

# 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	VPA Administrative Workspaces Plan
Facility Location	<i>Walter C. Koerner Library, 1958 Main Mall, Vancouver BC, V6T1Z2. See appendices for additional locations</i>
Proposed Re-opening Date	<i>Staggered</i>
Workspace Location	<i>6th Floor, Walter C. Koerner Library. See appendices for additional locations</i>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The Administrative Workspaces Intermediate COVID-19 Safety Plan covers the Point Grey campus only and falls under the Vice-President Academic parent plan.

Administrative activities outside of operational requirements will continue remotely until further direction is received from the University. Administrative staff that are required to be on-site will complete the mandatory [Preventing COVID-19 Infection in the Workplace](#) training and will receive a site-specific briefing from their supervisor or designate. A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum. This is likely to continue until the Provincial Government declares that the pandemic is over or that regular workplace activities can resume. All team members must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. The health and safety of all of our team members is our #1 priority.

The Administrative Workspaces are low risk office environments and covers the following portfolios and their associated workspaces:

- The Provost Office
- Strategy and Decision Support
- Planning and Institutional Research (Vancouver)

- UBC Emeritus College
- University Sustainability Initiative

The primary workspaces are:

- Koerner Library 6<sup>th</sup> floor
  - Administrative space with combination of offices, separated cubicles and open workspaces
- Koerner Library 2nd floor
  - Administrative space with combination of offices, separated cubicles and open workspaces
- Ponderosa Commons, Annex F, 1st Floor
  - Administrative space with separate offices
- Centre for Interactive Research on Sustainability, 2nd floor
  - Administrative space with combination of offices, separated cubicles and open workspaces

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

Applicable risk factors (from above) are listed by unit, and may be subject to change based on Covid-19 developments and Campus operations, and will be addressed as part of the monitoring requirements. Unit/Site specific plans will account for controls to specific risk assessments.

- The Provost Office - Applicable Risks: #3
- Strategy and Decision Support - Applicable Risks: TBD
- Planning and Institutional Research - Applicable Risks: TBD
- UBC Emeritus College - Applicable Risks: TBD

- University Sustainability Initiative - Applicable Risks: TBD

This document will be regularly reviewed and updated per mandated government and University requirements provided here: <https://covid19.ubc.ca/>

This plan has been reviewed by Safety and Risk Services and Facility Management. The Provost and Vice-President Academic, UBC Vancouver has reviewed and endorsed this plan.

The University Administrative Units Joint Occupational Health & Safety Committee (JOHSC) will review the plan and it will be updated as necessary. If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC.

Please see Appendices for unit site-specific child plans.

## Section #1 – Regulatory Context

### 2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- [Government of Canada: “Coronavirus disease \(COVID-19\): Awareness resources](#)

### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BCCDC’s Infection Prevention and Control for COVID-19: Interim Guidance for Outpatient and Ambulatory Care Settings.](#)
- [BC COVID-19 Go-Forward Management Strategy](#)

### 4. WorkSafeBC Guidance

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [BC COVID-19 Self Assessment Tool](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)

## 5. UBC Guidance

- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Entry Check Sign](#)
- [UBC Facilities COVID-19 information](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)

## 6. Professional/Industry Associations

- N/A

## 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 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

- Potential close/brief contact locations are:
  - Lobby / Building entrances
  - Elevators
  - Stairwells
  - Reception area
  - Hallways
- Potential closer/prolonged contact locations are:
  - Kitchen
  - Mailroom
  - Washrooms
  - Adjacent workstations
  - Meeting rooms
  - Photocopiers
- High-touch / frequently touched surfaces are:
  - Building entrance / exit door handles
  - Elevator buttons
  - Stairwell handles
  - Office entry door
  - Interior room door handles
  - Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets and soap dispensers, exit door.
  - Shower stalls
  - Kitchen - fridge, microwave, coffee maker, kettle, toaster, garbage containers, water cooler.
  - Office equipment – photocopier/printer panel.

### **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)

- The following will apply to all units under the VPA Administrative Areas. Specific units will be required to describe any further specifics to their area, including in the Appendices.
  - 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. 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. In-person meetings with visitors outside of a staff members office are not permitted at this time.
  - If a job or task requires close proximity, the unit manager will do a risk assessment and if needed, a PPE risk assessment in accordance with UBC PPE guidance on COVID-19.
  - During COVID-19 operations: Staffing will be **25% - 30% of normal occupancy**. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
    - Essential operational areas and functions that are not spatially constrained may maintain a higher number of staff on site.

