and equipment, door handles, photocopier buttons, and elevator buttons.

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)

- As mentioned above, we are aiming to reduce the physical density of staff working at static sites as needed to maintain physical distancing. Timing of increases in on-site staffing levels will be aligned with operational requirements and planned in accordance with provincial guidance on physical distancing.
- Essential operational areas and functions that are not spatially constrained may elect to maintain a higher number of staff on site. The ability to physically distance, particularly at pinch points, shall be the determinative factor here.
- Details for each location are located in their respective appendices.
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 SRS plan has been developed by the Manager, Finance & Administration. Review and consultation of this safety plan has been completed with various staff members, including all unit directors, where concerns and feedback/concerns were addressed to the maximum extent possible. Staff member input has also been included to the maximum extent possible. Feedback was solicited from staff members covering both employee groups represented within SRS, including CUPE 116 and AAPS.
- The onsite/remote work schedules as well as this plan will be distributed by the Manager, Finance & Administration to all SRS employees via e-mail to solicit feedback.
- The University Admin JOHSC will review this plan and feedback will be incorporated where possible.
- During the bi-weekly SRS All Staff meeting, we will have standing agenda item to solicit feedback on COVID-19 operations as well as present and discuss any required updates to the plan.
- Staff will be encouraged to email or discuss any questions, concerns or suggestions for improvements with their supervisor, their JOHSC representative, or the SRS Executive Director.

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 Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available upon their return to campus. Check in's and supports will also be made available via the following channels:
  - Team and all staff meetings
  - Site specific training by individual supervisors
  - Direct training by supervisors on cleaning protocols

Supervisors are encouraged to disseminate information from UBC Wellbeing.

In addition, all staff returning to the spaces will be required to complete the Preventing COVID-19 Infection in the Workplace training course and supervisors have this information available within the reporting module of the training software to ensure compliance and understanding, as required.

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

Final plans will be posted to the following:
SRS’s COVID-19 Safety Plan website
- Hardcopies will be posted on Health and Safety boards in the three SRS locations.
- All staff will also receive the plan via email.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

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

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.
12. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- All staff that can work from home will continue to do so. This is not feasible for all operational staff, especially those at the Environmental Services Facility, Campus Security and some Occupational & Research Health & Safety Team.
- It is feasible for the majority of the staff from PrISM and Environmental Protection (those who are located at Donald Rix), Insurance, Emergency Management and the remainder of Health and Safety (in rotation) as well as management and clerical staff.
  - Home ergonomic set up resource is provided by WHS [http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/)
- Absent specific accommodation requests, the only staff that are coming into the office spaces are those required to maintain key operations for campus.
- Most meetings are now held virtually through Zoom or by phone.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Staff that come into the office will have pre-scheduled days to ensure physical distancing requirements can still be met.
- Schedules are set and reviewed on a monthly basis.
- Due to the low numbers of staff return to the office, shift scheduling (i.e. staggered start/end times) is not required.
- Our Environmental Services Facility employees will work in a cohort, as they always do. Outside of this group, SRS is not currently scheduling in cohorts as we have sufficient redundancy in staff, particularly within Campus Security.
14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Office Considerations

Each site has office considerations for physical distancing and this is reflected in their individual plan details. The following appendices show the plans for the following:
Appendix A – Donald Rix Office
Appendix B – Environmental Services Facility
Appendix C – Security Office

Building Considerations

Common areas (lunchrooms, bathrooms, elevators, stairwells)
- All meeting rooms will have maximum occupancy limits posted based on available floor space to allow for 2m physical distancing.
- Stairwells are marked for ascending or descending between floors (this will not apply where there is a need to evacuate due to an emergency, such as a fire).
- Elevators are limited to 2 occupants with appropriate signage.
- Hand washing stations (i.e. sink with soap as well as surface cleaning supplies are available in both kitchens.
- When common office equipment are used (e.g., copier, microwave, refrigerator, kettles), users are encouraged to wipe down each with disinfectant prior to and following use as a courtesy. At minimum, a user is expected to wash their hands prior to and following use of such equipment.
- Chairs and desks in lunchrooms / meeting rooms are spaced far enough apart to allow for physical distancing.
- Where possible, only one person should use the washroom at a time.
- Access to the buildings is provided using key cards.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes or security measures, are to be propped open.
- There is a Worker/Visitor Entry Check sign at every entrance that requests a COVID-19 self-assessment prior to entry. It prohibits entry for any personnel or visiting persons that may meet any one of the three listed criteria.
- Sharing of work stations will be eliminated where possible.
### 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

Common Physical Distancing Protocols (Everyone)

- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: [UBC Employee COVID-19 Physical Distancing Guidance](#).
- Supervisors shall consider alternative mitigation strategies if physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions include: couriers, IT Services, building maintenance/service personnel, and campus mail.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Do not congregate in common areas. Minimize social interactions in the building.
- No nonessential in-person group meetings, social events, or other gatherings shall take place until further notice.
- Non-essential business travel is prohibited at this time. What is considered essential shall be determined by the staff and their supervisor. This SRS directive will be revisited in future.

