# 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 | Safety & Risk Services/VPFO Portfolio |
| Facility Location | See Appendices A-F for all buildings and sections |
| Proposed Re-opening Date | Crucial Services – curtailed, but never closed |
| Workspace Location | See Appendices A-F for all buildings and sections |

## 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.

Specific protocols for Radiation Safety Training Resumption, Biological & Chemical Safety Training Resumption and Occupants in the West Mall Swing Space Room 309 can be found in the appendices of this document. [updated 11/6/2020]

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 [updated 10/01/2020]

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
In person teaching: Risk#1 [updated 11/6/2020]

## Section #1 – Regulatory Context [updated 10/01/2020]

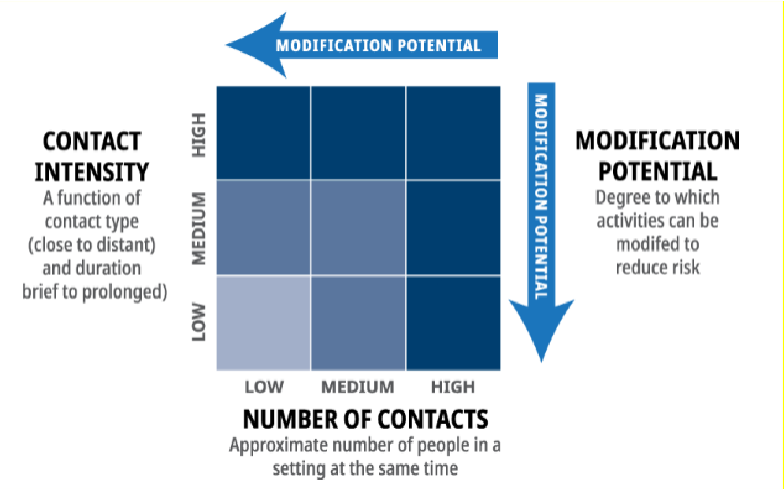
| 2. Federal Guidance |
|---|
| • Coronavirus disease (COVID-19): Awareness resources<br>• Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19" |
| **3. Provincial and Sector-Specific Guidance** |
| • BC Centre for Disease Control<br>• BC COVID-19 Go-Forward Management Strategy<br>• BC COVID-19 Self Assessment Tool |
| **4. WorkSafeBC Guidance** |
| • Guide to reducing the risk of COVID-19<br>• COVID-19 Safety Plan<br>• COVID-19 Forms and Resources<br>• COVID-19 and returning to safe operation – Phase 2<br>• WorkSafeBC COVID-19 Safety Plan<br>• WorkSafeBC: Designing Effective Barriers<br>• WorkSafeBC: Entry Check for Workers<br>• WorkSafeBC: Entry Check for Visitors<br>• WorkSafeBC Protocol: Offices<br>• WorkSafeBC Protocols: Post-Secondary Education |
| **5. UBC Guidance** |
| • COVID-19 Campus Rules<br>• Guidelines for Preparing for Reoccupancy<br>• Guidelines for Safe Washroom Reoccupancy<br>• Space Analysis and Reoccupancy Planning Tool<br>• UBC Employee COVID-19 PPE Guidance<br>• SRS COVID-19 Resources (under other supporting documents)<br>• Ordering Critical Personal Protective Equipment<br>• UBC Facilities COVID-19 website - Service Level Information<br>• UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance<br>• UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance<br>• Workplace Physical distancing Planning Tool and Signage Kit<br>• Preventing COVID-19 Infection in the Workplace training course<br>• UBC Cleaning Standards & Recommendations for Supplementary Cleaning<br>• UBC Classroom Safety Planning<br>• 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

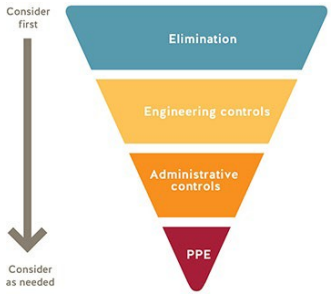
Supervisors are encouraged to disseminate information from UBC Wellbeing.

