



COVID-19 Procedure for Conducting Work Outside Your Building of Primary Occupancy

Purpose

Various units within UBC, by nature of their work, have members who are required to enter different UBC buildings to carry out their tasks. The purpose of this safe work procedure is to outline the measures that will be followed by workers within these units to prevent the risk of COVID-19 infection. The information and procedures contained here are in addition to pre-existing roles & responsibilities for safe work practices.

Scope

This procedure applies to all faculty, staff and paid students who provide a service or have been assigned to perform work duties in a work location where they are not typically situated.

Regulations

- Workers Compensation Act Section 21, 22, 23
- Occupational Health and Safety Regulation Section 4.85(1)

Responsibilities

Department Head

- Provide the safe work procedures outlined in this document and direct their implementation.

Supervisor

- Identify all workers under your supervision who carry out work in buildings other than the primary workspace. This includes employees assigned to provide technical or core services to the Point Grey Campus and research personnel using facilities available in other buildings.
- Implement controls using the hierarchy of controls to minimize the risk due to the hazard
- Ensure safe work procedures are documented
- Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
- Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant
- Communicate risks that may arise outside of those that are predetermined

Workers

- Understand and follow this safe work procedure
- Understand and follow the guidance provided by Safety & Risk Services (SRS) regarding how to conduct yourself during COVID-19. See course [“Preventing COVID-19 Infection in the Workplace”](#)



- Complete the required training for the task
- Use proper personal protective equipment
- Report any unsafe conditions to their supervisor
- If you believe you have been exposed to COVID-19 due to your work activities, notify your supervisor immediately. Follow the instruction provided on SRS's website "[Reporting potential COVID 19 exposure](#)"
- Report all incidents in [CAIRS](#)

Training Requirements

All staff must complete the "[Preventing COVID-19 Infection in the workplace](#)" course prior to entering Buildings on Point Grey Campus to carry out their tasks.

Materials/Equipment

- [60-90% alcohol-based sanitizer](#)
- [Health Canada approved disinfectant](#) or [PHAC approved disinfectant](#)
- [Health Canada approved Hand sanitizer](#)

Safe Work Procedure

Before Commencing Work within a UBC Building, workers will:

1. Assess themselves daily for [COVID-19 symptoms](#) and stay home if they are experiencing symptoms or taking care of someone with symptoms.
2. Wash their hands with soap and water for at least 20 seconds. When a sink is not available, 60-90% alcohol-based hand sanitizer will be used and rubbed on hands for 20-30 seconds until dry.

This will be carried out:

- Upon arriving to work
- Upon arrival to another building
- When moving between site types where there is an identified risk of cross contamination, such as moving between labs and kitchens, or between bathrooms and offices
- Before and after handling shared tools and equipment
- Before and after using Personal Protective Equipment
- Before and after going on a break
- After using the washroom
- After sneezing or coughing
 - Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable issue or the crease of their elbow and then wash their hands
- When hands are visibly dirty
- Before and after food prep or eating
- After handling items that have come into contact with the public



3. Decontaminate their equipment with an approved disinfectant
4. Adhere to the "[UBC Employees COVID-19 Use of Share UBC Vehicles](#)" guidance document when commuting via shared UBC Vehicles.

Commencing Work/Work Procedure within a UBC Building:

1. Workers will follow the specific written safe work procedure for the task that the need to carry out and also incorporate the following:
 - Maintain a two meter physical distance as much as possible
 - Adhere to all COVID-19 Safety Plan signage within the building
 - Practice walking on the right and yielding to oncoming traffic where directional signage is not posted
 - Wash hands in accordance with the list outlined above
 - Contact UBC First Aid by calling 604-822-4444 or 2-4444 (UBC landlines) if workers feel sick at work

Post Procedure:

1. Workers will wash hands in accordance with the list outlined above
2. Workers will disinfect their equipment
3. Workers will adhere to the "[UBC Employees COVID-19 Use of Share UBC Vehicles](#)" Guidance document when commuting via shared UBC Vehicles

Other Important Information

A list of what buildings individuals enter on a daily basis must be maintained, either by the supervisor tracking work assignments or by staff members maintaining their own logs. This information must be readily accessible in the event it is required by Vancouver Coastal Health to carry out contact tracing.

Where there is an approved COVID-19 Safety Plan that calls for the use of nonmedical masks as in line with industry protocols or in consideration of established susceptibility factors, anyone entering the building for the types of purposes described here will don a mask as supplied by the building management.

Anyone entering a UBC building will do their best to follow the traffic flow procedures posted, understanding that in some cases unfamiliarity may result in unintended non-compliance.

All personnel must carry their UBC Card at all times. Only those individuals with authorization may be on site.

Where the work involves workstations assigned to individuals (e.g. on-site IT Services troubleshooting) workers will take measures to prevent or remove contamination prior to working and before leaving (e.g. apply disinfectant or use a protective film) and maintain a physical distance of 2 metres from the occupants.



It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours. In this event the following will apply:

- Custodial Services must not be impeded or prevented from completing their work.
- A Work Alone Policy must be implemented for any staff working on their own.

Review and Retention

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.