### 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

- This plan has been developed by selected staff members with regular involvement of the senior leadership team of the Provost Office.
- The plan will be presented to staff electronically for review, questions, and feedback.
  - Unit plans will provide further detail on how staff have been engaged in the development of their plan.
- The University Administrative Units JOHSC has reviewed this plan and no further revisions were requested.

### 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 unit managers and supervisors are required to know about Workplace Health measures and supports available, and are responsible for communicating it to their staff. Unit plans, included in the appendix, detail how this will be communicated to staff. Information can be found at:
  - <http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/>

- <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

Note: This is also covered under the mandatory UBC “Preventing Covid-19 Infection in the Workplace” training which is required to be completed before returning to campus. Those already on campus are required to be completed within 30 days of notification by their supervisor.

### **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

- The final copy of this COVID-19 Safety Plan (including all appendices) will be posted on the Vice-President Academic website as well as on all administrative area websites (respective appendix only).
- A hard copy of the final plan will be posted on Health and Safety boards, where available.
- All staff in the VPA Administrative areas (both those working in-person and remotely) will receive a copy of this plan (and respective appendices) by 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.

**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

- Until further direction is received from the University, all VPA admin area staff who can work remotely will continue to work remotely.
- This phase of planning addresses those team members who need to resume limited on-campus work activities. Such requests are subject to the approval of their Supervisor.

**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

- During COVID-19 operations staffing will not exceed **30% of normal occupancy**.
- No employee is to return to work on-campus without approval from their supervisor.
- Supervisors or office managers will work with returning staff to create a regular schedule that ensures that physical distancing is maintained at all times.
- No weekend work on site is contemplated.

**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

- Please see appendices for local site-specific key plans that indicate designated entry and exit points, occupancy limits, traffic flow and 2m physical distancing.

**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

- All admin area staff will follow institutional policies as described in "[UBC Employee COVID-19 Physical Distancing Guidance](#)". A minimum 2 metres (six feet) will be maintained between individuals. This applies regardless of whether employees are in an office or any common or shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions include: couriers, IT, campus mail, and building operations staff.



- Staff are to follow the building plans (including traffic flow and signage). Staff are encouraged to contact the appropriate facility or building manager for more information as needed.
- Staff are to not congregate in common areas, and minimize social interactions in the building.
- Washroom capacities are posted outside the main door of each washroom. Refer to the [UBC Washroom Guidance](#) document.
- Staff are to follow all posted traffic flow decals, including directionality of stairwells and elevator capacity limits
- Nonessential in-person group meetings, social events, lectures or other gatherings shall not take place until further notice.
- Non-essential business travel is not permitted at this time, but 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

- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles.

### **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 and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- [WorkSafeBC: Entry Check for Workers](#)
- [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

- PAT, or similar tracking spreadsheet, will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).
  1. Exhibiting symptoms of the common cold, influenza or gastrointestinal
  2. Self-isolation if returning to Canada from international travel
  3. Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

## 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

- Custodial standards will follow industry best practices as outlined here: [Building Operations COVID-19 website](#).
- Custodial Services will clean the designated washroom and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage will identify designated washroom and hand washing stations.
- Supervisors are responsible to ensure that their staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces, such as photocopiers, lunch rooms, other shared equipment, doorknobs and other common areas within their areas.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive and when they leave with disinfectant provided by the office.
- Employees will wash their hands before and after contacting high touch surfaces and any shared equipment (including the fridge, microwave, water cooler, kettle, and printer). Hand washing instructions have been posted at sink locations.
- Meetings (though primarily conducted virtually) will be maintained by the applicable organizer, both before and after the meeting, in accordance with [Meeting Room Cleaning Document](#)
- We have liaised with the University Procurement team to ensure that the necessary cleaning supplies are available.