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<br>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:<br>• SRS's COVID-19 Safety Plan website<br>• Hardcopies will be posted on Health and Safety boards in the three SRS locations.<br>• 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/
- 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 and teaching space 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
Appendix D - West Mall Swing Space Room 309 [added 11/06/2020]
Appendix E - Biological & Chemical Safety Training Resumption Form [added 11/06/2020]
Appendix F – Radiation Safety Training Resumption Form [added 11/06/2020]

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 is 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, call 811 and follow the instructions provided by Public Health. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: BCCDC. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises when the fever is gone and they are feeling better [updated 12/01/2020]
- All SRS employees working at a UBC site are required to verify their daily self-assessment is complete prior to beginning their shift:
    - Campus Security Patrol Staff will be completing a sign-in sheet confirming that they have completed the self-assessment. Shift supervisors will be reviewing this sheet at the beginning of each shift.

  All other SRS workers will use the following weblink: ["Safety & Risk Services - COVID-19 Active Self-Assessment Confirmation"] to access the BC Health Self-Assessment and confirm it has been completed and they have followed any instructions provided. [updated 12/01/2020]
- Supervisors or designate will be responsible for monitoring compliance to the Self-Assessment Confirmation. [updated 12/01/2020]
- 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 program: "Workday" [updated 11/06/2020]

## 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 Documentwill 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
  - Non-Medical Masks requirements [added 12/01/2020]
- 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.

| 26. Monitoring/Updating COVID-19 Safety Plan<br>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.<br>• Staff are advised to raise any concerns with their supervisors or JOHSC members so that any concerns can be addressed.<br>• See Appendix G: COVID-19 Workspace Safety Plan Document Revision [updated 11/6/2020] |
| 27. Addressing Risks from Previous Closure<br>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<br>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 |
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| PPE:<br>• Each location will determine their PPE needs relative to the job risk assessment and this will be reflected in their appropriate appendix.<br>• 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/

[updated 10/01/2020]

## 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.

[updated 10/01/2020]

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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: Dec. 1, 2020
Name (Head of Unit): Rae Ann Aldridge
Title: Executive Director, Safety & Risk Services

Departmental Leadership Team Occupying Workspace

| Name | Email | Confirmation of Understanding |
|---|---|---|
| Bruce Anderson | bruce.anderson@ubc.ca | ☒ |
| Jamiann Questa | jamiann.questa@ubc.ca | ☒ |
| Shannon Boychuck | shannon.boychuck@ubc.ca | ☒ |
| Michael Lonsdale-Eccles | michael.lonsdale-eccles@ubc.ca | ☒ |
| Ali Mojdehi | ali.mojdehi@bc.ca | ☒ |
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| Faiza Samnani | faiza.samnani@ubc.ca | ☒ |

# 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;

   Office area – maximum 10 -12 people [added 11/6/2020]
   Photocopy room – 1 person at a time
   Kitchenette – 4 people (3 seated, one standing)
   Meeting room 335 – 3 people
   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/printer 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: West Mall Swing Space Room 309

[added 11/6/2020]

## Introduction

West Mall Swing Space (SWNG) is located at 2175 West Mall and SWNG Room 309 classroom will be used by Safety & Risk Services to hold in-person safety trainings for UBC Facilities. Instructors of in-person safety trainings will include SRS staff members as well as external trainers.

## Contact Density (proposed COVID-19 Operations)

- In person teaching in SWNG 309 with an instructor and employees. Class size will range from 4 to 14 employees plus 1 instructor, depending on the type of training offered. The employees will be physically distanced when seated.
- Only 1 training will take place each day to minimize employees crowding in the hallways
- Trainings will run from 7:30am to 3:30pm.
- Access to classrooms after 5pm will be limited to allow for cleaning.
- For employees, high contact areas are tables and chairs. For instructors, high contact area will be AV equipment.
- Potential close/brief contact locations are entry/exit to main doors and Room 309 door, general open plan classroom with tables and chairs in Room 309, hallways, stairwells.

