



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	Infrastructure Development, Learning Spaces Team
Facility Location	Various – See Appendix A
Proposed Re-opening Date	July 2020
Workspace Location	Various – See Appendix A

Introduction to Your Operation

1. Scope and Rationale for Opening

At UBC, there are approx. 340 General Teaching Space (GTS) classrooms that are scheduled and shared across all Faculties. These General Teaching Spaces (GTS) classrooms are spread across 43 buildings and managed centrally by the Learning Spaces Team from Infrastructure Development. This inventory is separate from departmentally scheduled classrooms that are managed by academic departments.

This plan outlines the COVID-19 safety plan for all GTS rooms to support in-person academic teaching for Term 1 (Fall 2020) and any ad hoc bookings for academic, student and staff (summer camps, trainings, events, meetings, conferences) that are approved by Faculties. With UBC primarily offering online courses, many instructors are also interested in using existing classrooms with recording capabilities to pre-record content for their classes. Stage 1 has a very small percentage of classroom use for face-to-face classes (10% of room inventory), primarily focused on graduate or upper year students with most classrooms only being scheduled for one class (or student cohort) per day. In Stage 1, there are no back to back classes scheduled. An additional 10% of the classroom inventory will be used for other purposes, such as recording/livestreaming of classes, designated study spaces, and some University Administrative functions. In total, approx. 20% of the classroom inventory will be in use during Stage 1. [August 20, 2020]. At the time of this submission, the status for in-person teaching in 2020W Term 2 (January – April) is unknown, however, we expect that classroom activities could scale up to 50% under this plan and still fall under Stage 1. Stage 2 of this plan will be implemented when classrooms are scheduled back-to-back. Stage 2 will necessitate traffic and corridor management, additional signage and communication, and other considerations to be determined.

By reviewing the square footage and furniture layout of each classroom and marking 2 metre spacing between seats to determine recommended occupancy, the Learning Space team has revised the allowable occupancy of all General Teaching Space at UBC Point Grey Campus. This methodology was reviewed by UBC Safety & Risk Services and Vancouver Coastal Health. Revised occupancy for GTS is attached in Appendix A.

For in-person educational activities located on the UBC Vancouver (Point Grey) Campus, intermediate safety plans that include traffic flows, building entry and exits, elevators and staircase



usage, and specific building keyplans have been submitted, reviewed and approved by the respective Dean. *[August 20, 2020]*

This General Teaching Space safety plan is a child plan that has been produced with input from the Learning Space Advisory Committee and the Facilities JOHSC and will be referenced as part of intermediate level Faculty safety plans that have in-person teaching in GTS. Many of the worker and communication parts of the safety plan will be embedded in the Faculty intermediate plans and appear as “not applicable” in this plan.

The Learning Space team has received a package with supplies to carry out physical distancing protocols. This includes floor decals and coloured marking tape selected by Building Operations to prevent the damaging of surfaces and floors. The products in the package will be used to implement plans for circulation, direction, queuing, and layout within the classrooms. Signage resources are available on the SRS website or have been customized for GTS classrooms. In Stage 2, the Learning Space team will work with the building administrators to designate space for waiting outside classrooms. *[August 20, 2020]*

This plan does not cover Restricted classrooms, defined as classrooms that are scheduled and managed at the department level. Those rooms, as well as teaching laboratories, will be covered by departmental plans but should be aligned with the GTS safety plan.



Section #1 – Regulatory Context

2. Federal Guidance
<i><u>Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</u></i>
3. Provincial and Sector-Specific Guidance
<i>List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan</i> http://www.bccdc.ca/health-info/diseases-conditions/covid-19/colleges-universities <u>BC’s Restart Plan: “Next Steps to move BC through the pandemic”</u> https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf
4. Worksafe BC Guidance
<u>COVID-19 and returning to safe operation – Phase 2</u> <u>Worksafe COVID-19 Safety Plan</u>
5. UBC Guidance
http://facilities.ubc.ca/covid-19/covid-custodial-services/ https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/ https://srs.ubc.ca/covid-19/communications-resources/
6. Professional/Industry Associations
https://www.acha.org/documents/resources/guidelines/ACHA Considerations for Reopening IHEs i n the COVID-19 Era May2020.pdf Flexspace social distancing solutions - https://members.flexspace.org/node/1908046 (Notre Dame, Pace University, California Polytechnic State University)

Section #2 - Risk Assessment

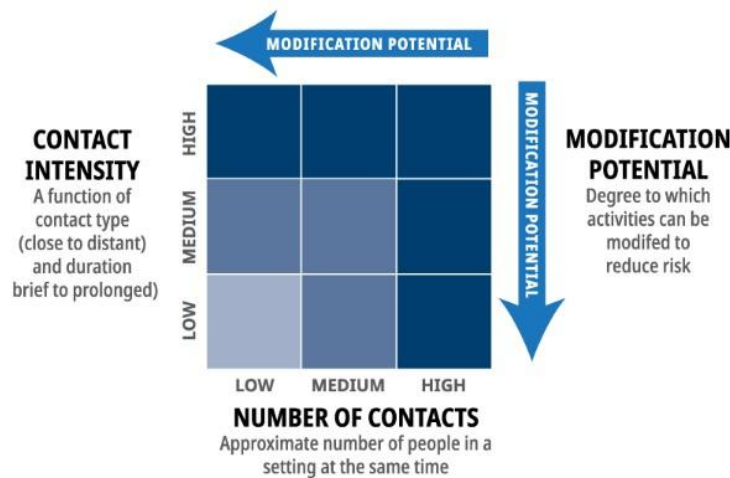
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to 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 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

- In person teaching in larger classrooms with an instructor and a small group of students. The students will be physically distanced and discouraged from moving about the classrooms and using equipment or boards.
- Stage 1: with lower usage, each classroom will be used by a single section or cohort to minimize contact with other students.



<ul style="list-style-type: none"> • Stage 2: As the number of in-person sections increases, there will be multiple sections sharing one room. Efforts will be made to avoid back to back scheduling to avoid student crowding in corridors. <i>If this cannot be avoided, the class will empty first while students wait outside in designated line-up area [August 20, 2020]</i> • Access to classrooms after 5pm will be limited to allow for cleaning. • High contact areas are student tables and chairs. For the instructor, AV equipment will be a high touch area.
<p>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)</p>
<ul style="list-style-type: none"> • The number will depend on the approved course sections that will take place in-person on campus. Currently (Stage 1: Sept 2020), there are 281 sections, of which 93 are in GTS and the remaining 188 are in Restricted Teaching Space [August 20, 2020]. • There will be up to 25 rooms designated for instructors to record on-line content. This will have a maximum of 3 people per session. • For 2020W Term 1, approx. 10% of the classroom inventory will be used for face-to-face academic sections. An additional 10% of classrooms will be used for functions such as course recording, study spaces, and other functions. [August 20, 2020] • Typically classroom density is between 1-2sq metres per student. For COVID-19 operations, the space is approx. 8 sq metres per student based on the ability to maintain physical
<p>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</p>
<p>This plan was at the Learning Space Advisory Committee on June 17th and feedback was incorporated. This committee has representatives from all Faculties and Senior Administrative staff. On June 18, the plan was also presented and reviewed at the Facilities JOHSC, which is the designated JOHSC for classrooms. Cleaning protocols were developed in consultation with Building Operations, Safety and Risk Services Infection Control staff, and the support team from UBC IT Audio Visual. <i>The plan is continually reviewed and updated as needed. Changes are noted with dates. [August 20, 2020]</i></p>
<p>10. Risk Level Determination (H/M/L) Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix</p>
<ul style="list-style-type: none"> • Risk Level Determination Pre-COVID is moderate to high pre-mitigation. Mitigation procedures have centered around reducing contacts and lowering intensity, although the period of time is still relatively prolonged. [August 20, 2020] • Considered to be low risk post mitigation, with respect to the current state of BC.
<p>11. 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</p>



- Not applicable. Details to be found in departmental plans.

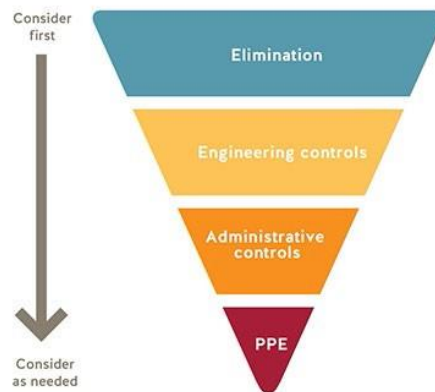
12. Plan Publication

Describe how you will publish your plan ONLINE and distribute information at your workplace for employees and for others that may need to attend site.

This Safety Plan will be posted on the Learning Spaces Website and links to the plan will be on the Scheduling Services webpage and also on signage posted in each classroom. The plan will be referenced in any department teaching plan, where the instructors will be scheduled into GTS. The link to the plan will also be emailed by Scheduling Services to any instructor that is scheduled into any GTS, prior to the start of each academic term.

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.

<p>13. Work from Home/Remote Work Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible</p>
<p>Not applicable. Details to be found in departmental plans.</p>
<p>14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable</p>
<p>Not applicable. Details to be found in departmental plans.</p>
<p>15. Spatial Analysis: Occupancy limits, floor space, and traffic flows Using UBC building keyplans: 1) Identify and list the rooms and maximum occupancy for each workspace/area; 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and 3) Illustrate one-way directional traffic flows</p>
<ul style="list-style-type: none"> • Please refer to Appendix B for individual room keyplans. • Occupancy of each room was individually assessed and site checked. • All rooms are chosen using max enrolment sizes provided by the department. This ensures the spaces are large enough to allow physical distancing for each registered student plus an instructor and TA, if applicable. [August 20, 2020] • Using room plans, created from as-built drawings in AutoCAD, capacity is based on each student having a 2 metre diameter circle, with no overlap. In the future, if the 2m distancing requirement is relaxed, we will review and change occupant limits. • In rooms with movable furniture, furniture was moved to create the highest occupancy limit while maintaining the 2m distancing and sufficient aisle space for moving into and around the room. • Floors will be marked with tape and decals to indicate where students can sit, and where instructors can stand and roam. • Any one-way flow traffic within the classroom will be marked • Classrooms with more than 1 door may be marked for “enter” or “exit”. • Faculty, staff, students will enter and leave academic teachings spaces in single file maintaining 2 metres physical distance requirements [August 20, 2020]



<ul style="list-style-type: none">• The number of students have been limited in all rooms.• In Stage 2, when classrooms are scheduled back to back, space for students to line up or wait before entering a classroom will be marked in the corridor. [August 20, 2020]• Room occupancy limits will be posted in each classroom• Floor plan layouts will be posted in each classroom
<p>16. 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</p>
<ul style="list-style-type: none">• Floors or tables will be marked at locations where students can sit keeping 2m distance• Instructor area at front of room will be marked with tape• Any directional traffic flow will be marked.• Preference for in-person teaching will be given to classrooms that are larger and well ventilated with fresh air; advisable to open windows especially when it's not too hot/noisy. [August 20, 2020]
<p>17. 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</p> <p>Not applicable for classrooms. Class field trips will be covered by the departmental intermediate or child safety plans. [August 20, 2020]</p>
<p>18. 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</p> <p>Until UBC or the province provides greater guidance, your screening process, at minimum, must include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. Worksafe provides such signage, as below:</p> <ul style="list-style-type: none">• Worksafe: Entry Check for Workers• Worksafe: Entry Check for Visitors <p>The Learning Space team will coordinate building door signage with building users.</p>
<p>19. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings</p> <p>Not applicable. Details to be found in departmental plans.</p>