### 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

- All staff using an SRS vehicle will have no more than one person in the vehicle at any given time.
- Staff will strictly adhere to the [UBC Employee COVID-19 Use of UBC Vehicles](#) Guidance.
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 must check their health status. Staff experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Staff should refer to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- 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 entrance door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either use a UBC copy, or will directly use the WorkSafeBC signage, as below:
  a. UBC Entry Check Sign
  b. WorkSafeBC: Entry Check for Workers
  c. WorkSafeBC: Entry Check for Visitors

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

- Anyone who is feeling unwell will call their supervisor, where such information will be tracked in UBC’s Personal Absence Tracking System (PAT).
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 departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- Supervisors are responsible to ensuring that their staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces (where applicable), such as photocopiers, lunch rooms, other shared equipment, doorknobs and other common areas within their areas.
- As a courtesy, staff who report to work first in the day may elect to clean high touch surfaces with Isopropanol based cleaners.
- Staff are advised to use the kitchen or bathroom sinks to wash their hands. Hand washing instructions have been posted at the kitchen sink.
- Cleaning supplies are provided in the kitchenette to clean all surfaces first thing in the morning, after the lunch hour and at the end of the day, where possible from volunteers.
- As a courtesy, the meeting organizer may elect to clean the meeting room both before and after their meetings. A Meeting Room Cleaning Document will be utilized to track cleanings, where cleanings have taken place.

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

- See specific details for each location in the appendices. Some examples include the removal of hotel desks and chairs.
- Cleaning supplies are provided for surface cleaning, particularly surface cleaning of high touch surfaces.
- Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

This information can be found in the appendix herein, separated by each SRS work location.
Section 5 – Administrative Controls

22. Communication Strategy for Employees
Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Dissemination of this Plan to the UADMN JOHSC
This plan will be distributed to the UADMN JOHSC for review. Not only will this give the worker representatives on the committee a chance to review the document, but it gives them the opportunity to provide further suggestions for improvement. Similarly, location plans that are planned as supplemental to this main document will be submitted to the JOHSC for review as well.

Communication of the Plan to SRS Employees
To communicate the risk of exposure to COVID-19 in the workplace to the employees, SRS will disseminate this departmental-level plan via e-mail and on the SRS COVID 19 Planning website. This dissemination shall include other non-SRS staff who physically sit in a SRS office as departmental support staff, but officially report to another department, such as finance or communications team members. Following the approval of this plan by the VP, Finance and Operations and its dissemination, SRS will hold an all staff meeting (including both SRS staff or non-SRS staff) to reiterate the risks and hazards of COVID-19, the ways these are mitigated in any return to the office, and to again solicit any feedback. Regarding SRS employees who physically sit in non-SRS spaces, such as the embedded OHS team located in the University Services Building, it will be the responsibility of the supervisor to ensure that these embedded employees have received and acknowledge the workspace COVID-19 safety plan for their respective workspace from the appropriate department.

23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan

- All staff currently working remotely are required to complete the Preventing COVID-19 Infection in the Workplace training course before returning to the office. Staff who have continued working through Phase 1 are expected to take the course as soon as possible. Upon completion, staff are required to provide their certificates to their supervisor for inclusion in their training records. Supervisors must follow up with their direct reports to verify timely course completion and certificate submission.
- Where required, site-specific training must be provided and documented by each supervisor or designate on the applicable site specific COVID-19 safety plans upon return to site. As above, this shall include confirmation that all embedded SRS staff have received and acknowledge the site-specific plan for their respective workspace.
- Staff are encouraged to clean all work surfaces daily before they begin work (desk, keyboard, mouse, phone, etc.) with the cleaning supplies provided.
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)

- Signage will be placed on SRS entry doors to:
  - indicate occupancy limits
  - yield/directional information for hallways
  - remind staff of the requirements for self monitoring and to not enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/self-isolation
- Instructions on hand washing are placed by the kitchen sink
- Occupancy limits for the meeting rooms will be placed on the door
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Directional flow floor markings, where cross-directional traffic may not be accommodated due to <2 m spacing of hallways, passing areas, etc.