## Contact Number (proposed COVID-19 Operations)

- The number will depend on the training offered, and will include an instructor and employees. Class size will range from 4 to 14 employees plus 1 instructor.
- Typically classroom density is between 1-2sq metres per student. For COVID-19 operations, the space is approx. 8 sq metres per student based on the ability to maintain physical distancing.

## Hazard Identification

Employees coming in contact at a distance shorter than 2m

- Walking by tables and chairs
- Some desks are in close proximity to one another, measured at 1.8 m apart.

## Risk Level Determination (H/M/L)

- Risk Level Determination Pre-COVID is moderate to high pre-mitigation. Mitigation procedures have centered around reducing contacts and decreasing class sizes to allow for physical distancing.
- Considered to be low risk post mitigation, with respect to the current state of BC.

## Work from Home/Remote Work

- UBC as an employer is responsible for ensuring their employees are properly instructed and trained on how to do their work safely. Majority of safety training is provided in-person due to the nature of the training and the need for practical assessments. UBC Facilities employees within Trades, Municipal and Custodial who need these trainings are considered crucial workers and are working on campus 100% of the time unless they show flu-like symptoms. In these cases, such

workers have been and will continue to be instructed to stay at home.

## Work Schedule

- Safety training sessions will be planned for the year to ensure appropriate usage of the room.

## Spatial Analysis: Occupancy Limits

- Maximum occupancy for SWNG 309 is 15 people.
- Using room plans, created from as-built drawings in AutoCAD, capacity is based on each student having a 2m diameter circle, with no overlap. In the future, if the 2m physical distancing requirement is relaxed, we will review and change occupant limits.
- Furniture was moved to create the highest occupancy limit while maintaining the 2m distancing and sufficient aisle space for moving into and around the room.
- Floors will be marked with tape and decals to indicate where students can sit, and where instructors can stand and roam.
- Instructors and employees will enter and leave classroom in single file maintaining 2m physical distancing requirement.
- The number of students has been limited in SWNG 309.
- Room occupancy limits will be posted outside of SWNG 309.
- Floor plan layout will be posted in SWNG 309.

## Accommodations to Maintain 2 Meter Distance

- Tables will be marked at locations where students can sit keeping 2m physical distance.
- Instructor area at front of room will be marked with tape.
- Advisable to open windows especially when it's not too hot/noisy.

## Partitions or Plexiglass Installation

- Partitions or plexiglass will not be necessary in SWNG 309 as employees will be physically distanced when seated.

## Transportation

- Staff will strictly adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance.

## Cleaning and Hygiene

- Building Operations (http://facilities.ubc.ca/covid-19/covid-custodial-services) will provide enhanced classroom cleaning once a day (usually evening) that will include wiping down of high touch surfaces (door handles, table tops)
- It is recommended that all individuals entering SWNG 309 wash their hands with soap and warm water for 30 seconds before and after leaving the classroom or make sure of nearby hand sanitizer stations.
- Washrooms (Rooms 303 and 304) available for hand washing are located down the hall.
- Hand sanitizer stations will be provided.

- Disinfectant and paper towels will be provided.

## PPE Requirements

- No PPE is required while in SWNG 309 as employees will be physically distanced when seated.
- Note: Various PPE may be required depending on the type of safety training and is already being used during the practical assessments (e.g. safety footwear, gloves).

## Non-Medical Masks

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of masks in classrooms:
    - Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their masks when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
    - Instructors are not required to wear a mask in classrooms while physically distanced (2m) from employees.
    - Masks must be worn per UBC's mask policy:
        - When travelling through building corridors and shared spaces
        - While entering or exiting classrooms
        - Within classrooms while moving to their seat, or at any other time that 2m physical distancing cannot be maintained.

# Appendix E: Biological & Chemical Safety Training Resumption Form

[updated 12/01/2020]

This plan pertains to the re-establishment of Biological & Chemical Safety Practical Training in Room 103 of the Wesbrook Building. Following approval by the Departmental Leadership, it will be included as an appendix in the SRS COVID-19 Safety Plan.