## 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

- All units/areas will be accountable for the following as applicable:
  - Signage will be posted reminding employees of these cleaning expectations.
  - Printers, scanners and photocopiers will be cleaned by employees prior to use.
  - Workstations and personal items are to be cleaned upon arrival and before leaving for the day.
  - Any utensils used need to be put into the dishwasher which is to be turned on at the end of every day and emptied once the dishes are cleaned
  - If there is no dishwasher, staff are asked to bring their own dishes and utensils from home
  - Cleaning supplies are provided for all surface cleaning
  - Dish soap is also provided for any hand cleaning of utensils
  - Any additional chairs in common areas have been removed. Those in use are placed 2 meters apart.
- Unit specific equipment will be outlined in the respective site-specific Safety Plans.

## 21. Partitions or Plexiglass installation

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

- Each unit will address this in their respective safety plans and in consultation with:
  - WorkSafeBC's "Designing Effective Barriers" guidance
  - Building Operations guidance on the purchase and installation of plexiglass.

## 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 final copy of this COVID-19 Safety Plan will be posted online on the VPA website as well as all applicable admin area websites. It will also be disseminated electronically to all admin area team members. Hard copies will be posted in the office area. All members will need to confirm they have read the plan prior to their return (see Q29).
- Managers will communicate self screening protocols to workers by email, online or by phone. Signage will be posted. Expectations are that employees will notify their respective managers if they are ill and that, if ill, they will not come into the workplace.
- Only approved employees will be returning to the workplace; following an established schedule. Written procedures and protocols for mitigating risk will be posted.
- If any employee has any questions or concerns, they can reach out to their manager who will respond or escalate appropriately.
- The applicable JOHSC and local safety team will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

### **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

- Before returning to work all employees must complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module.
  - All staff currently working remotely are required to complete the COVID-19 training course before returning to the office.
  - Staff who have continued working are expected to take the course as soon as possible upon it becoming available.
- Supervisors will be responsible for tracking staff completion, as well as any applicable site-specific training identified in the local unit specific safety plans.

### **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)

- Building Operations Facilities Manager or Building Manager will be contacted for approved floor tape and decals per [Safety & Risk Services COVID-19 website](#).
- Specific signage details, as applicable, can be found in the local unit specific safety plans.
- At minimum, signage will be cover:
  - Occupancy limits for rooms, common spaces, elevators and washrooms

- Yield information for hallways and stairwells if applicable
- Requirement for self monitoring & not to enter if experiencing COVID-19 symptoms or required to quarantine/self-isolate
- Instructions on hand washing next to sinks
- Physical distancing guidelines

## **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

- Emergency Procedures can be referred to relevant Building Emergency Response Plans, amended with COVID-19 changes.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- Handling Potential COVID-19 Incidents:
  - Suspected positive incidents or exposure concerns are to be reported to their Manager. Further incident reporting information can be found on the SRS webpage.
  - For individuals presenting COVID-19-like symptoms, the employees may call UBC First Aid at 2-4444.
  - 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.
- The following [amendment](#) provided by SRS shall also be followed.

## **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

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described. Each unit is required to monitor and review the Plan to their unit specific work.
- This plan will remain valid and updated for the next 12-18 months. Updates will be required if there are changes to the proposed operational model, occupancy levels not already noted, or shifts in provincial directives.

- Monitoring will be done in collaboration with Managers, Supervisors, Workers, Local Safety Teams and the Joint Occupational Health & Safety Committee as applicable.
- Staff are advised to raise any concerns with their supervisors or JOHSC members so that these can be addressed.

### **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

- 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 their worker role changes, the details will be included in the location site-specific safety plan as applicable.
- All employees working on site will be required to complete UBC's COVID-19 Safety Training online module. Any site/work specific training will be referred to local unit specific safety plans as applicable.

## **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

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe. Following the information provided in the UBC Employee [COVID-19 PPE Guidance](#), PPE is not required since a 2 metre distance will be adhered to at all times.

## **Section #7 – Non-Medical Masks**

### **29. Non-Medical Masks**

Use of non-medical masks

- All VPA staff covered under this Admin Area Plan will follow the requirements around mask-wearing described in <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>.
- Please see appendices for local site-specific key plans that detail the requirement for the use of masks when in their respective offices.

## 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 acknowledge receipt and will comply with the Safety Plan.

- This plan has been made available and shared with staff via email and hardcopy orientation. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan. Unit Managers are responsible for communicating this Safety Plan and any local specific plans as applicable.

