**COVID-19 Workspace Safety Plan Amendment Document**

**Amendment Date: September XX, 2020**

***Use of this Amendment document:*** *This amendment document is to be used only for approved COVID-19 Workspace Safety Plans.*

*Please add relevant content from this document to the applicable sections of your plan.*

*All items identified as “New” were not on the previous version of this template*

***Use of this template:*** *All light italicized grey font is instructional and must be removed before the final copy is approved.*

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| Department / Faculty |  |
| Facility Location | *(building name and address)* |
| Proposed Re-opening Date |  |
| Workspace Location |  |

## Introduction to Your Operation

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| 1. Scope and Rationale for Opening (Optional change) |
| The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/> (New)   * 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   Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.  *Outline applicable risks under this Plan. You may note any qualifiers, and unit responsibilities assigned for communication and mitigations/controls.*  *E.g. Department Unit A – Applicable Risks – 1, 2, 5. Department Unit A will communicate risks and controls in their Plan.* |

## Section #1 – Regulatory Context

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| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf) * [BC COVID-19 Self Assessment Tool](https://bc.thrive.health/) (New) |
| 4. WorkSafeBC Guidance |
| * [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation) * [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices) (New) * [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced) (New) |
| 5. UBC Guidance |
| * [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf) (New) * [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)(New) * [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)(New) * [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)(New) * [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID-19-PPE-Guidance_Sept2020_final.pdf) * [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/) * [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)(New) * [UBC Facilities COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information * [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)(New) * [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)(New) * [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)(New) * [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)(New) * [UBC Classroom Safety Planning](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning)(New) * [UBC Signage](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)(New) * [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf) ̣̣(New) |
| 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 their household or as medically advised |
| *Until UBC or the province provides greater guidance, your screening process, at minimum, must include front and back entry door signage for workers, visitors and guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC provides such signage, as below:* (New)   * + [[UBC Entry Check Sign](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf) [(New)](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)   + [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)   + [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) |

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| 20. Equipment Removal/SanitationDetail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as coffee makers, kettles, shared dishes and utensils. |
| * *Consider the assignment of key pieces of equipment and label with the name of the assigned employee* * *If equipment cannot be individually assigned, then consider and explain your sanitation regime (or reference it above)* * *Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water* (New) |

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| 25. Emergency Procedures Recognizing limitations on staffing that may affect the 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 |
| * *Have designated staff review BERP and/or all returning staff must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff.* (New) * *Other suggested language (chose what applies based on your operations) to discuss the approach to handling potential COVID-19 incidents (where symptoms may be suspect):* * *For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444* * *Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the* [*SRS webpage*](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)*.* (New) * *Direct people who are unsure about what they should do to the* [*BC Self Assessment Tool*](https://bc.thrive.health/)   [*OPH Programs and Services*](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/) ***remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.***(New) |

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| 26. Monitoring/Updating COVID-19 Safety Plan 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) - the plan must remain valid and updated for next 12-18 months |
| * *Suggestion is to include a statement regarding your frequency of review and what might otherwise trigger a review or change to your plan (e.g. higher building occupancy, shift in provincial phases, or simply a standard review cycle, such as every other month) for up to 18 months* * *See Appendix [X]: COVID-19 Workspace Safety Plan Document Revision* (New) |

## Section #7 – Non-Medical Masks

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| 29. Non-Medical Masks (New) Describe your plan to inform faculty and staff on the wearing of non-medical masks |
| * *See* [*Using Non-Medical Masks*](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) *website for the most up to date information* * ***Suggested language for Overarching Portfolio Plans:***   *“All staff in portfolio will follow the requirements around mask-wearing described in*[*https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/*](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/)*and*[*https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf*](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf)*.*   * + *Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).”*   + *Intermediate and Unit/Workspace/Local Safety Plans will utilize the* [*COVID-19 Safety Plan Addendum: Required Non-Medical Masks*](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf) *document as a guidance tool on how to incorporate NMMs into the plans and the workplace* |

# Appendices

## Appendix [X]: COVID-19 Workspace Safety Plan Document Revision (New)

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| Date | Version | Writer | Change Description | Approved By |
| 2020.MM.DD |  | First, Last Name, Role | Briefly Identify | Head of Unit / Dean / VP, Role |