The SRS COVID-19 Safety Plan articulates the underlying responsibilities, context, and guiding principles on which this plan is based.

The information collected below outlines the approach that the instructors will take to control access to the space, how they will work within the building safety measures, and additional safety protocols that will be in place.

All requisite safety plan communications and signage will be posted at the building entrance and on the lab door so that all course participants can see what measures have been implemented, expectations for conduct and the cap for the number of people in the space. Beyond posting the document on the door, the instructors must inform his/her trainees of the relevant plan contents.

**Name**: Safety and Risk Services c/o Peggy Paduraru and Janet Hankins

**Email**: peggy.paduraru@ubc.ca, janet.hankins@ubc.ca

**Mobile Phone#:** 604-788-0550, 604-209-3199

1. Briefly outline proposed experiments/research that require on-campus access:

The Chem and Bio Safety units within SRS will use WESB 103 to teach the practical sessions for the Chemical and Biological safety Courses from October 13th, 2020 to May 31st, 2021. The courses have an online component that is completed by the participants prior to attending the practical session. The practical sessions provide a safe space for new research lab members to practice basic safety procedures, including hand washing, spill clean up and safe storage practices prior to being allowed independent access to their own labs.

The SRS training lab in UBC hospital is currently unavailable for these sessions, due to hospital access restrictions during the Public Health Emergency and its relatively small size would necessitate a maximum training session size of 4 participants under the current physical distancing guidelines.

2. Fill in the table with all the rooms your research personnel will access. Note that there must be space for physical distancing.

*The occupancy of the room during training course will be a maximum of 12.*

| Room # | Room type (lab, equipment room, office, or other) | # of personnel who will work in this room as their primary location | Total # of personnel who need access to this room? | Max. # at one time during Phase 1 |
|---|---|---|---|---|
| 103 | lab | Maximum of 10 course participants plus one or two instructors | 12 | 12 |

3. Is your lab space shared?
No. Lab is assigned solely to SRS Research Safety from October 1st, 2020 to May 31st, 2021.

4. Are all personnel from your group accessing the lab certified (yes/no).
The instructors teaching the practical sessions are fully certified. The participants will obtain certification at the end of the lab session. There will always be at least one instructor present in the lab.

5. List the personnel below who will require access to on-campus space in Phase 1, and their position (Grad participant, Postdoc, RA, Faculty, Undergrad, Technician, Research support, Staff):

| | |
|---|---|
| Peggy Paduraru (Chem) | Staff (instructor) |
| Janet Hankins (Bio) | Staff (instructor) |
| Sonam Uppal (Chem) | Staff (instructor) |
| Sharlene Eivemark (Bio) | Staff (instructor) |
| Anastasia Kuzmin (Bio) | Staff (instructor) |

In addition to the list above, there will be the course participants who will access the room once to complete the course requirements (or twice if taking both courses). With registration, participants will be notified of the need to:

- Self-assess for symptoms of or exposure to COVID-19 (as per the BC CDC Self-Assessment Tool) and stay home if experiencing any symptoms
- Complete the Preventing COVID-19 Infection in the Workplace course available at www.wpl.ubc.ca
- bring a clean lab coat, non-medical mask, eye protection and a pen to the session
- avoid bringing excess personal belongings.

A reminder with this information will be automatically sent by email 24 hr prior to the start of the session. Registration ensures the availability of contact tracing information on an ongoing basis.

The instructor will:

- confirm at point of entry the name of each participant and their completion of the Thrive BC self-assessment tool;
- provide reminders of the need for a Respectful Workplace and the importance of maintaining physical distancing.

[Updated 12/01/2020]

The mandatory mask directive will be followed by instructor and participants. If a participant is not wearing a mask, the instructor will gently offer the participant a disposable 3-ply mask. Each class will begin with a reminder of the need to be respectful of the personal nature of circumstances that would prevent mask usage. If masks are doffed where they impede communications needed for effective training and safe handling of hazardous research materials within the session, physical distancing of 2 m will be strictly maintained at all times.