Section 4 – Engineering Controls

20. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- Building Operations (<http://facilities.ubc.ca/covid-19/covid-custodial-services>) will provide enhanced classroom cleaning once a day (usually evening) that will include wiping down of high touch surfaces (door handles, table tops, hand rails)
- It is recommended that all learners, staff and faculty wash their hands with soap and warm water for 30 seconds before and after leaving an academic learning space, or make use of nearby hand sanitizer stations. [August 20, 2020]
- Hand sanitizer stations will be available at any building entrances that are open and signage will be posted to remind student to wash hands or use hand sanitizer. In Stage 2, additional hand sanitizer stations will be provided. [August 20, 2020]
- The lectern and AV equipment (high touch points) will be wiped down by AV technicians or classroom stewards each morning before classes begin as part of their daily check of AV equipment.
- Cleaning procedure for AV Technician:
 - Using Cleaning wipes, wipe AV Equipment (Crestron touch panel or wall control panels, keyboard & mouse, doc cam etc.) on the lectern
 - Wipe lectern countertop
 - Clean belt pack, lav mic capsule and cable, replace windscreen (properly dispose of used windscreen)
- Lay belt pack/lav mic on lectern for instructor to use [July 15, 2020]

21. 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

- Extra tables and chairs will be removed, where feasible.
- All whiteboard markers will be removed. Instructors will bring their own.
- Instructors can also be encouraged to bring their own AV equipment covers (e.g. Glad press and Seal)

22. Partitions or Plexiglass installation

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

- Not applicable

Section 5 – Administrative Controls



<p>23. Communication Strategy for Employees Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.</p>
<p>Not applicable. Details to be found in departmental plans.</p>
<p>24. 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</p>
<p>Not applicable. Details to be found in departmental plans.</p>
<p>25. 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).</p>
<ul style="list-style-type: none">• Occupancy signage with layout in all classrooms.• Where applicable, directional tape on the floor.• Tape to mark instructional area if needed.• Signage for instructor station – details about cleaning.• Enter/Exit designated doors if more than 1• No food/drink sign• No after hours use of classroom (after ~5pm)• Decals to indicate which seats can be occupied [August 20, 2020]• In Stage 2, add signage on doors advising students not to enter until previous class has exited [August 20, 2020]• In Stage 2, add signage and/or decals in corridors to indicate waiting areas [August 20, 2020]
<p>26. 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. 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</p>
<ul style="list-style-type: none">• Emergency procedures that are part of intermediate or child plans will apply.• BERP will be updated under each intermediate or child plan.• For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444• UBC COVID-19 exposure information can be found on the SRS webpage• Direct people who are unsure about what they should do to the BC Self Assessment tool [August 20, 2020]



27. 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) - plan must remain valid and updated for next 12-18 months

- Review and update 1) in first month of operation, 2) as plans for 2020W Term 2 are identified and 3) as the regulatory guidance changes.
- Any concerns or questions can be sent to the Learning Space email – learning.spaces@ubc.ca and will be addressed by Learning Space team. Alternately, concerns could be escalated to the Learning Space Advisory Committee, c/o [Kate Carr](#), Exec Asst to Pam Ratner.

28. 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

- N/A

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment

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

- Not applicable.

Section #7 - 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 acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date _____

Name (Manager or Supervisor) _____

Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
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Appendix A: Lists of GTS

Rooms used for Face-to-Face academic course sections and other in-person activities
[updated August 20, 2020]

For Layouts, see Appendix B

Room	Regular Capacity	Physical Distancing Capacity
ALRD 105	94	26
ALRD 112	20	8
ALRD 113	20	8
ALRD 121	50	15
ALRD B101	44	12
BIOL 1000	240	62
BUCH A102	150	21
BUCH A201	181	34
BUCH A202	108	19
BUCH B209	40	16
BUCH B210	48	16
BUCH B211	40	16
BUCH B216	22	7
BUCH B218	40	16
BUCH B219	24	8
BUCH B306	32	12
BUCH B307	32	12
BUCH B308	32	12
BUCH B309	40	16
BUCH B310	32	12
BUCH B312	18	6
CIRS 1250	426	55
DMP 110	120	27
FSC 1001	65	13
FSC 1003	65	13
FSC 1005	250	37
FSC 1611	65	20
IRC 1	120	21
IRC 2	503	70
IRC 4	120	27
IRC 6	181	35
LASR 105	65	16
ORCH 4074	72	23

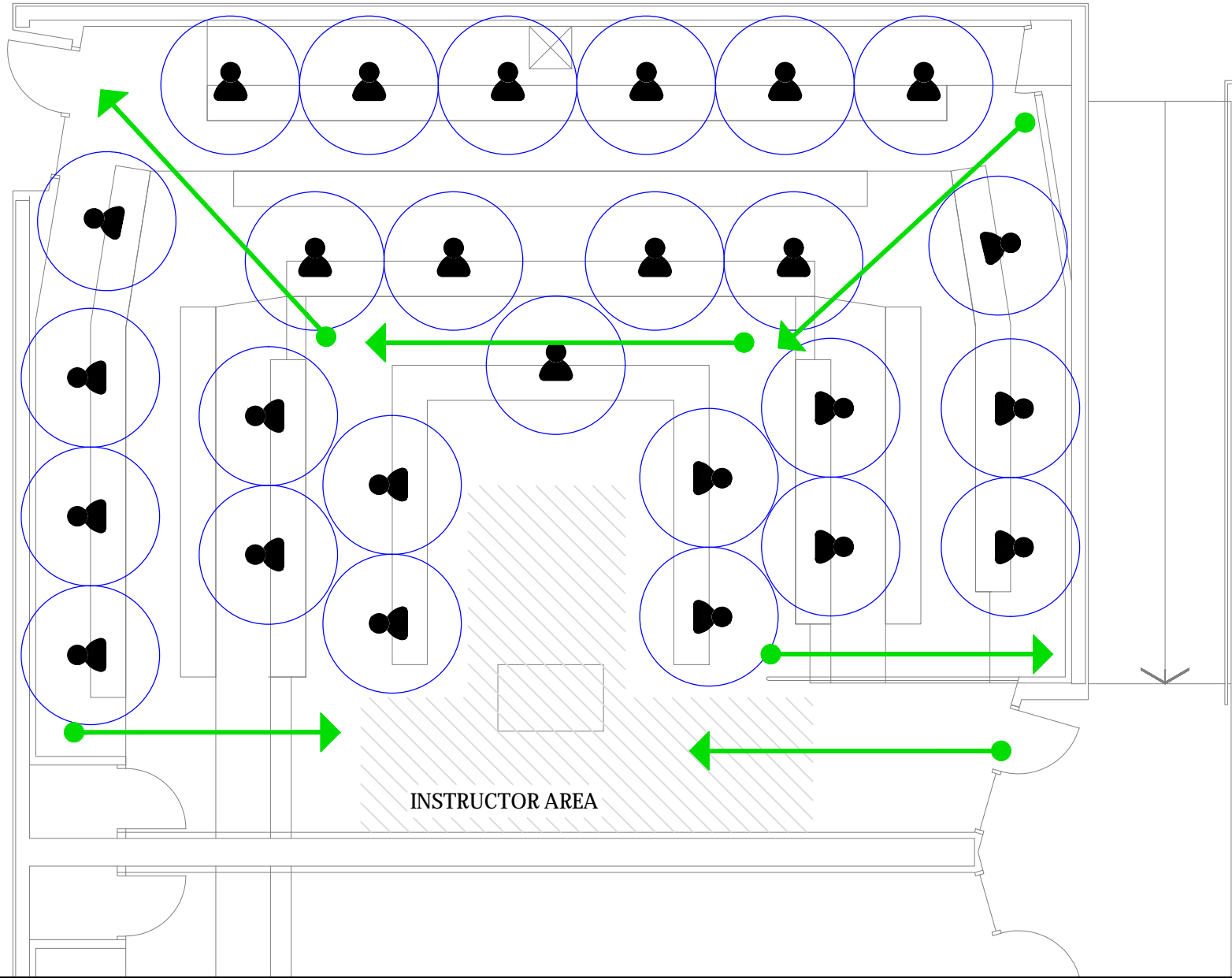
Rooms used for instructor recording/livestreaming (beginning July 2020 unless otherwise noted)

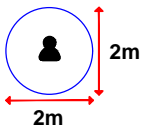
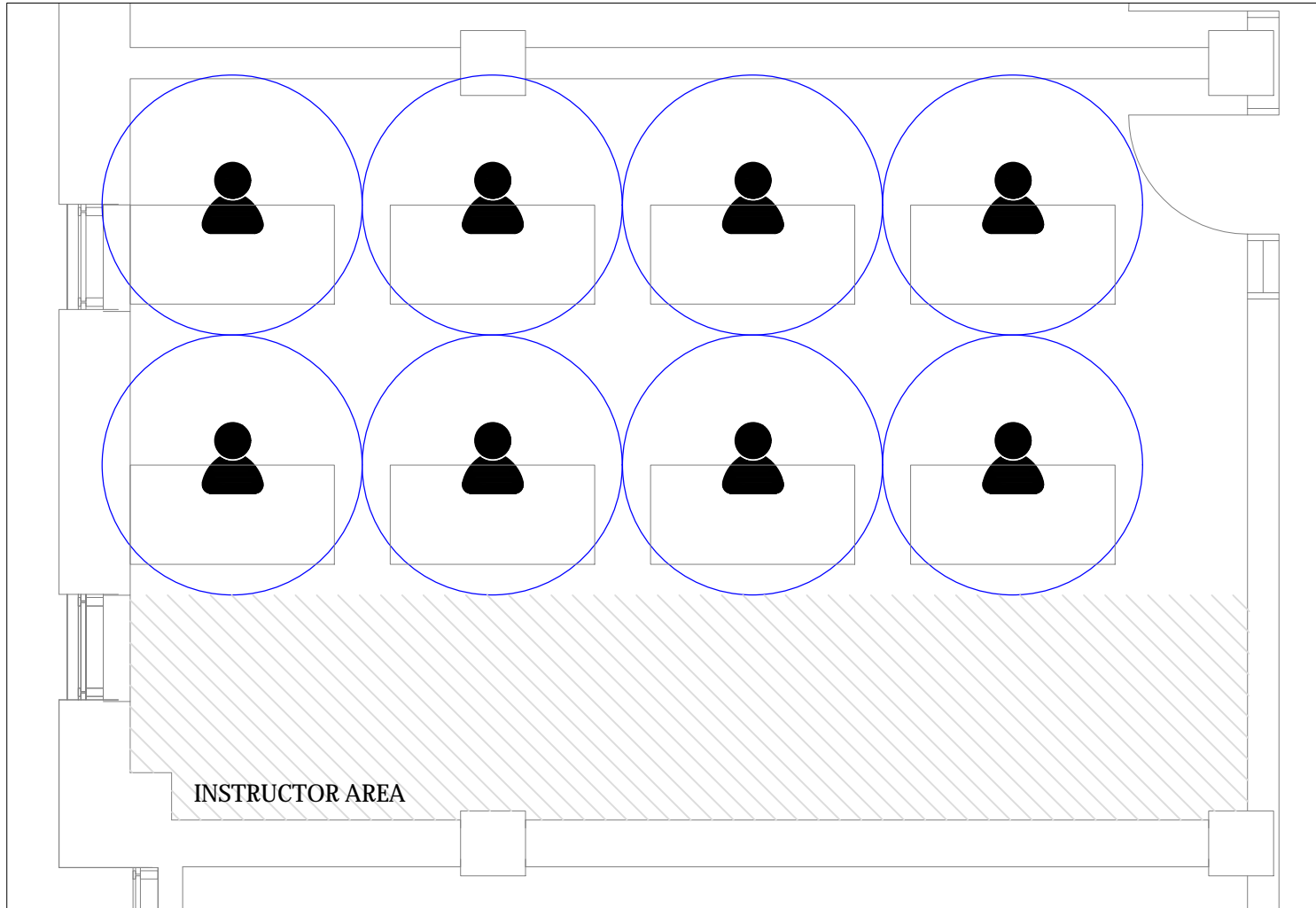
Room	Regular Capacity	Physical Distancing Capacity
BIOL 1000	240	62
BUCH A202	108	20
ESB 2012	80	18
FSC 1001*	65	13
FSC 1005*	250	37
IRC 3	88	20
LASR 102	80	20
LASR 104	80	20
ORCH 1001	72	29
ORCH 4018	48	13
PHRM 1101	236	50
PHRM 1201	167	34

