

# 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/>

Department / Faculty	<u>Faculty of Science</u>
Facility Location	<u>UBC Vancouver</u>
Proposed Re-opening Date	<u>June 15, 2021</u>
Workspace Location	<u></u>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The Faculty of Science is permitting “dry lab” space (this includes shared offices, computer labs, meeting rooms, locally-booked classrooms, lunch rooms, etc.) to be opened across Science. In order to ensure a safe return, we are limiting meetings to 1-on-1 in well-ventilated faculty office, and a max. of 4 in ventilated meetings rooms or classrooms.

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 with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- 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.

### Mitigation Plan

Risk #2 will be mitigated by keeping meetings to research groups or co-workers.

Risk #3 will be mitigated by using rooms that are deemed to have suitable ventilation and preferably with openable windows.

Risk #4 will be mitigated by requiring research personnel to wipe down high touch points.

Risk #5 will be mitigated by not requiring any on-campus presence of any researchers who do not need to be on campus. Meetings will be scheduled online.

Points #1 and #6 do not apply.

## Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"><li>• <a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li></ul>
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"><li>• <a href="#">BC’s Restart Plan: “Next Steps to move BC through the pandemic”</a></li><li>• <a href="#">BC COVID-19 Self Assessment Tool</a></li></ul>
4. WorkSafeBC Guidance
<ul style="list-style-type: none"><li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li><li>• <a href="#">WorkSafeBC COVID-19 Safety Plan</a></li><li>• <a href="#">WorkSafeBC: Designing Effective Barriers</a></li><li>• <a href="#">WorkSafeBC: Entry Check for Workers</a></li><li>• <a href="#">WorkSafeBC: Entry Check for Visitors</a></li><li>• <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li></ul>
5. UBC Guidance
<ul style="list-style-type: none"><li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li><li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li><li>• <a href="#">UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance</a></li><li>• <a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a></li><li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li>• Ordering Critical Personal Protective Equipment</li><li>• <a href="#">Building Operations COVID-19 website</a> - Service Level Information</li><li>• <a href="#">COVID-19 Campus Rules</a></li><li>• <a href="#">UBC Entry Check Sign</a></li><li>• <a href="#">Preventing COVID-19 Infection in the Workplace training course</a></li><li>• <a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning</a></li><li>• </li></ul>
6. Professional/Industry Associations
List any specific industry association (or counterpart) guidance used in developing the plan

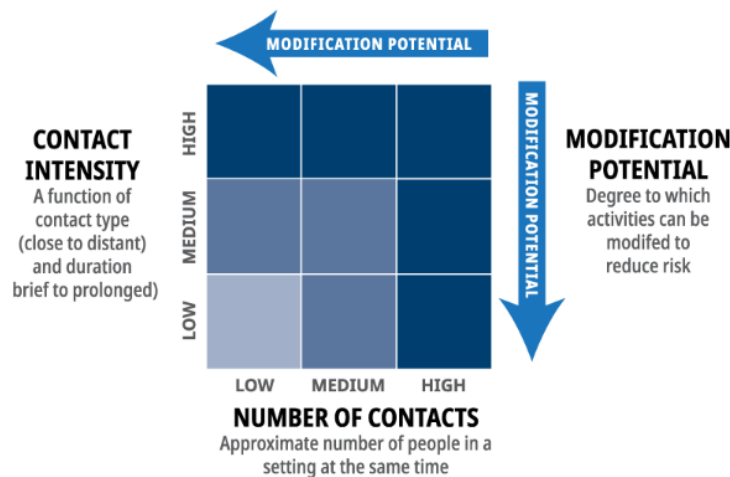
## Section #2 - Risk Assessment

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 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

- One on one meetings will require people to be at least 2m apart at all times.
- The rooms will need to be approved by the head, director, or designate.
- No meetings of more than 4 individuals permitted.
- In shared dry labs, this number may be exceeded, but only if physical distancing can be maintained.
- Flow of people to and from the rooms will be according to building safety plans.

**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)

All rooms to be opened must be done so with permission of the Head, Director, or their designate. Occupation must be limited within these rooms so that physical distancing can be maintained. It is up to the Head / Director to ensure there is a plan in place for rotations if there are too many occupants to accommodate at once. A list of the rooms that are opened and their maximum occupancy (except for single occupancy rooms / offices) must be maintained by the Head, Director, or designate.

**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 plan was developed by the Associate Dean of Research (Science) and the Chair of the Science JOHSC, in consultation with the Dean of Science and the Return to On-Campus Research (ROCR) Committee, which includes faculty, staff, students, and post-docs.