**6. Describe how will you schedule occupancy of your lab space to ensure physical distancing is maintained?**

- Participants to the practical sessions sign up online for a specific date/time and the registration system will limit the number or registrants per session to 10.
- When sessions are offered am and pm, there will be at least 1 hour in between the sessions to minimize the chances of overlap between the participants and to allow for cleaning.
- Session instructor to meet participants under the cover at the front entrance of Wesbrook to take attendance and modulate entry into the building.
- The participants will physical distance while waiting outside the building under cover until the instructor arrives to take attendance and escort them into the building. Participants will sanitize their hands upon entrance and a 2 m distance will be kept while attendance is taken by an instructor.
- As attendance is taken, participants will be directed to follow the directional traffic flow markers on the floor to the training lab – as communicated by the instructor as the participants enter the building.
- The stations the participants are assigned to occupy will be marked on the floor with marking provided by the UBC Building Operations. The markings will provide a visual cue that assures a minimum of 2 m (6 ft) between participants.
- Once there, each participant be directed to a station and then to place any personal belongings (other than the lab coat, mask, pen and eye protection needed for the into their assigned cupboard at their assigned station.
- All supplies needed for the exercises will be provided at each station to limit the potential bottlenecks of participants while fetching supplies.
- During biosafety sessions 2-4 participants will be chosen to participate in a hand washing exercise.
- At the end of the exercise, quiz papers will be distributed. As each participant finishes the quiz, they will be directed to wash their hands, pick up their personal belonging and leave the building via the main entrance. Typically, the variation in time taken to write the quiz provides a natural spacing between participants, but if necessary, a queue will be established.

**7. Are there any tasks where physical distancing cannot be maintained (yes/no)?**
Yes, but only momentarily. There is a brief (5-10 seconds) period of closer proximity when the instructor creates a small spill at each station for the clean up exercise. During the biosafety training session, the instructor also provides a small amount of fluorescent talc on the gloves of each participant.

**8. Outline plans to address regulations on working alone/working in isolation**
Does not apply – participants will be supervised at all times by at least one instructor.

**9. Identify high-contact points that need to be sanitized**

The following surfaces will be cleaned with UBC SRS approved disinfectants consisting of one of either: 70% Isopropanol with 0.1% SDS (Sodium dodecyl sulphate/Laurel sulfate); 80% Ethanol with 0.1% SDS (Sodium dodecyl sulphate/Laurel sulfate); or 10% Bleach (household type)
Door handles (both sides)
Storage cupboard handles

Sink Faucet
Benchtops
Light Switches

10. Is equipment in your lab space used by personnel from other labs (yes/no)?
No

11. Will you need to access equipment located in other research labs, or your lab equipment housed in shared equipment rooms in your building (yes/no)?
No

Acknowledgment that session instructors have taken the SRS COVID-specific training course, and agree to abide by policies and principles outlined in the:
1) SRS COVID Safety Plan
2) This plan.

A signature or an email confirmation from research personnel is acceptable (only sign this after this form has been reviewed, in the event that changes are required)

SRS PERSONNEL NAME Peggy Paduraru SIGNATURE _____

SRS PERSONNEL NAME Janet Hankins SIGNATURE _____

SRS PERSONNEL NAME Sonam Uppal SIGNATURE _____

SRS PERSONNEL NAME Sharlene Eivemark SIGNATURE _____

SRS PERSONNEL NAME Anastasia Kuzmin SIGNATURE _____

I, _ Peggy Paduraru and Janet Hankins__, agree to comply with all safety protocols in place in my Department while conducting research and scholarly activity on the UBC-Okanagan or UBC-Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

I confirm that safety protocols to address the following issues are available and have been implemented in rooms and spaces bearing this notice (*indicative list*):

1. In keeping with guidance from the Provincial Health Officer:
    a. Personnel will stay at home if they are sick with cold or flu symptoms as per the BC CDC list.
    b. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
    c. Personal hygiene: regular hand washing, covering coughs and sneezes
    d. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
    e. Wearing nonmedical masks, as per UBC Campus Rules, when in UBC controlled spaces.
2. Personal protective equipment: Any PPE required to undertake this activity is available to meet the needs of the people present;
3. The maximum number of personnel in WESB ROOM # _103___ at any one time will be no more than