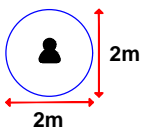
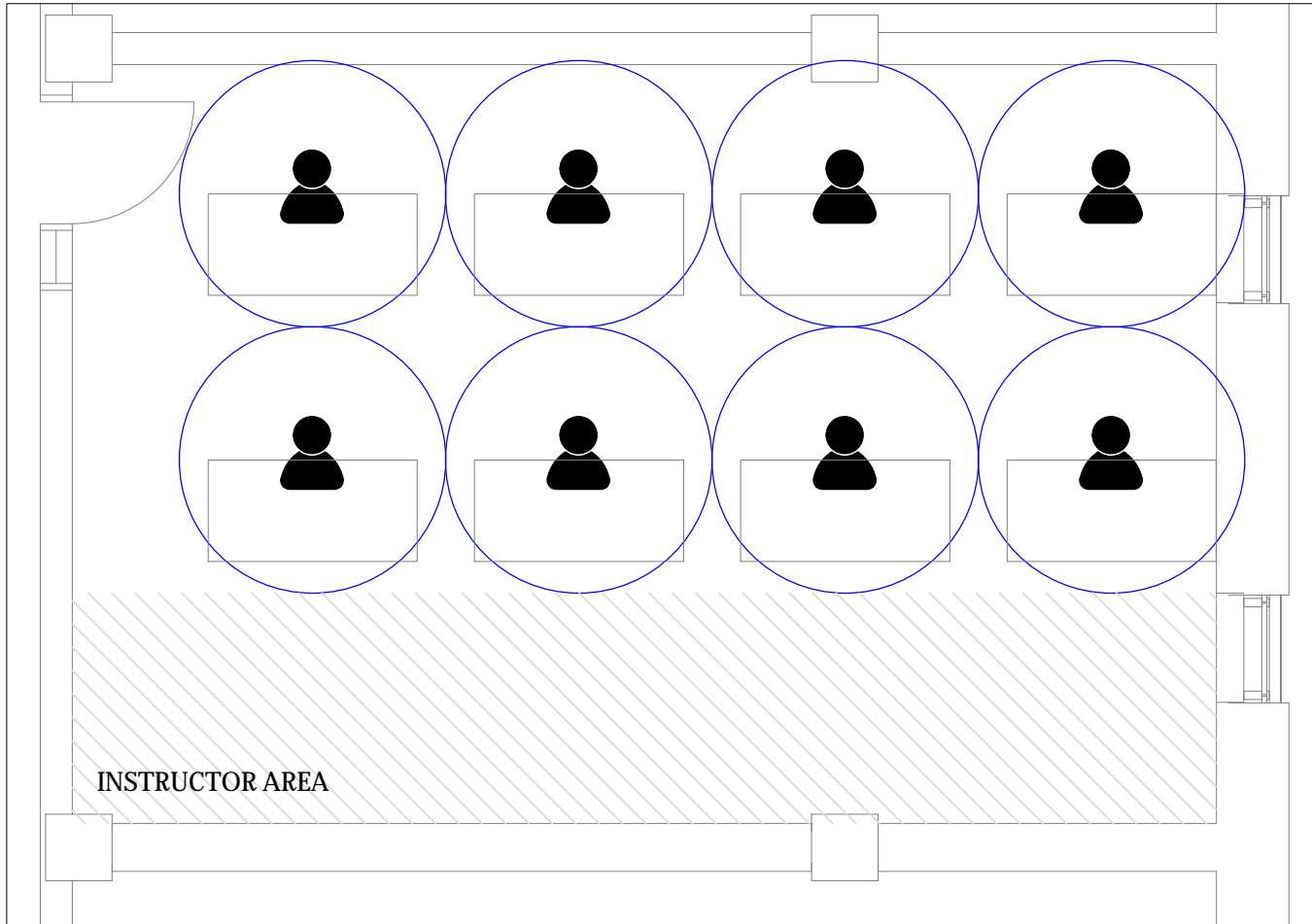
*beginning Sept 2020