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.

- When the designated Floor Wardens are not scheduled to work, all staff working on site will be trained and will be responsible for emergency protocols.
- The list of scheduled staff will be housed in a shared drive for easy access and this location will be shared with SRS staff members.
- The building safety plan or BERP, based on location, will be followed. The Fire Safety Plan and BERP Amendment are saved on the shared drive: S:\Data\Department\SRS Office Safety Documentation\06 - Emergency Preparedness

Handling Potential COVID-19 Incidents:
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
- Direct people who are unsure about what they should do to the BC Self Assessment tool.
- 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.
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) - plan must remain valid and updated for next 12-18 months

- Bi-weekly staff meetings are scheduled to give employees the opportunity to raise any safety concerns.
- Staff are advised to raise any concerns with their supervisors or JOHSC members so that any concerns can be addressed.
- See Appendix D: COVID-19 Workspace Safety Plan Document Revision

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

- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job will 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.

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. In addition, describe how you will implement the requirement pf non-medical masks in common spaces

PPE:
- Each location will determine their PPE needs relative to the job risk assessment and this will be reflected in their appropriate appendix.
- Where COVID-19-specific PPE may be required, the supervisor will do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE.
Section #7 – Non-Medical Masks

29. Non-Medical Masks
Describe your plan to inform faculty and staff on the wearing of non-medical masks

As part of UBC’s commitment to the health and safety of our community and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff and visitors are required to follow UBC’s COVID-19 Campus Rules when on our campuses. These rules include the requirement to wear non-medical masks in common indoor spaces.

The exception to this rule is an approved COVID-19 Safety Plan that provides specific guidance. The SRS COVID-19 Safety Plan, details that physical distancing and approved barriers are in place and details the following for office spaces:

- Use of masks in office spaces:
  - Non-medical masks are not required when working in a sole occupant office or enclosed room.
  - Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their masks when seated or while engaged in activities where the physical distancing requirement is met.
  - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
  - Masks must be worn per UBC’s mask requirement:
    - When travelling through building corridors and shared spaces
    - Any other time that 2m physical distancing cannot be maintained.

- Use of masks in other work areas (e.g. Campus Security patrols, ESF hazardous waste pickup):
  - Non-medical masks are not required when workers are able to physically distance from others
  - Masks must be worn per UBC’s mask requirement:
    - When travelling through building corridors and shared spaces
    - Any other time that 2m physical distancing cannot be maintained.

If workers feel more comfortable wearing their non-medical mask throughout the workday while at their assigned work station, following proper hygiene practices when donning and doffing the non-medical mask is important. Workers should refrain from adjusting the mask and avoid touching their face.

Further information on non-medical masks can be found at: https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/
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.

The following must be signed or otherwise endorsed by the Executive Director to: (1) confirm that it will be shared with SRS staff; (2) detail the method in which it will be shared; and (3) acknowledge receipt and compliance with the COVID-19 Safety Plan.

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

Departmental Staff Occupying Workspace

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Appendix A: Donald Rix Work Location - Additional Safety Plan Information

Introduction
The Donald Rix building is located at 336-2389 Health Sciences Mall. The office space is used by several of the Safety & Risk Services units. The area is accessed from the main 3rd level building corridor via 4 doors. One door leads directly into the boardroom (344), while the other 3 doors lead into the mainly open concept office space with a small number of single occupancy offices, each separated from the main room by floor to ceiling walls and doors. The main room (336) is a relatively large area with workstations separated into cubicles by 48 inch high dividers, and open to a kitchenette / lunch room and printer/copy room. Doors off of room 336 contain a small meeting room (335), the boardroom (344) and a storage room. Since functions within the Donald Rix location of SRS have been deemed ‘crucial” by UBC, this office has been staffed to provide coverage for the Point Grey Campus throughout the public health emergency and never fully closed. We did comply with UBC directives to work remotely where possible, and in doing so have reduced the number of staff that report to work at any given time.

Contact density (proposed COVID-19 Operations)
Potential close/brief contact locations are:
- Printer room
- Kitchenette
- Hall ways
- Entry/exit main doors

Potential closer/prolonged contact locations are:
- Meeting rooms
- Lunch room
- Adjacent workstations

High touch surfaces: AV system (in meeting rooms), meeting room chairs and tables, kitchenette surfaces, photocopiers, door handles, and light switches.