12 People

ACKNOWLEDGEMENT

By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:

- Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
- Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
- It is my responsibility as the Principal Investigator to ensure that I along with all faculty, staff and participants engaged as part of my research activities are aware of and comply with the relevant COVID-19 and other safety protocols.
- Only those people essential for the activity to be performed in this space will be asked to return to work;

| Peggy Paduraru | | |
|---|---|---|
| Name | Signature | Date |
| Janet Hankins | | |
| Name | Signature | Date |

Department Approval

| | | |
|---|---|---|
| Name | Signature | Date |

## Cleaning Protocol for WESB 103 while being used by SRS for teaching purposes

For the high contact surfaces listed in Section 9 above, the table below outlines the disinfectant and frequency of cleaning:
The disinfectant used will be one of either: 70% Isopropanol with 0.1% SDS (Sodium dodecyl sulphate/Laurel sulfate); 80% Ethanol with 0.1% SDS (Sodium dodecyl sulphate/Laurel sulfate); or 10% Bleach (household type)

| Surface | Frequency |
|---|---|
| Door handles (both sides) | After each session |
| **Storage Cupboard Handles** | End of each day |
| **Sink Faucet** | After each session |
| **Benchtops** | After each session |
| **Light Switches** | End of each day |
| **A/V Controls (Screen/on/off)** | End of each day |

Briefly, disinfectant will be used to saturate a paper towel which will then be applied to the surface in a wiping motion for 1-3 min.
A fresh paper towel will be used for each station or location to avoid cross contamination or excess evaporation between stations.

# Appendix F: Radiation Safety Training Resumption Form

[Updated 12/01/2020]

This form pertains to the re-establishment of Radiation Safety Practical Training in the SRS Training & Radiation Protection Lab in UBC Hospital, Koerner Pavilion. Following approval by the Departmental Leadership, it will be included as an appendix in the SRS COVID-19 Safety Plan.

The SRS COVID-19 Safety Plan articulates the underlying responsibilities, context, and guiding principles on which this plan is based.

The information collected below outlines the approach that the instructors will take to control access to the space, how they will work within the building safety measures, and additional safety protocols that will be in place.

All requisite safety plan communications and signage will be posted on the lab door so that all trainees can see what measures have been implemented, expectations for conduct and the cap for the number of people in the space. Beyond posting the document on the door, the instructors must inform his/her trainees of this process.

**Name**: Safety and Risk Services c/o Janet Hankins

**Email**: janet.hankins@ubc.ca

**Mobile Phone#:** 604-209-3199

1. Briefly outline proposed activity that require on-campus access:

The UBC Radiation Safety Committee has requested to SRS through the Radiation Safety Advisor the training of research personnel being assigned to work with radioactive materials at this time. The course has an online component that is completed by the participants prior to attending the practical session. The practical sessions provide a safe space for new research lab members to practice basic safety procedures, including spill clean up, contamination detection and control prior to being allowed independent access to their own labs.

The SRS training lab in UBC hospital would be used for these sessions, and its relatively small size would necessitate a maximum training session size of 3 participants and 1 instructor under the current physical distancing guidelines. The expectation is that 5 sessions, held at most once per week, would satisfy current demand.

2. Fill in the table with all the rooms your research personnel will access.

*Occupancy of personnel for the SRS training course in the SRS teaching lab at any given time will be a maximum of 4.*

| Room # | Room type (lab, equipment room, office, or other) | Total # of personnel who occupy to this room? |
|---|---|---|
| 325 | Office & storage space | 2 at any one time; 4 per session |
| 326 | Training Lab | 4 at any one time. |

3. Is your lab space shared? No
No, the lab belongs to SRS Research Safety. Other training session types have moved to larger locations.

4. Are all personnel from your group accessing the lab certified (yes/no).
The instructors teaching the practical sessions are fully certified. The students will obtain certification through completion of the lab session. There will always be at least one instructor present in the lab.