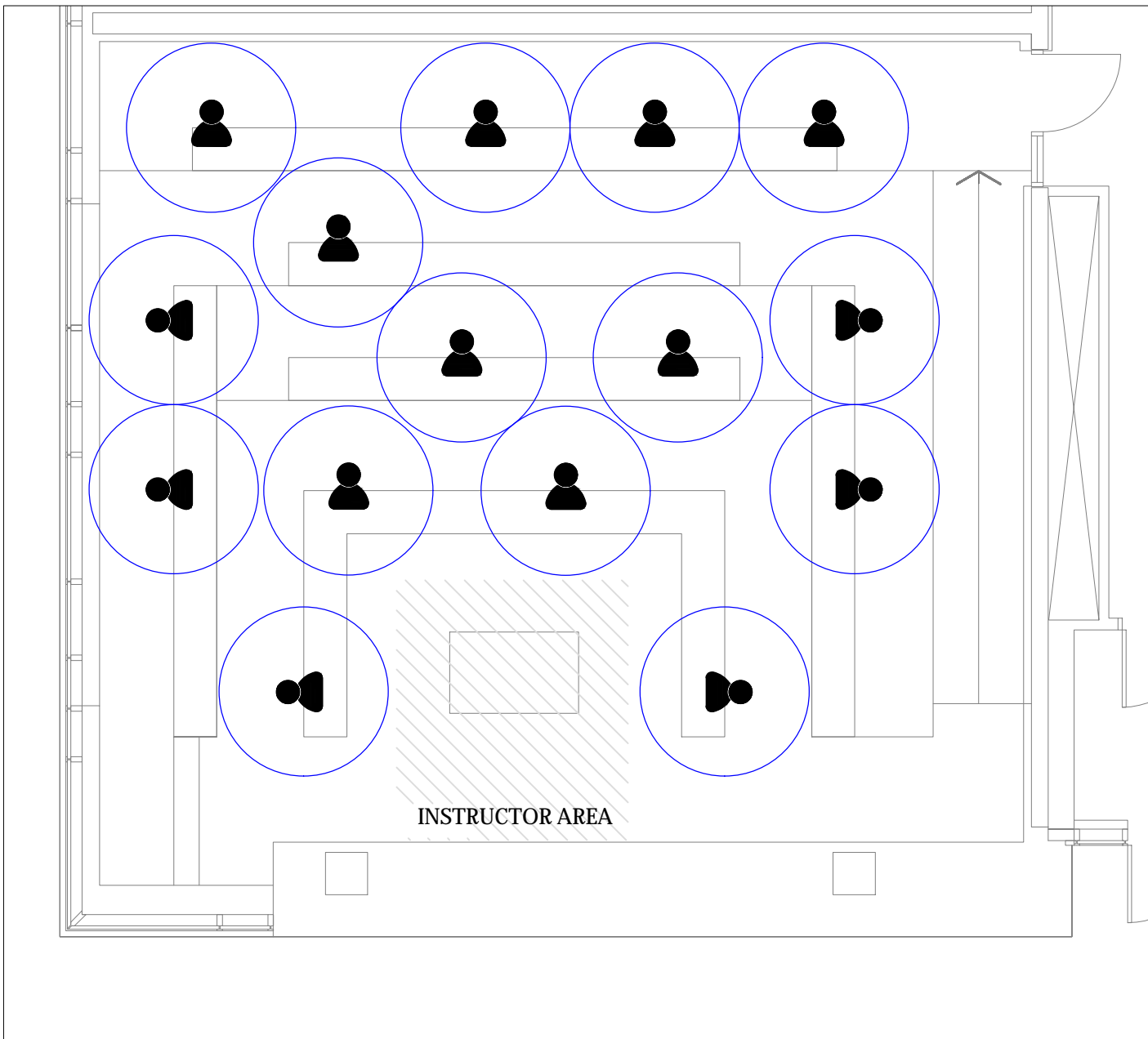


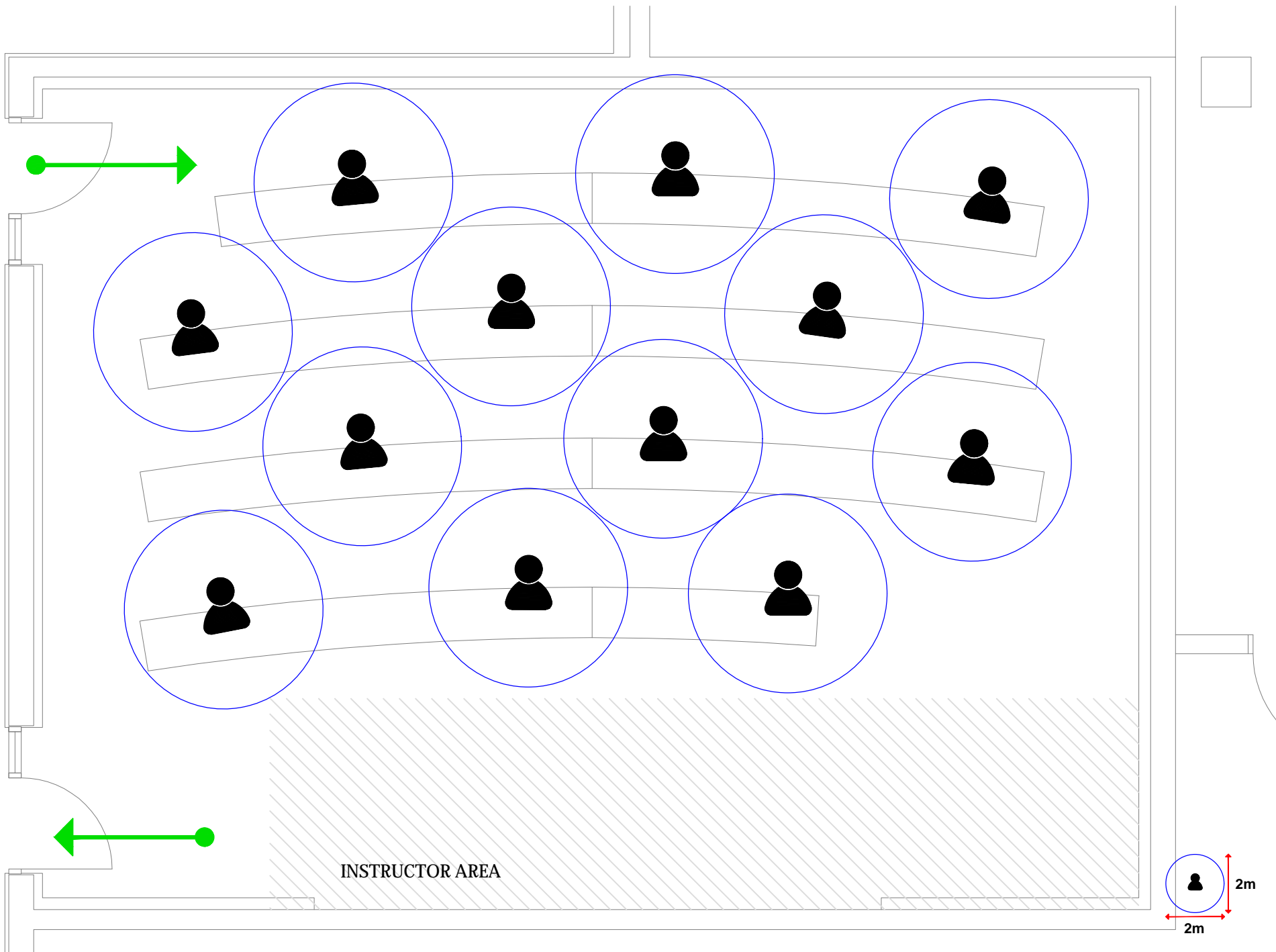
Appendix B: GTS Classroom Layouts

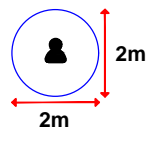
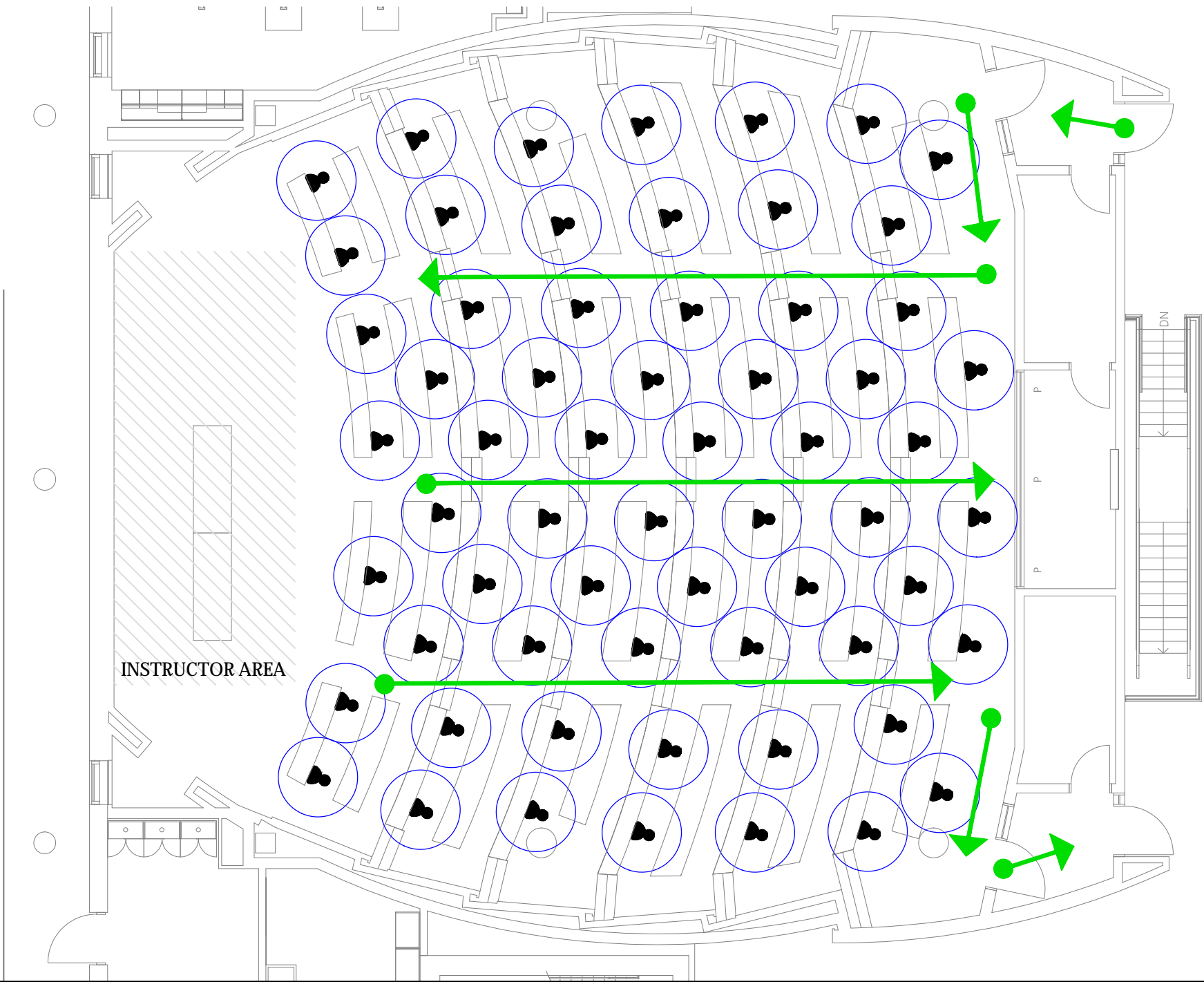










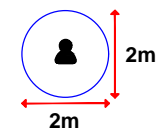
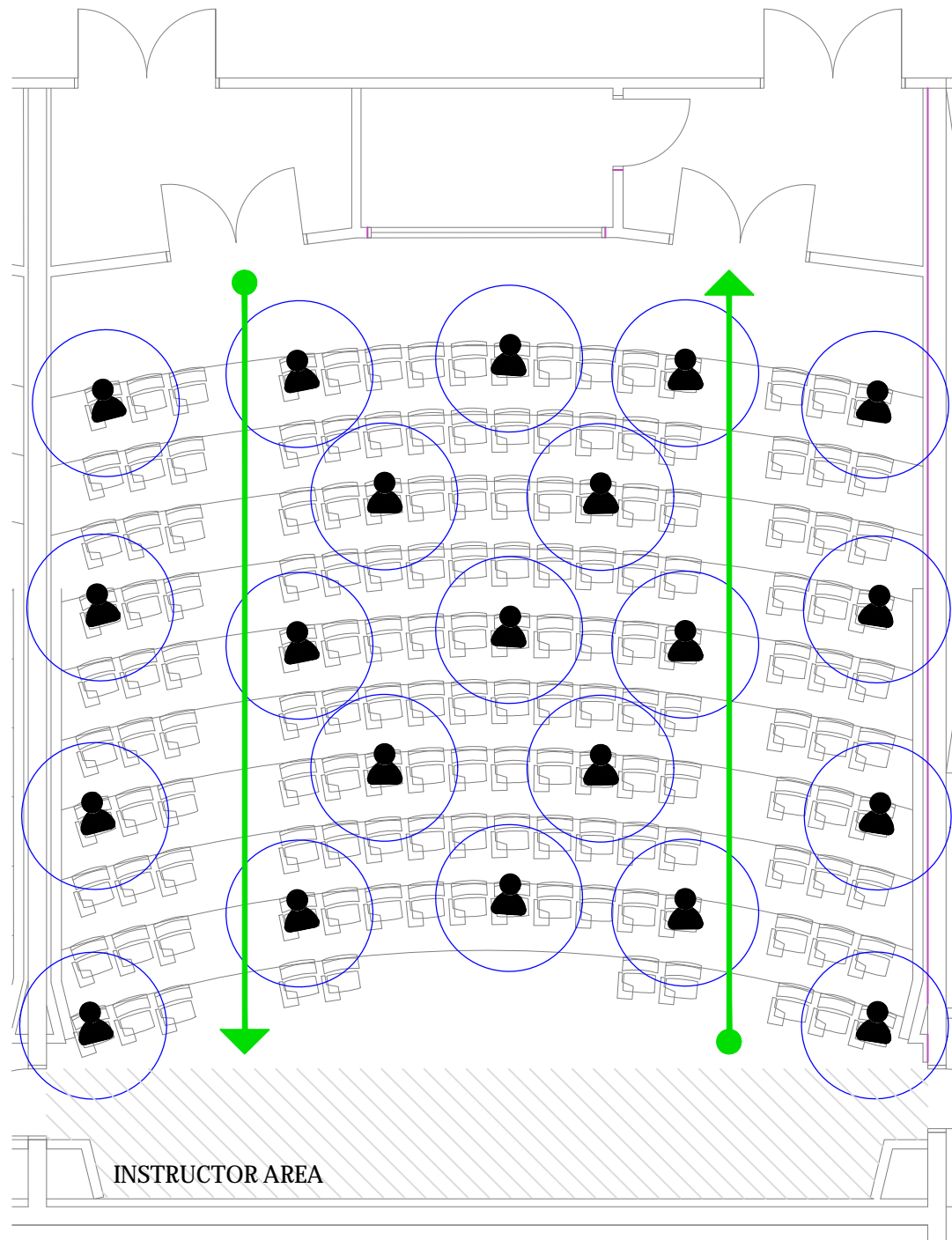