Contact Number (proposed COVID-19 Operations)
- 10-13 employees present in the space during normal operational hours. This number represents 25%- 33% of the total number of employees.
- Employees working onsite will be determined based on operational need and considering the proximity of assigned workstations.
- Onsite attendance will be limited to pre-scheduled days and times, unless urgent and extenuating circumstances warrant otherwise.
Hazard Identification

Employees that may come into contact at a distance shorter than 2 m
- High use pinch point to the kitchenette and photocopy room
- Desks that are in close proximity to each other (specifically hotel desks)
- Public interactions at front desk (reception)
- Occupational First Aid responders providing emergency assistance
- Delivery of in-person training courses

Other hazards:
- Surfaces touched by multiple employees (high touch surfaces)

Risk Level Determination (H/M/L)
LOW RISK (low number of contacts, brief contact)

Work from Home/Remote Work
- Majority of the staff have been working from home and will continue to do so at this time. This includes majority of staff from the Prism group, Environmental Protection and Health and Safety.
- All staff who come in are scheduled so as not to exceed 33% at any time in that work space.
- The schedule of staff working from the office was created to cover daily key operational aspects for the department (see below).

Work Schedule changes
- A daily schedule keeps track of every employee coming into the office and was created based on grouping and operational needs

Spatial Analysis: Occupancy limits (see Section A1)

1) Identify and list the rooms and maximum occupancy for each workspace/area;
   a) Office area – maximum 8 – 10 people
   b) Photocopy room – 1 person at a time
   c) Kitchenette – 4 people (3 seated, one standing)
   d) Meeting room 335 – 3 people
   e) Meeting room 344 – 8 maximum

2) The lobby, bathrooms and elevators are managed by SDM Realty.

There will be one main entrance into the office and three exit doors. The flow will be unidirectional wherever possible. Where this is not practical, a system of yielding to oncoming traffic by the person most able to make space has been instituted.
Accommodations to maintain 2 meter distance

- Schedule allocation is based on staff being seated at appropriate physical distances (2 m apart).
- Removed/relocated chairs in the meeting and lunch rooms to ensure 2 m distance can be accommodated.
- Removed hotel desks to create wider access route to the kitchenette and printer room.
- Installed a barrier shelving unit atop the reception desk to allow for physical distancing between individuals entering 336 and the workstation occupant.
- Within the barrier, established a closed cupboard to house campus mail as close as possible to the main office entrance to limit the need for Campus Mail to transit through the office space in the course of their duties.

Partitions or Plexiglass Installation

- A barrier has been created over the front reception desk to allow for physical distancing; i.e. a closed cube has been installed for campus mail close to the door to reduce them coming into the office.
- Most desks have pre-existing partitions that serve as barriers.

PPE Requirements

- PPE is only used by First Aid staff when responding to calls. These staff have been trained in the use and limitations of PPE.
- All PPE purchasing is done through the critical supply process.
- No other PPE is required for Donald Rix personnel,
Appendix B: Environmental Services Facility (ESF)

Introduction
The Environmental Services Facility (ESF) is located at 6025 Nurseries Road on South Campus, and is fenced and accessed via a remote-controlled locked gate. It is comprised of 2 buildings, 2 trailers, 6 outdoor storage containers for hazardous waste (6), and various sheds. The main office trailer is comprised of 2 offices located on opposite sides of the trailer and one main common room in the middle. The common room serves as a kitchenette area (with microwave and coffee maker, but no sink)/lunch room/meeting room/photocopier room. At ESF, physical distancing is already practiced in the office areas and for almost all the hazardous waste related tasks. Only one office in the ESF Office trailer is occupied by one worker. The lab trailer has an office space occupied by one worker. Lastly there is an office in the old incinerator building occupied by another worker. The staff is comprised of 3 technicians working both inside and outside in the multiple, separate buildings/trailers. Almost all ESF tasks are a one-person job on site. The ESF staff has been deemed “crucial services” by UBC and have been working onsite since the beginning of the COVID-19 pandemic. The safety plan’s key focus is to identify and provide mitigation solutions for ESF work tasks that require more than one worker for the specific job.