## Appendix A - 6th Floor Koerner Library - Provost Office

### Additional Safety Plan Information

#### Introduction

The Office of the Provost and Vice-President Academic, UBC Vancouver oversees UBC's academic programs and support functions, including, the libraries, 4 colleges, student exchange programs, faculty affairs, recruitment, admissions, enrolment, the Senate, sustainability, information technology and several others. The Office of Provost is located on the 6th floor of Koerner Library.

While those who can work remotely shall continue to do so until further direction is received from the University, for this first phase of our planning we are seeking to provide accommodations for Provost Office team members who need to resume limited on-campus work activities. For this phase of planning, meetings with individuals external to the Provost Office will continue to be held virtually. Visitors to the office will not be permitted at this time. A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum. This is likely to continue until the Provincial Government declares that the pandemic is over or that regular workplace activities can resume. All team members must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. The health and safety of all of our team members is our #1 priority.

As one of several occupants of the Koerner Library building, each phase of re-occupation by Provost Office team members will be coordinated with other occupants of the building.

#### Contact density (proposed COVID-19 Operations)

The majority of Provost Office team members have designated office spaces that are for their use only. Some are seated in individual work cubicles with 1.5 metre high partition panels and others in private offices. Others are seated in open cubicle spaces.

Potential close/brief contact locations are:

- Photocopier room
- Walkway around the office
- Entry/exit locations

Potential closer/prolonged contact locations are:

- Meeting room
- Kitchen
- Adjacent workstations

High touch surfaces: AV system (in meeting room), meeting room chairs and tables, kitchen surfaces and shared kitchen equipment, photocopiers, door handles, and light switches.

### **Contact Number (proposed COVID-19 Operations)**

Under normal operations, the Office employs 21 people (plus 3 Special Advisors who access space on a causal basis). For this phase of our plan, we are proposing that up to 6 staff will return to limited, on-campus use of their office space. All other employees will continue to work remotely on a full-time basis.

Capacity at any one time will **not exceed 30% of full occupancy (6 people)** and will be managed by the Office Manager & EA to the Provost & Vice-President Academic who will work with returning staff members to create a weekly schedule and ensure that physical distancing is maintained at all times. No employee is to return to work on-campus without approval from their manager and in coordination with the Office Manager & EA to the Provost & Vice-President, Academic.

Where possible, staff will work with the same cohort so as to minimize their number of contacts. As one of several occupants within the Koerner Library building, all phases of re-occupation will be coordinated with other building occupants.

### **Employee Input/Involvement**

The plan and its content has been discussed through:

- Shared electronically with Provost Office senior leadership team for review and comment on August 05, 2020.
- Provost Office team meeting on August 20, 2020 to discuss the plan. Link to plan circulated August 14, 2020 for review and comment in advance to team meeting.

The University Administrative Units JOHSC reviewed the plan at their September 22, 2020 meeting and no further changes were requested.