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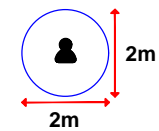
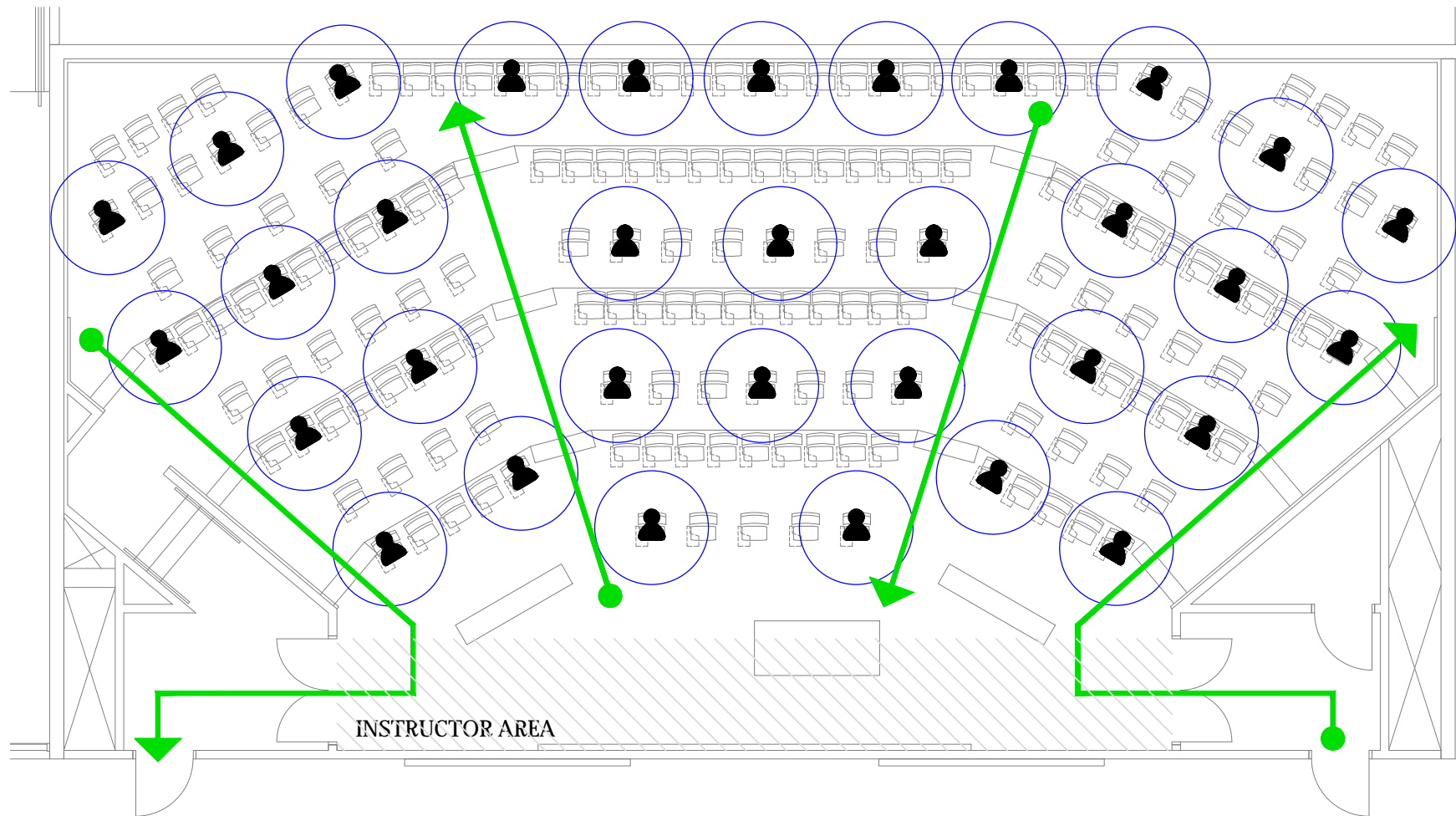
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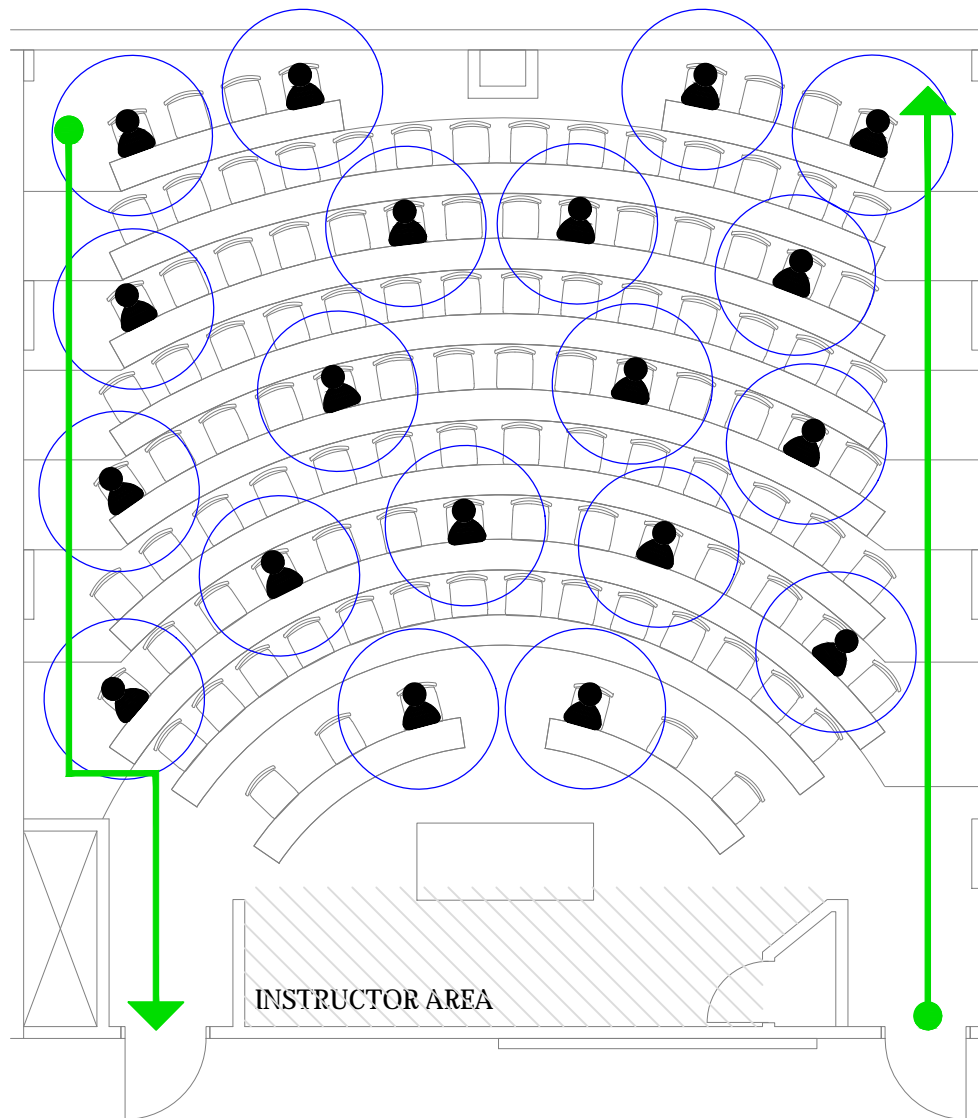




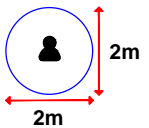
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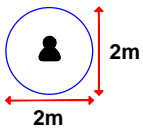
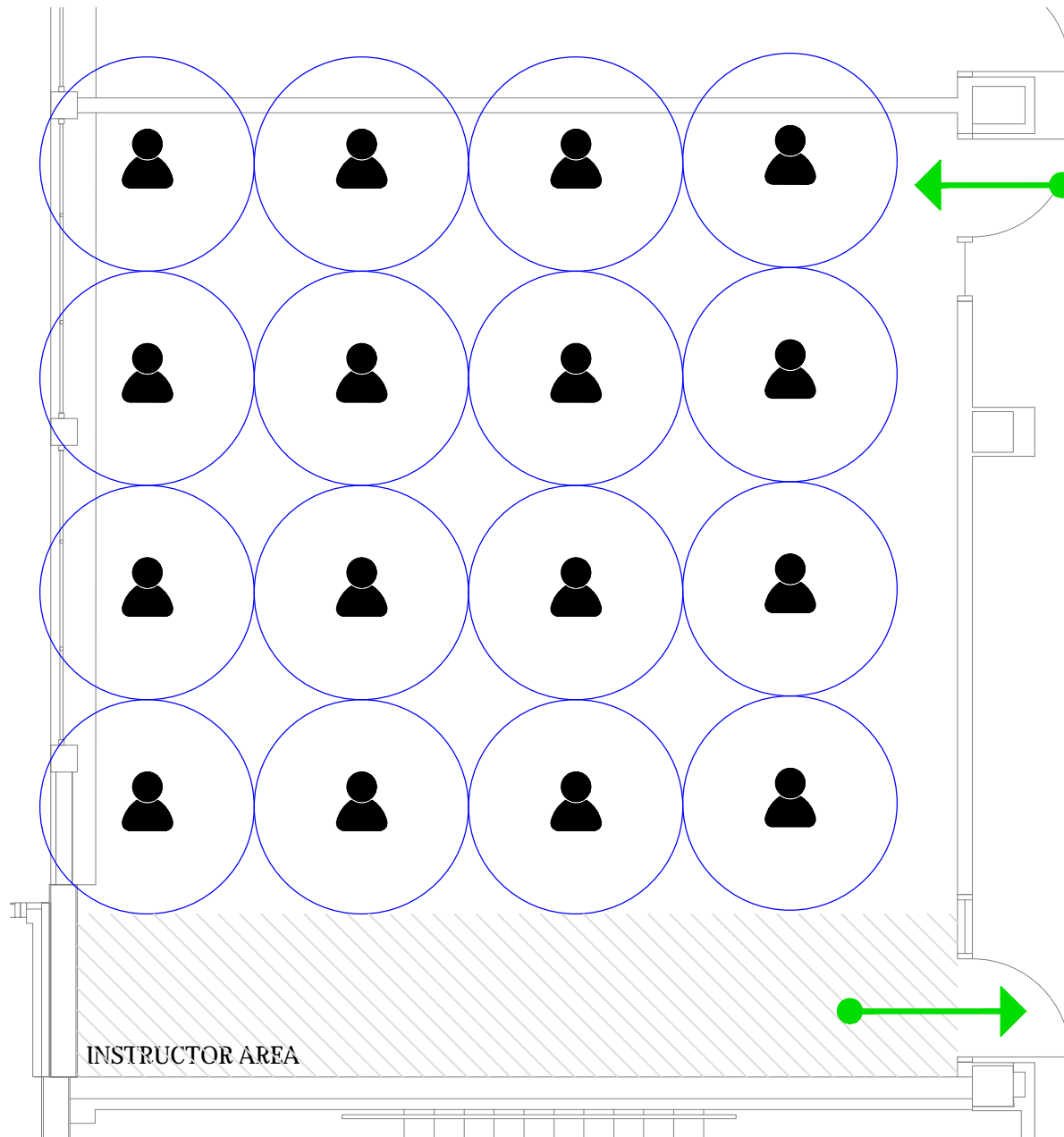