Contact Density (proposed COVID-19 Operations)
Potential close/brief contact locations are:
- Office trailer
- Old incinerator building unloading dock
- Chemical storage building loading/unloading dock

Potential closer/prolonged contact locations are:
- Lunch room/meeting room/photocopier room/kitchenette area

Potential closer/prolonged contact tasks are:
- Driving truck for picking-up and transporting hazardous waste (driver and passenger are sharing the cabin)
- Picking up heavy loads that require more than one employee

High touch surfaces: Kitchenette surfaces, table, microwave, coffee maker, photocopier, door handles, light switches, waste areas, vehicles etc.

Contact Number (proposed COVID-19 Operations)
- 3 employees present in the space during normal operational hours. This number represents 100% of the total number of employees. ESF staff is considered essential services.
Hazard Identification
Employees coming in contact at a distance shorter than 2 m
- ESF work tasks that cannot maintain physical distancing because two workers (or more) are needed for that specific job have been identified. Such tasks include: moving/loading/unloading heavy loads of waste (drums, bags, bins, etc.).
- Kitchenette, shared lunch/meeting room and photocopy room
- Surfaces touched by multiple employees (high touch surfaces), vehicles, etc.

Risk Level Determination (H/M/L)
LOW RISK (low number of contacts, brief contact)

Work from Home/Remote Work
- The operational activities which the ESF staff performs preclude working remotely.
- ESF staff is considered a crucial service by UBC.

Work Schedule
- No work schedule changes (see WFH above).

Spatial Analysis: Occupancy Limits (see section B1)
- Office areas – 1 person occupancy, each worker in their own office (separate buildings)
- Photocopy area/kitchenette – 1 person at a time
- Meeting area around the table in office trailer – 2 people maximum
- Washroom – single occupancy washroom (no change)

Accommodations to Maintain 2 meter Distance
- Each employee has their own office and desk in separate buildings (office trailer, lab trailer, and old incinerator building)
- Inside the ESF office trailer, the two single offices are separated by the lunch room in the main trailer. The second office in the ESF Office trailer is currently unoccupied and may be sporadically occupied (by the same technician) - once/twice per month.
- Contractors and other UBC workers that come to ESF to drop off waste, or pick-up keys – arrangements are made in advance for driver usually comes into ESF staff office to obtain the asbestos bin key and log in the waste. Task requires 2 workers to be within small office space <2 m proximity.
UBC workers and contractors who come to ESF must call in advance to make arrangements to drop-off waste, pick-up keys, sign log books, etc. ESF staff will leave keys/log book at a predetermined location such as the loading dock so that the drivers do not need to come into ESF staff offices.

Partitions or Plexiglass Installation
- N/A – unnecessary as desks/workstations are not shared and there is no public interface.

Transportation
- For anyone using either of the two ESF vehicles (i.e. Hino truck and Matrix), no more than one person is allowed in the vehicle at any time.
- ESF staff must use both vehicles at all times for any activities involving the picking-up and transportation of waste.
- Both vehicles have disinfectant/cleaning spray (and/or wipes) available, which must be used to clean all surface before and after use.
- Hand sanitizer is also provided in each vehicle which must be used by staff to clean their hands after picking-up waste at each campus location.
- Staff will strictly adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance.

PPE Requirements
- Half-face respirators with a N95 or P100 particulate cartridge or VOC/P100 combo cartridge will be used for short task durations (10-15 min) and will be decontaminated after each use.
- This PPE recommendation is based on a detailed task assessment and must be used only if no other controls are feasible.
- Only ESF work tasks that need physical distancing because two workers (or more) are needed for that specific job have been identified. Such tasks include: moving/loading/unloading heavy loads of waste (drums, bags, bins, etc.). Note: various PPE is already regularly used by ESF when performing job duties involving hazardous waste – gloves, half face respirators, face shields, etc.
- All PPE purchasing is done through the critical supply process.
Appendix C: Security Offices

Introduction

Security office locations:
Main Office: 2133 East Mall
IKBLC: 200A: 1961 East Mall
Pharmacy: - 2405 Wesbrook Mall
LSC: 2225 -2350 Health Science Mall
MOA: 226 - 6393 NW Marine Dr.
Angus/Sauder: 143 - 2053 Main Mall

Campus Security (CSEC) has one main office which is used by both administrative and operational staff as well as five satellite offices used by the operations teams. The main office is accessed directly from the street level off of East Mall Rd. The main office layout is based on the open office space concept with a large central office area where desks are separated by dividers, a kitchenette, printer and equipment counter, plus 2 storage rooms. Apart from the open office space there are several closed offices, men’s/women’s locker rooms and a bike room. The other security offices at the contract sites are single occupant offices (IKBLC, Sauder, Pharmacy and the LSC which can accommodate 2 Officers).