**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 as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly team meetings
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

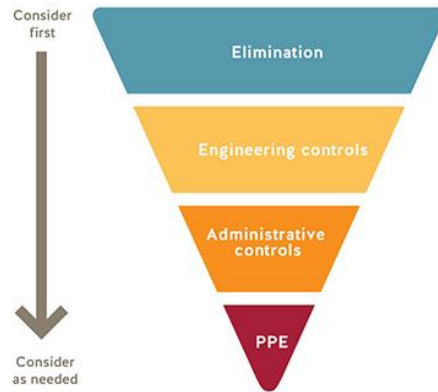
**11. Plan Publication**

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

A final hard copy of this safety plan will be posted to the following: UBC's COVID-19 Safety Plan website, the FoS JOHSC website, and Departmental website.

## 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

In-person meetings will be optional. Required meetings (e.g., defenses, comprehensive exams, group meetings) will continue to be online.

### 13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary

For group rooms that have a greater occupancy than permitted with physical distancing, the PI (or head/director) will be required to schedule research personnel in the space.

Everyone coming to campus must:

- Complete the Mandatory Course- <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>

- b. Confirm they have reviewed the COVID 19 [Campus Rules](https://riskmanagement.sites.olt.ubc.ca/files/2020/07/COVID19-Campus-Rules.pdf):
- c. Confirm they have reviewed the Dry Lab Safety Plan for Science.

**14. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

All of the rooms are within buildings that already have a safety plan in place. Personnel using the spaces will be required to follow signage throughout the building (e.g., traffic flow). Please see the Faculty of Science Covid-19 Safety Plan, and relevant appendices, for details.

**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

Room occupancies approved by the Head or Director will be signed by the PI (or head/director) and posted on the door. Everyone who is using the space must be informed of the limit.

Within shared office spaces and meeting rooms, personnel must sit so that they are at least 2 m apart.

**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

Not applicable.

**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

- [UBC Entry Check Sign](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

People are required to self-check before entering the building and fill out the Active Assessment application. Signage is posted at the entrance to the building indicating that a self-health check is required before entering the building.

**18. Prohibited Worker Tracking**

Describe how you will track and communicate with workers who meet categories above for worker screenings

Each Department has a separate tracking protocol. Please refer to Appendix C of the Faculty of Science COVID-19 Safety Plan for details. The primary method for communication with the workers will be via e-mail.

## 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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Assume custodial standards apply – please see [Building Operations COVID-19 website](#)
- People will use hand sanitizer upon entering the building
- Personnel are expected to wash their hands with soap and water frequently
- High touch points and shared tables must be wiped down with either a 70% ethanol / SDS solution or a bleach-based solution

**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

Not applicable

**21. Partitions or Plexiglass installation**

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Not necessary.

## Section #5 – Administrative Controls

**22. Communication Strategy for Employees**

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

The full communication strategy is outlined in the COVID-19 Safety Plan for the Faculty of Science.

**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 employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.

**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)

- A sign will be posted on the door to any dry labs or other rooms opened that indicates the maximum capacity.
- A sign will be posted on the door to remind occupants to physically distance.
- A sign will be posted on the door to remind occupants to open a window when the room is being used.
- A sign will be posted on the door to wipe down high touch surfaces or other equipment as needed.

**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

- 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](#).
- 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.
- Individuals should review the [Building Emergency Response Plan](#) and be aware that during the COVID-19 closure there are very few people in the building and only one staff member per day
  - In the event of a medical emergency all faculty and staff should call 911 and then first aid at 604 822 4444.
  - In the event of a pull the fire alarms and call 911. Exit the building immediately

**26. Monitoring/Updating COVID-19 Safety Plan**

Describe how 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

The Faculty of Science will collect monitoring information from each department and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the FoS JOHSC, or confidentially to the email address: [accessfeedback@science.ubc.ca](mailto:accessfeedback@science.ubc.ca). This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and feedback will be treated discreetly with heads and directors. For the policy on monitoring compliance, and managing non-compliance, see Appendix E of the COVID-19 Safety Plan for the Faculty of Science.

**27. Addressing Risks from Previous Closure**

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs. It is not anticipated that there will be changes to worker roles during the phased reopening of campus. If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If the worker role changes, the details must be included in either the PI or office admin site-specific safety plan.

**Section #6 – Personal Protective Equipment (PPE)**

**28. Personal Protective Equipment**

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

Personnel should wear any PPE that would normally be required for their research.

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks

#### Describe your plan to inform faculty and staff on the wearing of 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. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules.
- As per UBC’s policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces
  - While entering or exiting dry labs / classrooms / meeting rooms / shared offices / etc.
- Within dry labs / classrooms / meeting rooms / shared offices etc. while moving to a seat, or at any other time that 2m physical distancing cannot be maintained

## Section #8 - Acknowledgement

### 29. 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.

This document will be distributed to all of the Department Heads / Institute Directors via e-mail. It will also be posted on the Faculty of Science website. The acknowledged receipt and compliance by the staff will be handled through the Department Heads and Institute Directors.

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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 on the Faculty of Science webpage.

Date June 21, 2021

Name (Manager or Supervisor) Meigan Aronson

Title Dean of Science

Signature