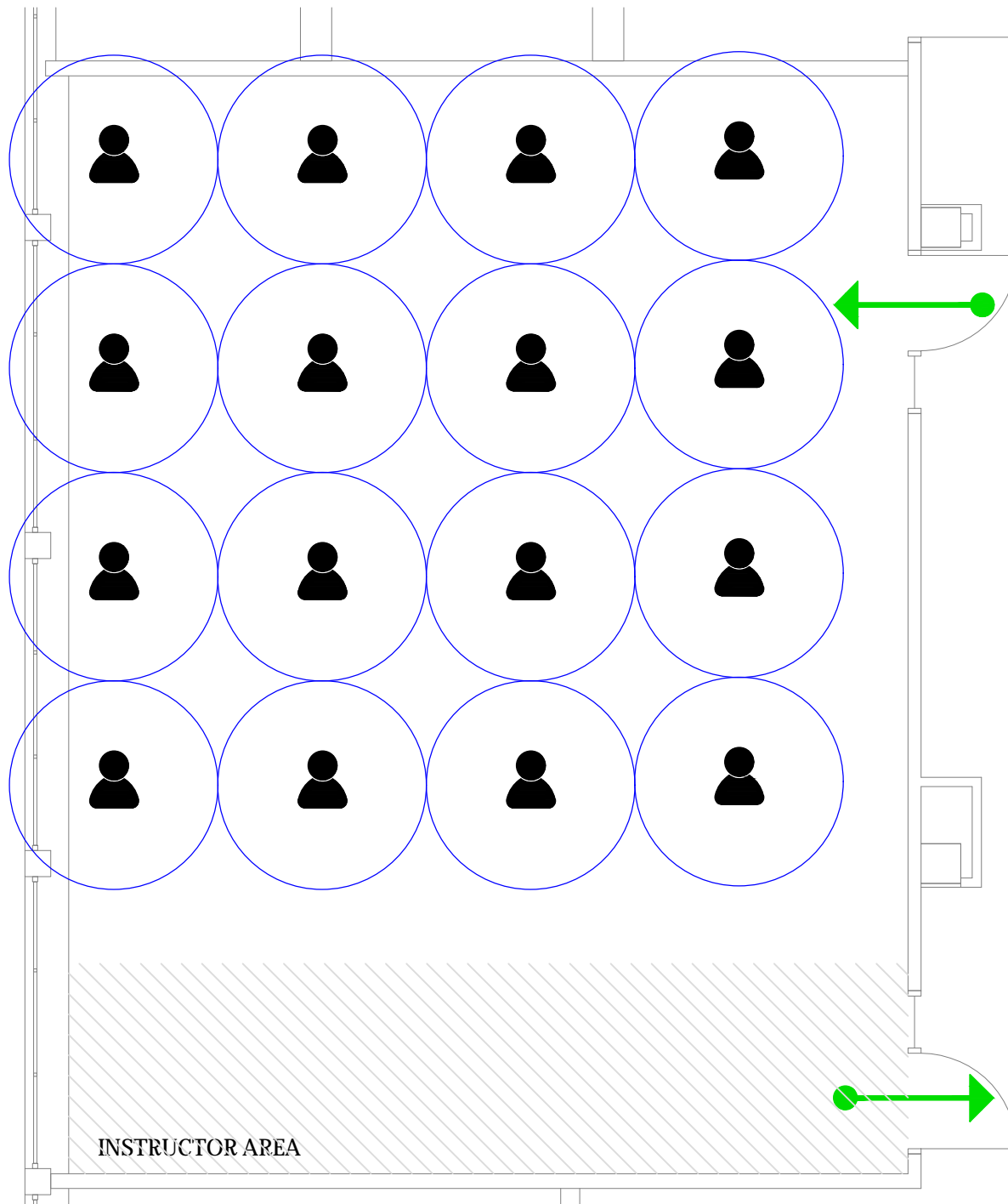


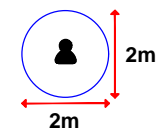
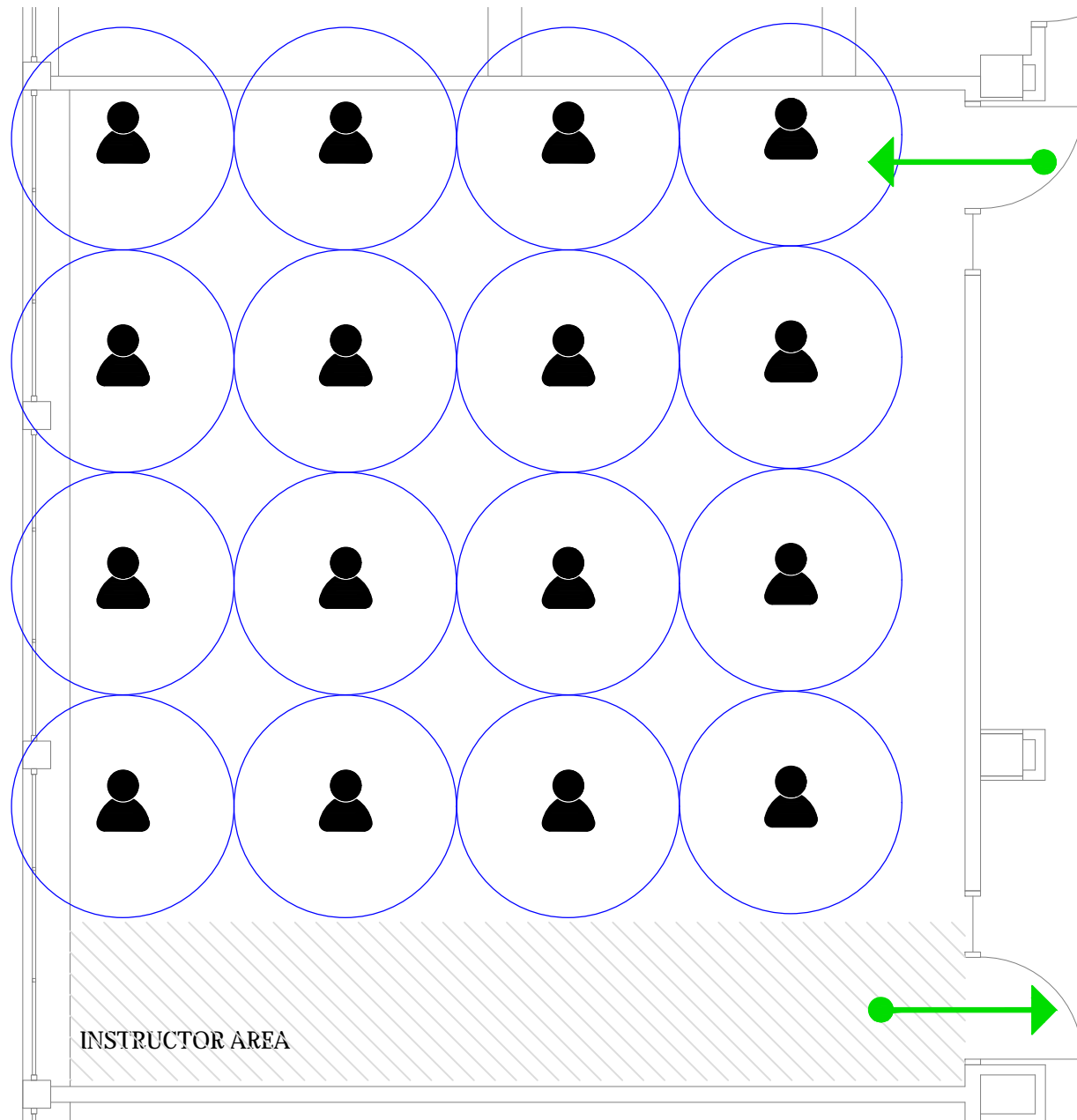


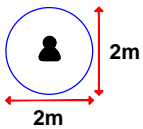
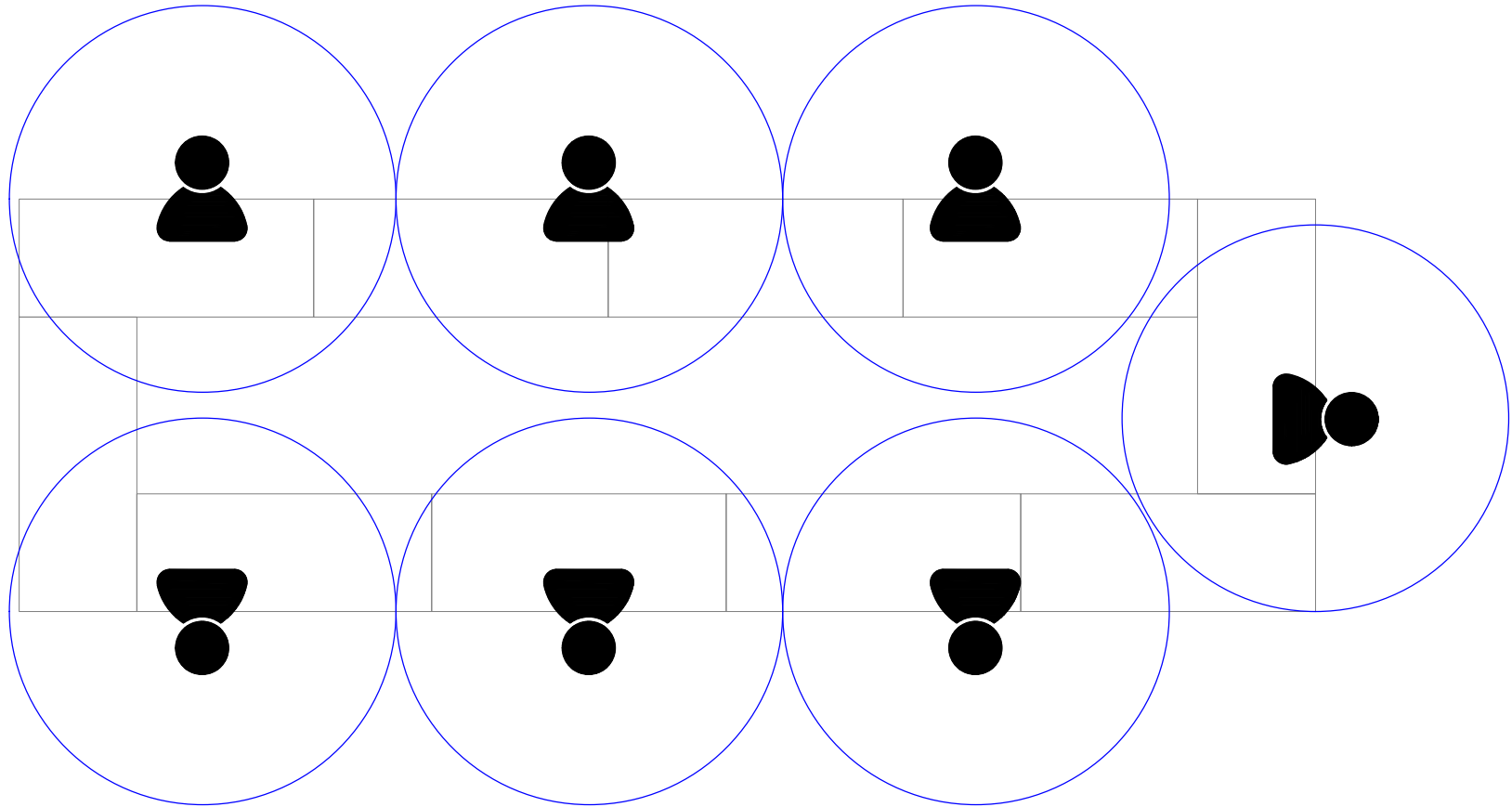
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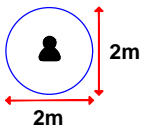
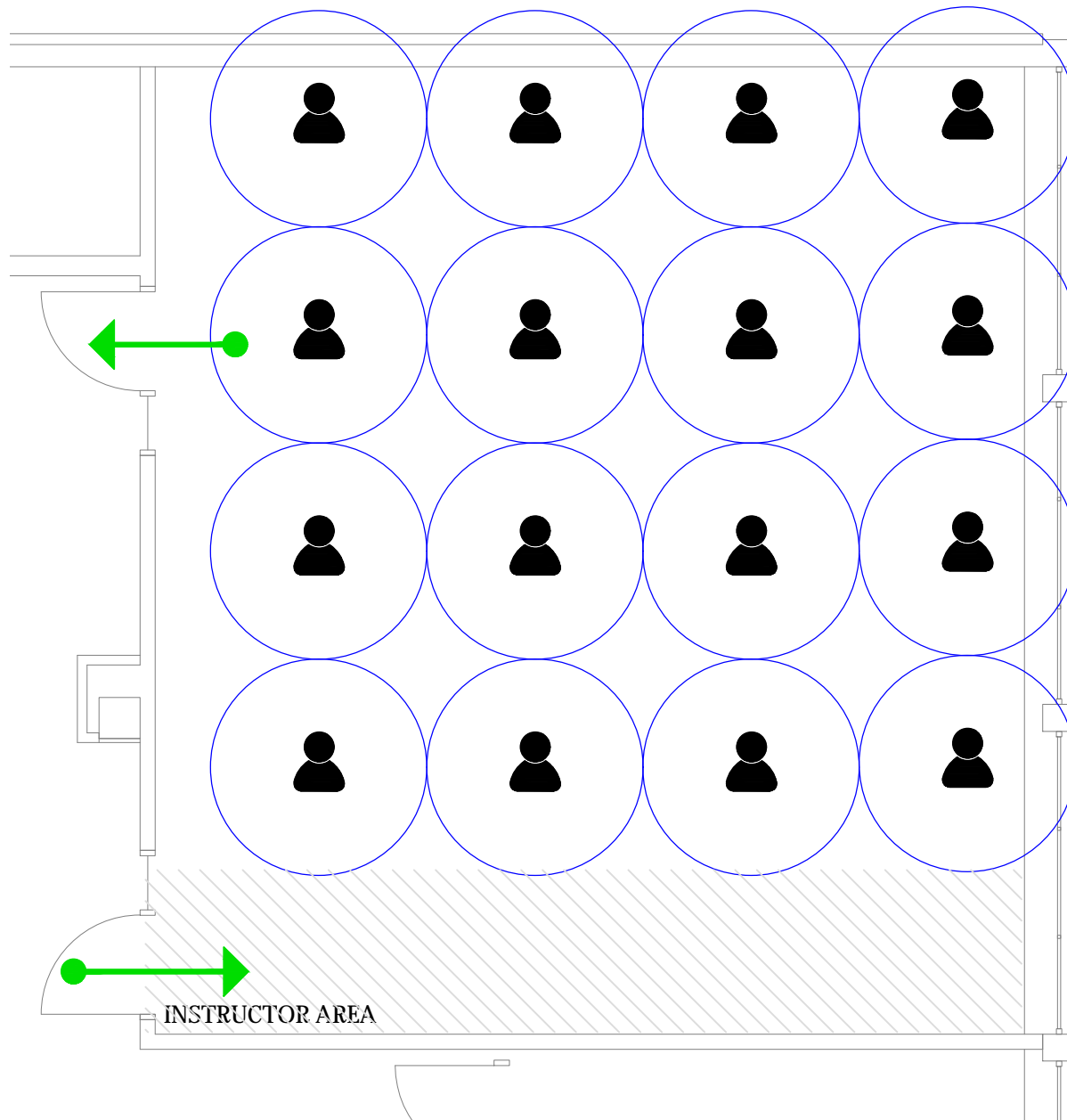