Contact Density (proposed COVID-19 Operations)

Potential close/brief contact locations are:
- Entry/exit main doors
- ComOp station
- General Open Plan Office (room 244)
- Printer station
- Radio and Equipment station
- Hall ways

Potential closer/prolonged contact locations are:
- Meeting rooms and Conference room (206)
- Locker rooms
- Lunch room
- Desks located next to each other

High touch surfaces: AV system (in meeting rooms), kitchenette surfaces, photocopiers, radios, cell phones and keys at the equipment counter, ProxSafe Box access keypad, main entry door handles, light switches, computer terminals.
Contact Number (proposed COVID-19 Operations)

- 8-10 employees present in the main office area, open office space. This number represents 40-50% of our daily operational/administrative staff. Two Patrol Officers will be permitted in the lunch room at any given time.
- All contract sites with the exception of Life Sciences (max. two) will have only one person in the office at any given time.

Hazard Identification

Employees coming in contact at a distance shorter than 2 m

- Pinch point around the kitchenette.
- Some desks are in close proximity to one another, measured at 1.8 m apart.
- Communications Operations (ComOps) counter and MOA Security desk is open to the public.

Key/Pass-Card distribution at MOA security office

- MOA security routinely facilitates key/pass-card sign-out from their office.
- All keys/pass-cards returned to the security office.

Risk Level Determination (H/M/L)

MEDIUM RISK (frequent interaction with university community)

Work from Home/Remote Work

CSEC Patrol Staff are considered crucial workers for UBC and as such are required to be at work unless they show flu-like symptoms. In these cases, such workers have been and will continue to be instructed to stay at home. Some Managers, Operational Staff and Administrative workers have been assigned to work from home and will continue to do so at this time. The schedule of staff working from the office was created to cover daily key operational aspects for the department. The schedule is actively managed to accommodate any changes in operational needs.

Work Schedule

- A monthly schedule is available online for all Patrol to see and check for accuracy.
- Any requests for time-off is attended to immediately and updated on the CSEC Vacation calendar.

Spatial Analysis: Occupancy Limits (see section C1)

Identify and list the rooms and maximum occupancy for each workspace/area;

- Office area – 8 – 10 people
- Conference room 206 – 4 people
- Meeting room 223B and 223E – 2 maximum each room
- Bike Room – 2 people
- Com Op public counter – 1 person display a 2 m distance marker on the floor
ComOp Office – 2 people
Men’s Change Room – 4 people
Women’s Change Room – 3 people
LSC Office – 2 people
MOA Office – 1 person
Sauder Office – 1 person
IKBLC Office – 1 person
Pharmacy Office – 1 person

Accommodations to Maintain 2 meter Distance
Strict rules are in place to observe 2 m distancing especially during shift change. Each of the 4 teams have devised ways to avoid pinch points.

- Schedule allocation is based on staff being seated at appropriate physical distances (2 m apart).
- Removed/relocated chairs in Conference room 206.
- Lunch room tables separated and rearranged to create more access space to the kitchenette in observance of the 2 m distancing rule.
- There is one main entrance into the general office area. The flow is unavoidably by-directional for members of the public. Patrol Staff will be encouraged to exit the general area via the north exit at Hallway 222.
- The sharing of desks is not allowed.

Partitions or Plexiglass Installation
- A plexiglass barrier will be installed over the front counter to allow for physical distancing and to protect the ComOp when dealing with the public. A closed cube will be installed for campus mail close to the door to reduce access into the office.
- Most desks have pre-existing partitions that serve as barriers.
- MOA security office will have the current plexiglass barrier modified to cover a hole in the middle of the glass.

Transportation
- All staff using a security vehicle will have no more than one person in the vehicle at any time.
- Staff will strictly adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance.

PPE & Public Health Requirements
No PPE is required to carry out the work conducted by administrative/operational staff. Cloth masks and neoprene gloves have been made available to staff as an optional public health measure in addition to their safety equipment and guidance has been provided on the limitations and cleaning for these cloth masks.
## Appendix D COVID-19 Workspace Safety Plan Document Revision

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>2020.10.01</td>
<td>Oct 2020</td>
<td>Paul Gill Mgr, Health &amp; Safety</td>
<td>Added risk assessment, Updated regulatory links, signage, emergency procedures, non-medical mask language</td>
<td>Rae Ann Aldridge Executive Director, Safety &amp; Risk Services</td>
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</tbody>
</table>