5. List the personnel below who will require access to the space in Phase 1, and their position (Grad student, Postdoc, RA, Faculty, Undergrad, Technician, Research support, Staff):

| | |
|---|---|
| Janet Hankins (Bio) | Staff (instructor) |
| Sharlene Eivemark (Bio) | Staff (instructor) |
| Anastasia Kuzmin (Bio) | Staff (instructor) |

In addition to the list above, there will be the course participants who will access the room once to complete the course requirements. With registration, students will be notified of the need to:

- Self-assess for symptoms of or exposure to COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) and stay home if experiencing any symptoms
- Complete the Preventing COVID-19 Infection in the Workplace course available at www.wpl.ubc.ca
- bring a clean nonmedical mask (unless they have an exception to not wear one.
- minimize personal belongings.

Registration will also ensure the availability of contact tracing information on an ongoing basis.

The instructor will:

- confirm at point of entry the name of each participant and their completion of the Thrive BC self-assessment tool;
- provide reminders of the need for a Respectful Workplace and the importance of maintaining physical distancing.

[Updated 12/01/2020]

The mandatory mask directive will be followed by instructor and participants. Disposable masks are provided to prevent the contamination of participants' personal re-usable masks. If a participant is not wearing a mask as per the exceptions outlined in the Campus Rules, the instructor will begin the class with a reminder of the need to be respectful of the personal nature of circumstances that would prevent mask usage. Since physical distancing of 2 m will be maintained at all times, masks may be doffed where they impede communications needed to effective training and safe handling of radioactive materials within the session.

**6. Describe how will you schedule occupancy of your lab space to ensure physical distancing is maintained?**

- Participants to the practical sessions sign up online for a specific date/time and the registration system will limit the number or registrants per session to 3.
- When sessions are offered once per week and to allow for decay of residual radiation, and

complete preparation/cleaning.

- The students will wait outside the building at a designated meeting location and at the specified time the instructor will escort them into the building. Students line up 2m apart to leave their belongings in the office and don a lab coat. They will wash their hands upon entrance to the lab and then be directed to a station for the duration of the session. The process will be supervised by an instructor.
- The stations the students are assigned to occupy will be marked on the floor with marking provided by the UBC Building Operations. The markings will provide a visual cue that assures a minimum of 2 m (6 ft) between participants.
- Students will be assigned to a specific station for the duration of the lab session as noted on the sign in sheet. The station number will be communicated as the students sign in.
- All supplies needed for the exercises will be provided at the end of the bench for each station to limit the potential bottlenecks of fetching supplies.
- During biosafety sessions 2 participants will be chosen to participate in a hand washing exercise, at the end of which they will be provided a fresh pair of gloves to finish out the exercises.
- At the end of the exercise, students will be directed to wash their hands, pick up their personal belonging and leave the building via the main entrance. Typically, casual quest Q&A provides a natural spacing between students, but if necessary a queue will be established.

**7. Are there any tasks where physical distancing cannot be maintained (yes/no)?**
**No**

**8. Outline plans to address regulations on working alone/working in isolation**
Does not apply – students will be supervised at all times by at least one instructor.

**9. Identify high-contact points that need to be sanitized**

The following surfaces will be cleaned with UBC SRS approved disinfectants consisting of one of either: 70% Isopropanol; 80% Ethanol or 10% Bleach (household type)
Door handles (both sides)
Sink Faucet
Benchtops
Chairs
Light Switches
A/V Controls (Screen/on/off)

10. Is equipment in your lab space used by personnel from other labs (yes/no)?
No

11. Will you need to access equipment located in other research labs, or your lab equipment housed in shared equipment rooms in your building (yes/no)?
No

Acknowledgment that all instructors and participants will have had taken the SRS COVID-specific training course, and agree to abide by policies and principles outlined in the:

1) SRS COVID Safety Plan
2) This plan.