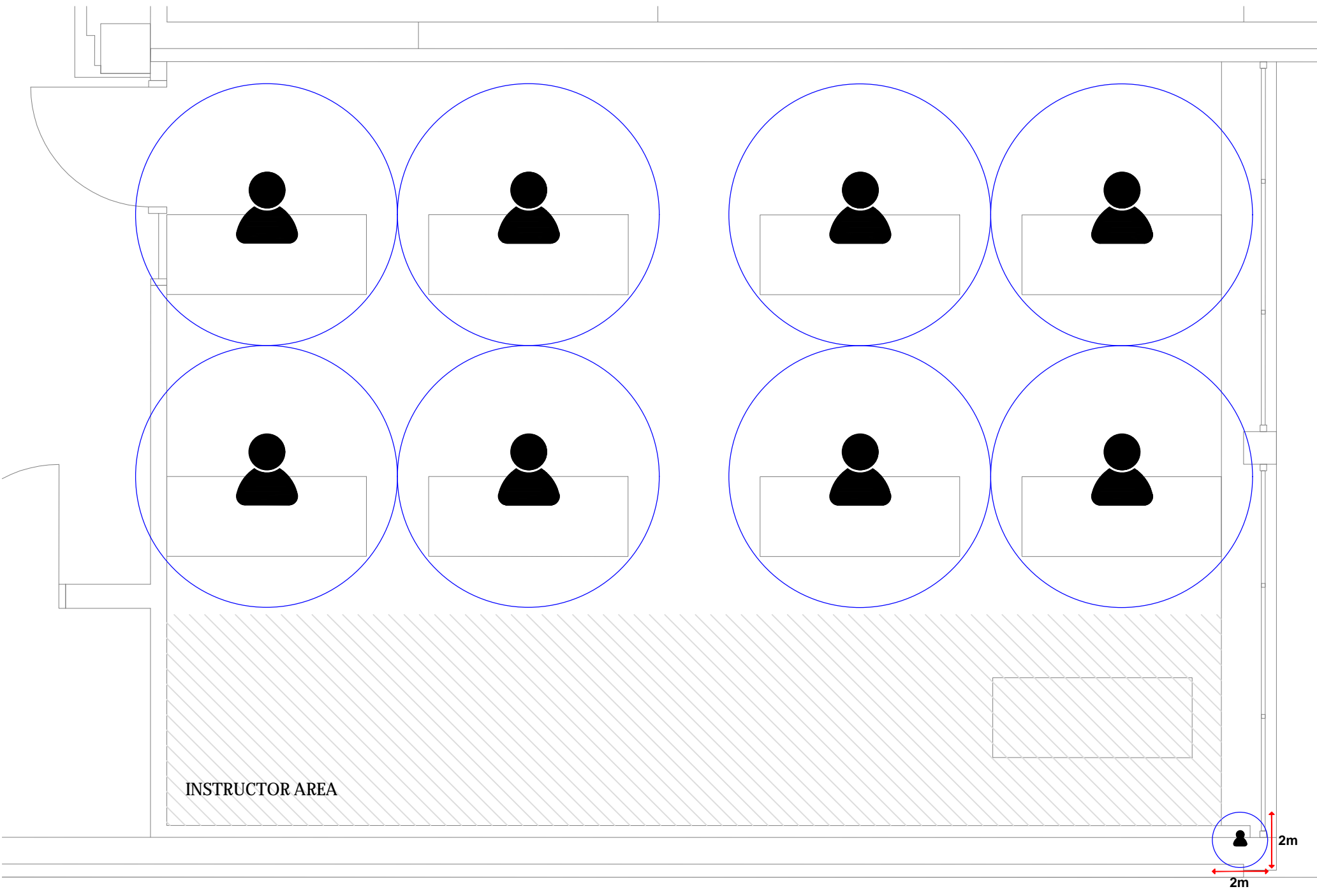




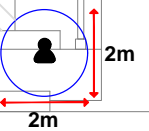


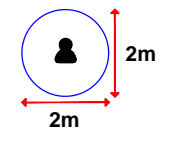
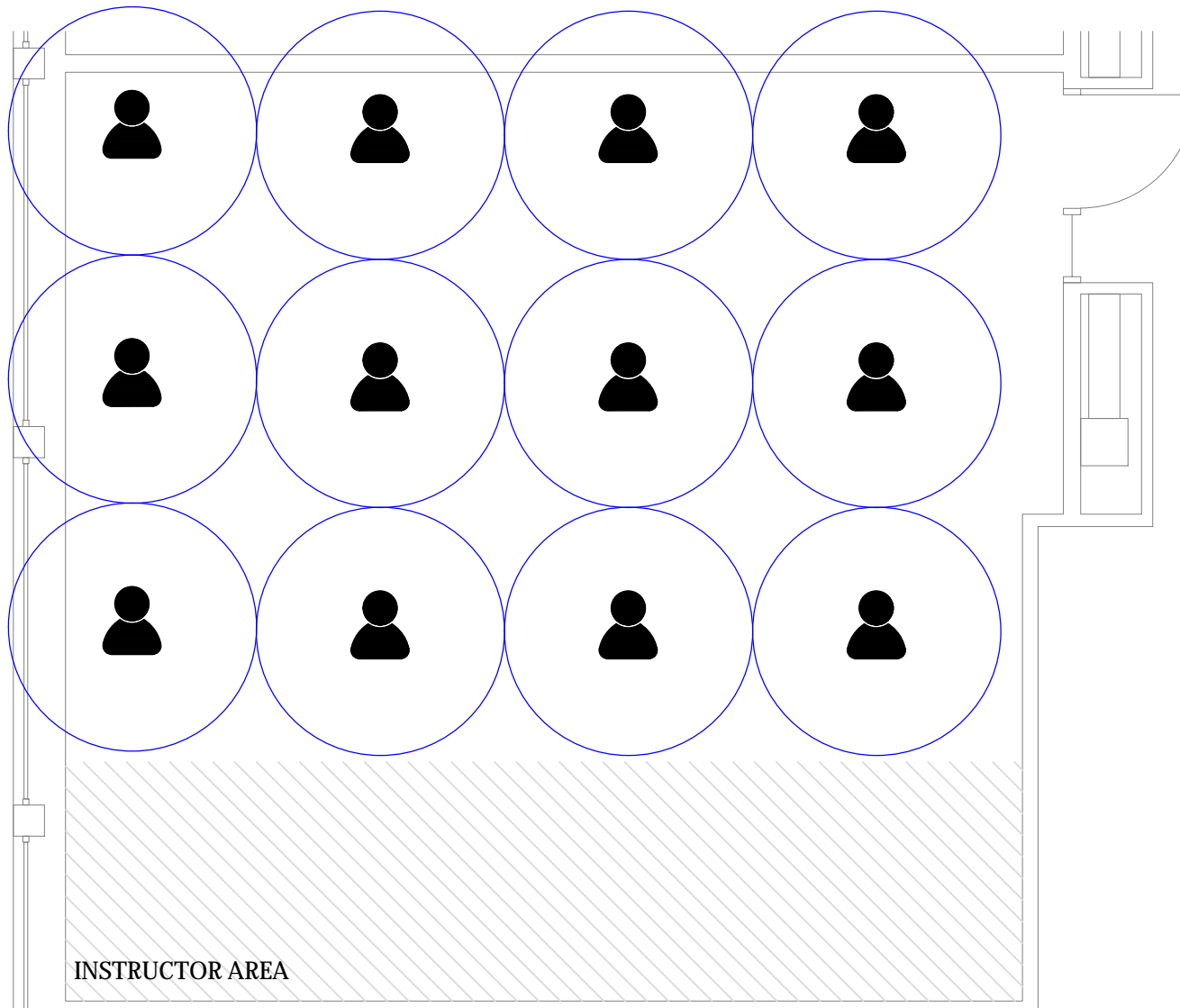


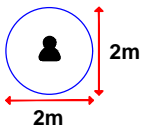
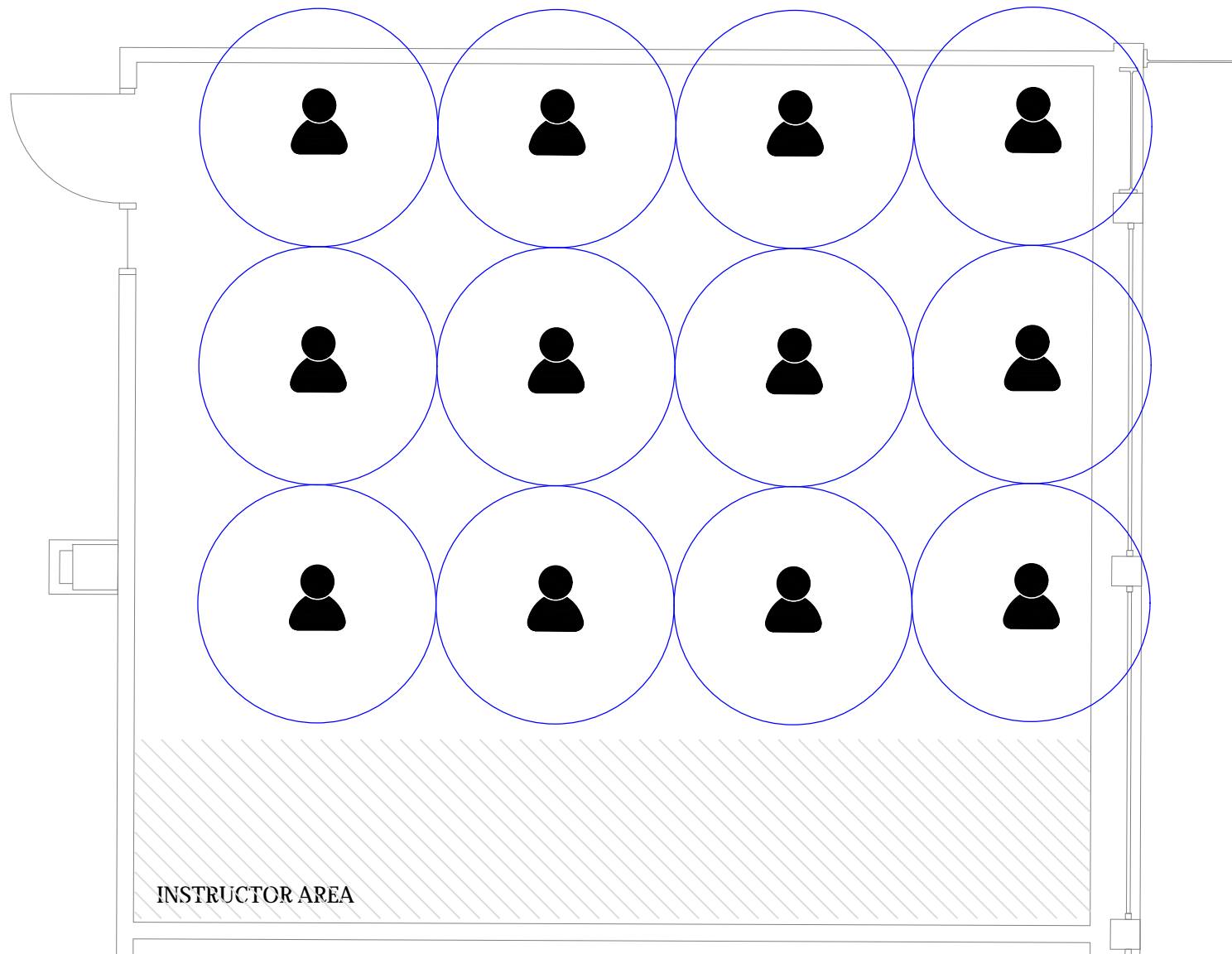


