



# COVID-19 Safety Plan

## Offices/Administrative Areas

### Scope

UBC is committed to providing a healthy and safe environment. This safety plan details the COVID-19 measures and controls required for all UBC Vancouver offices and administrative areas. This plan is in alignment with the criteria outlined by Public Health. Beyond COVID-19, this plan includes strategies to prevent the spread of communicable diseases on campus.

### Rationale

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working. Above and beyond immunizations, infectious contacts throughout the post-secondary environment can be reduced using the prevention and control measures outlined in this plan.

### Engagement and Review

COVID-19 Safety Plans have been developed in collaboration with Public Health, the Ministry of Advanced Education and WorkSafeBC.

This plan has been reviewed by UBC Vancouver's Joint Occupational Health and Safety Committees. Feedback and suggestions have been incorporated into the plan.

### Regulatory Context

[Provincial Health Office Orders](#)

[Provincial and Regional Restrictions](#)

[Post-Secondary Go-Forward Guidelines](#)

[COVID-19 Return to Campus Guidelines](#)

[WorkSafeBC](#)

### Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus. During times of elevated risk, units are to encourage faculty and staff to work remotely where operational and academic needs allow. This won't be possible for all roles; however, Managers are encouraged to approach with care and to prepare for foreseeable increased employee absence due to illness by reviewing and implementing continuity plans as necessary. Where possible, such continuity planning should recognize the additional workload placed on those who are able to work and consider prioritizing critical functions and responsibilities. It is up to each one of us to do our part, but it is our collective efforts that will make the difference.



## UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- [Daily Health Self-Assessments](#) - required of everyone prior to attending campus
- [Stay home if you are sick](#): If you feel sick stay home use the [Thrive Health](#) self-assessment tool for guidance. Follow the advice from [Public Health](#).
- [Signage](#): Everyone must follow relevant signage when moving around UBC campuses or worksites.
- [COVID-19 safety plans & communicable diseases](#): Supervisors will ensure that all faculty and staff are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.
- [Requirement to wear Face Coverings](#) - All persons on UBC premises must wear an appropriate face covering when in indoor public spaces of buildings. Masks are not required in an office or other indoor area where students or members of the public are not present. For a complete list of exceptions and details on mask requirements, refer to the [UBC COVID-19 Campus Rules](#).
- [Following direction of Public Health](#) - as it relates to PHO Orders, contact tracing and isolation requirements

For further information and complete list of rules, visit [COVID-19 Campus Rules](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

## Infection Control in Office Spaces

Although expected occupancy of office spaces is consistent with pre-COVID-19 levels, there are several controls that are being applied within these spaces in order to reduce the risk of COVID-19 transmission.

### Cleaning and Hygiene

UBC Building Operations will continue to clean public spaces and sanitize high touch areas daily. For further information, visit [UBC Building Operations](#). UBC Building Operations clean offices once every two weeks. Desktops and personal items are not cleaned by UBC Custodial Services. Waste must be brought to the centralized sorting stations provided on all floors of each building. Everyone is encouraged to wipe down their own work surfaces and common office equipment regularly. Circulation areas and other shared spaces (including but not limited to staff lounges) will resume normal use with a daily cleaning/sanitizing schedule.

### Respiratory Etiquette and Hand Hygiene

Occupants are expected to practice respiratory etiquette by coughing/sneezing into their mask, a tissue or into the sleeve of their shirt. Occupants are also expected to regularly wash their hands with soap and warm water for at least 20 seconds or make use of hand sanitizer stations. Hand sanitizer stations managed by Building Operations are available in the main building entrance/foyer. Everyone is encouraged to carry their own hand sanitizer.

### Signage

Last edited: April 11, 2022



All occupants, including visitors, are required to follow signage in all spaces.

### Physical Barriers

Office/Administrative areas involving high contact with the public may consider the installation of barriers (e.g. plexiglass). There may be application for plexiglass already installed. Before removing or purchasing additional plexiglass, contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) for advice and recommendations.

### Additional Resources and Support

To support and enhance the health and wellbeing of all faculty and staff, UBC offers a variety of health resources available to the campus community. Visit UBC [Human Resources](#) for further information.

### Communication Strategy

This Safety Plan will be posted on Safety & Risk Services' [website](#) and the [UBC Safe Vancouver App](#). Links to the plan should be included in communication to faculty and staff.

### Monitoring and Continual Improvement

Building administrators, Joint Occupational Health and Safety Committees and Local Safety Teams are encouraged to engage with workers and supervisors to monitor office/administrative areas and report unresolved concerns to [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).

Every effort is to be taken by all students, faculty and staff to promote an understanding of PHO Orders, COVID-19 Campus Rules and COVID-19 Safety Plans within the campus community. A respectful and educational approach is expected for all related interactions. Where faculty and staff are not comfortable addressing non-compliant behavior or feel that related interactions cannot be performed in a respectful manner, matters should be referred to their supervisor. Campus Security can assist as necessary. For further information and strategies, review the [Respectful Engagement guidance document](#).

### Safety Concerns

Any concerns or questions should be initially sent to your direct supervisor. If unresolved, contact your [Joint Occupational Health and Safety Committee representative](#) or [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).