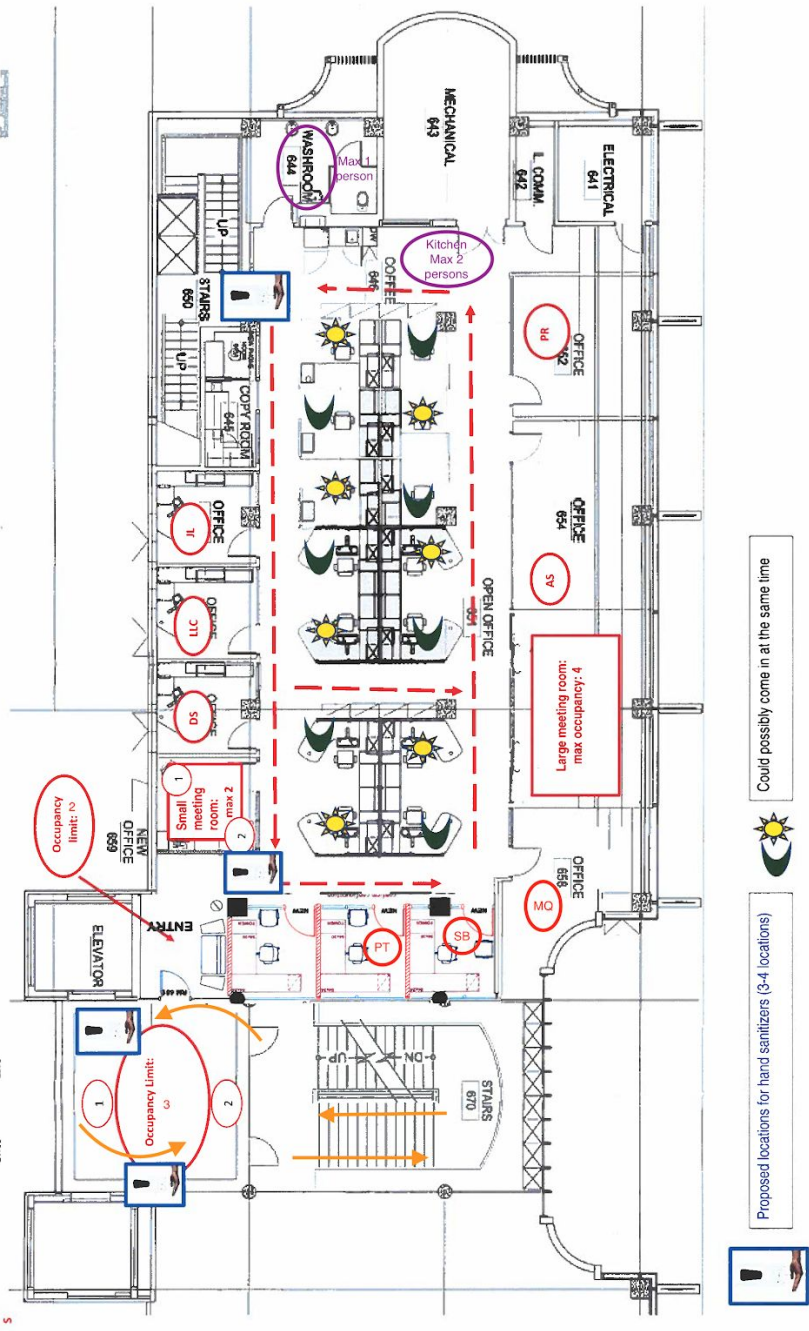
### **Worker Health**



The Office Manager & EA to the Provost & Vice-President Academic will be responsible for ensuring that all employees working on site will have received proper training on all safety protocols prior to beginning in-person work.