SRS PERSONNEL NAME Janet Hankins SIGNATURE _____

SRS PERSONNEL NAME Sharlene Eivemark SIGNATURE _____

SRS PERSONNEL NAME Anastasia Kuzmin SIGNATURE _____

I, _ Janet Hankins__, agree to comply with all safety protocols in place in my Department while conducting research and scholarly activity on the UBC-Okanagan or UBC-Vancouver campus. I understand that permission to conduct on-campus research, scholarship and creative activity is limited to those who require on-site resources, and cannot work remotely.

I confirm that safety protocols to address the following issues are available and have been implemented in rooms and spaces bearing this notice (*indicative list*):

1. In keeping with guidance from the Provincial Health Officer:
    a. Personnel will stay at home if they are sick with cold or flu symptoms
    b. Physical distancing: all people present in this space will respect physical distancing by keeping two meters (six feet) away from one another at all times;
    c. Personal hygiene: regular hand washing, covering coughs and sneezes
    d. Regular and thorough cleaning, particularly of high-touch, high-traffic points;
2. Personal protective equipment: Any PPE required to undertake this research is available to meet the needs of the people present;
3. The maximum number of personnel in ROOM # _326___ at any one time will be no more than

# 4 People

ACKNOWLEDGEMENT

By signing this form, I acknowledge that the health and wellbeing of our university community is paramount, and we will follow guidance from the Provincial Health Officer, the University, WorkSafe BC, and other relevant authorities.

I also acknowledge that:

- Failure to uphold the commitment confirmed here could result in the loss of research access privileges.
- Non-compliance in my research setting could jeopardize the ability of on-campus activity to continue during the COVID pandemic.
- It is my responsibility as the Principal Investigator to ensure that I along with all faculty, staff and students engaged as part of my research activities are aware of and comply with the relevant COVID-19 and other safety protocols.
- Only those people essential for the activity to be performed in this space will be asked to return to work;

| Janet Hankins | 23September 2020 |
|---|---|
| Name | Date |

Rae Ann Aldridge

| | 23September 2020 |
|---|---|
| Name | Date |

## Cleaning Protocol for KPAV G326 while being used by SRS for teaching purposes

For the high contact surfaces listed in Section 9 above, the table below outlines the disinfectant and frequency of cleaning:
The disinfectant used will be one of either: 70% Isopropanol; 80% Ethanol; Lysol or 10% Bleach (household type)

| Surface | Frequency |
|---|---|
| Door handles (both sides) | After each session |
| **Sink Faucet** | After each session |
| **Benchtops** | After each session |
| **Chairs (backs and seats)** | After each session |
| **Light Switches** | End of each day |
| **A/V Controls (Screen/on/off)** | End of each day |

Briefly, disinfectant will be used to saturate a paper towel which will then be applied to the surface in a wiping motion for 1-3 min.
A fresh towel will be used for each station or location to avoid cross contamination or excess evaporation between stations.

## Appendix G: COVID-19 Workspace Safety Plan Document Revision

| Date | Version | Writer | Change Description | Approved By |
|---|---|---|---|---|
| 2020.12.08 | December 2020 | Mardi Henderson SRS Associate | Verification of daily self-assessments of COVID-19 symptoms added. Sections updated: 17. Worker Screening; 24. Signage. Appendix E: Biological & Chemical Safety Training Resumption Form Appendix F: Radiation Safety Training Resumption Form | Rae Ann Aldridge Executive Director, SRS |
| 2020.11.06 | November 2020 | Mardi Henderson SRS Associate | Included Radiation Safety Training Resumption Form; Biological & Chemical Safety Training Resumption Form and West Mall Swing Space Room 309 to the appendices. Updated absenteeism tracking to Workday, Updated Risk Analysis for Teaching, Updated SRS office occupancy | Rae Ann Aldridge Executive Director, SRS |
| 2020.10.01 | October 2020 | Paul Gill Mgr, Health & Safety | Added risk assessment, Updated regulatory links, signage, emergency procedures, non-medical mask language | Rae Ann Aldridge Executive Director, SRS |
| 2020.07.22 | July 2020 | Faiza Samnani Mgr, Administration & Finance | Document Inception | Peter Smailes VP Finance & Operations |