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

Koerner Library, 6th Floor key plan - Provost Office



Could possibly come in at the same time

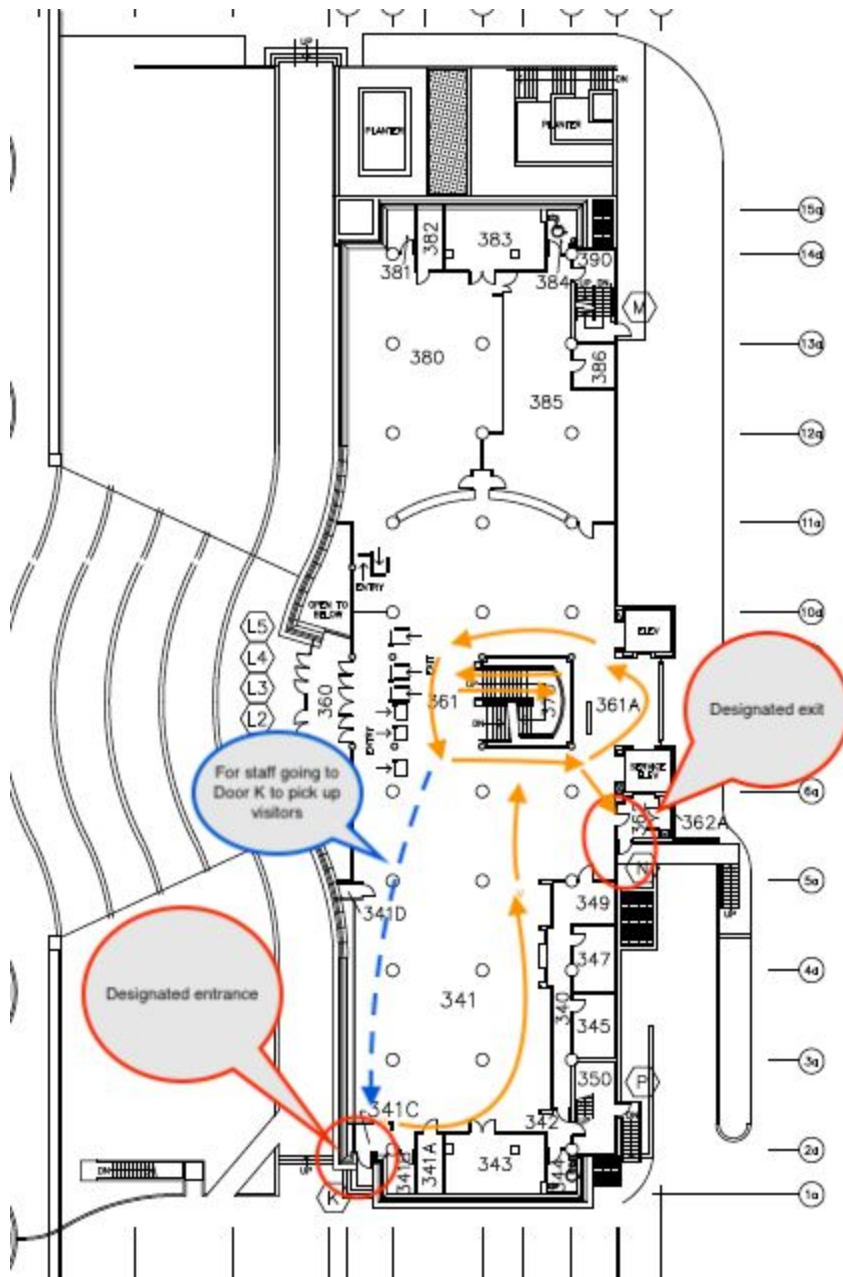


Proposed locations for hand sanitizers (3-4 locations)



Koerner Library, 3rd Floor key plan - Designated entrance and exit.

*These enter and exit points have been discussed with other building occupants and agreed upon with the Library.*



### **Accommodations to maintain 2 metre distance**

- Building Entrance
  - Koerner Library remains closed to the public. Users with programmed card access can enter the building via entrances that are equipped with card scanners.
  - Elevators – Koerner Library elevators have been assigned maximum occupancy ratings (maximum capacity of 2) and corresponding signage has been posted at the elevator doors on all 6 levels. Whenever possible, usage of elevators should

- be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.
- Occupants are not to exceed these temporary occupancy ratings.
- Offices and open concept workstations
  - As per University and provincial directives, work that can be done remotely shall continue to be done remotely. As a result, the use of Provost Office offices and open concept workstations should continue to be limited to the greatest extent possible based on an exemption process.
  - A weekly schedule will be established to ensure physical distancing can be maintained at all times.
- Common Kitchen
  - The common kitchen area in the Provost Office is open concept and as such cannot be closed off. A maximum of 2 people at a time may be in the kitchen area.
- Washroom
  - The Provost Office has one universal washroom. Maximum occupancy is 1 person.
- Meeting Rooms
  - The two meetings rooms will be accessible but with limited capacity to ensure physical distancing. Signs will be posted at each door noting maximum capacity and cleaning procedures will be noted. There will be no in-person meetings with visitors external to the Provost Office.

### **Equipment Removal/Sanitation**

The fridge, microwave, kettle, coffee maker, and water cooler will be available for use. Employees are expected to wash their hands before and after use. All shared equipment will be sanitized by staff using disinfectant provided. Signage will be posted reminding employees of these cleaning expectations.

The toaster and other shared items like cutlery will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used. Printers, scanners and photocopiers will be cleaned by employees prior to use. Workstations and personal items are to be cleaned upon arrival and before leaving for the day.

### **Signage**

The following signs are provided by UBC and will be put up by Provost Office employees:

- [Entry Checklist](#) to be posted on entry doorway
- [Washroom Occupancy limit](#)
- [Meeting Room Occupancy limit](#)
- [Please do not use](#) for kitchen items that cannot be put away
- [One Way](#) directional signage

### **Non-medical masks**

For this phase of our resumption planning, given the low occupancy numbers and strategic scheduling of staff that ensures staff workstations are physically distanced, non-medical masks will not be required to be worn when staff are working at their designated workstation.

Staff will be required to wear a non-medical mask when moving throughout the office (such as to the kitchen or the bathroom) and when entering and exiting the office when **4 or more staff** are in the office at any one time.

We will continue to monitor and review the usage of non-medical masks as our occupancy numbers change.