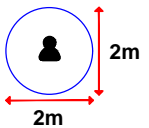
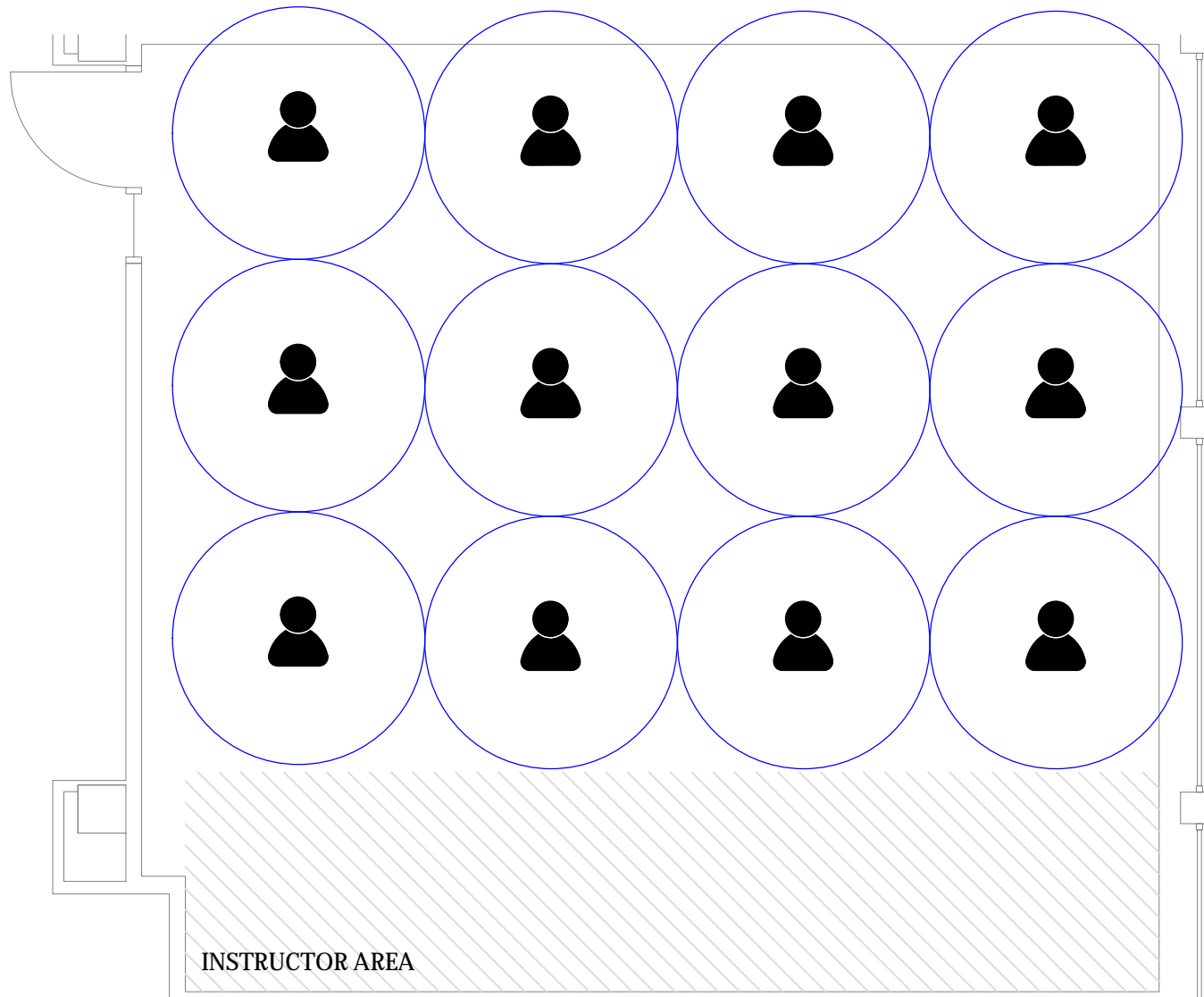


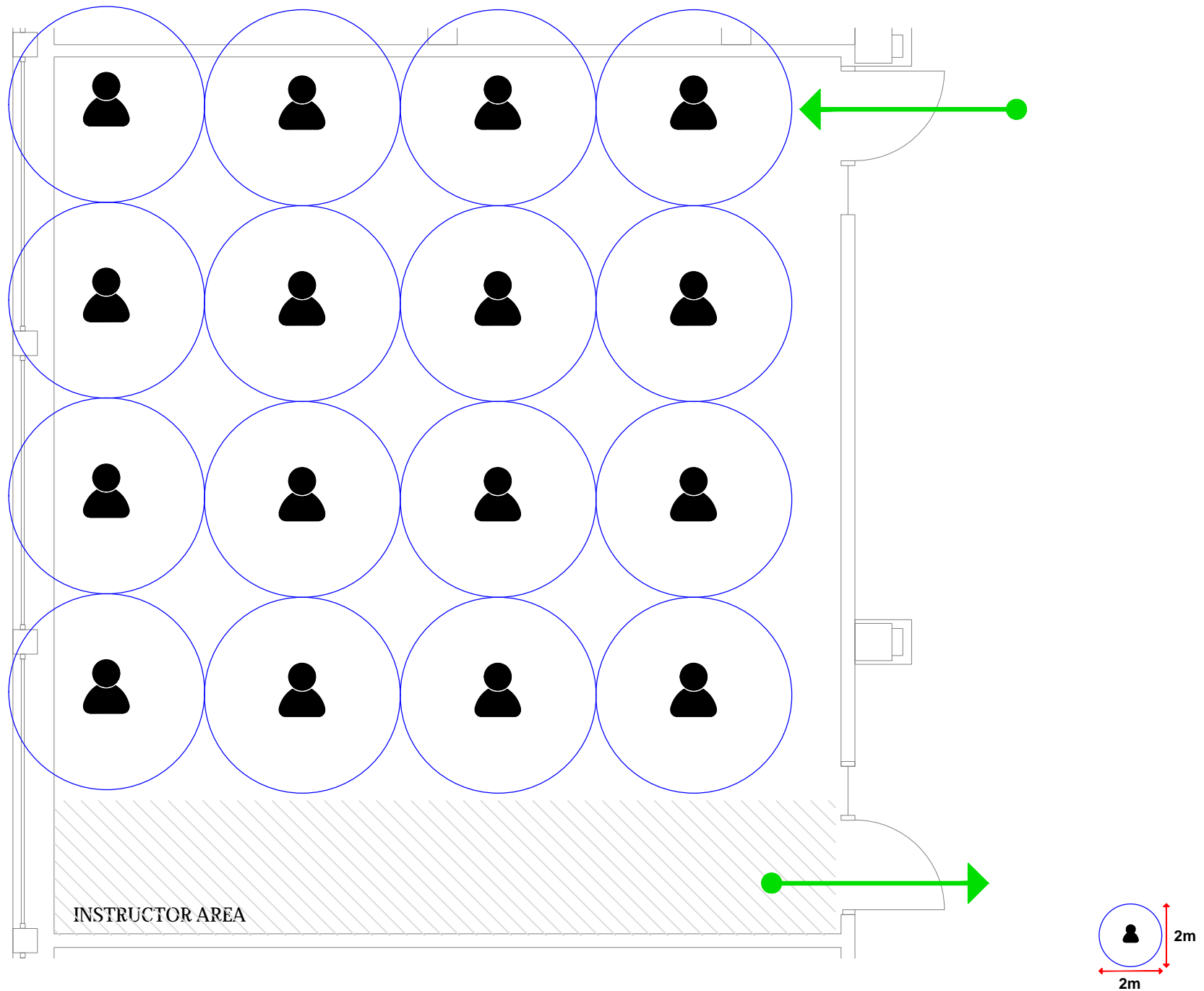
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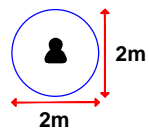
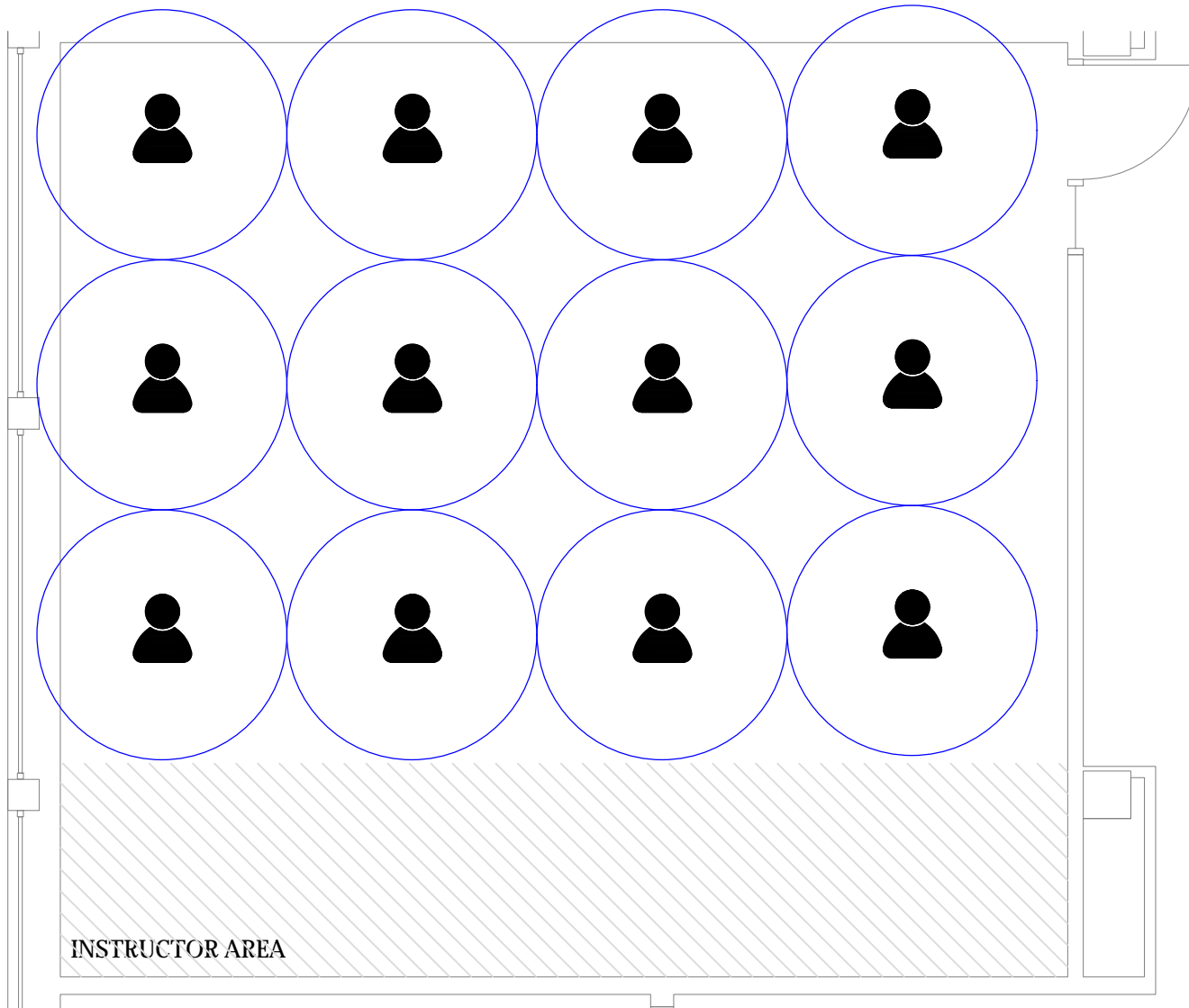


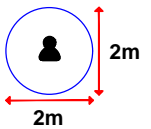
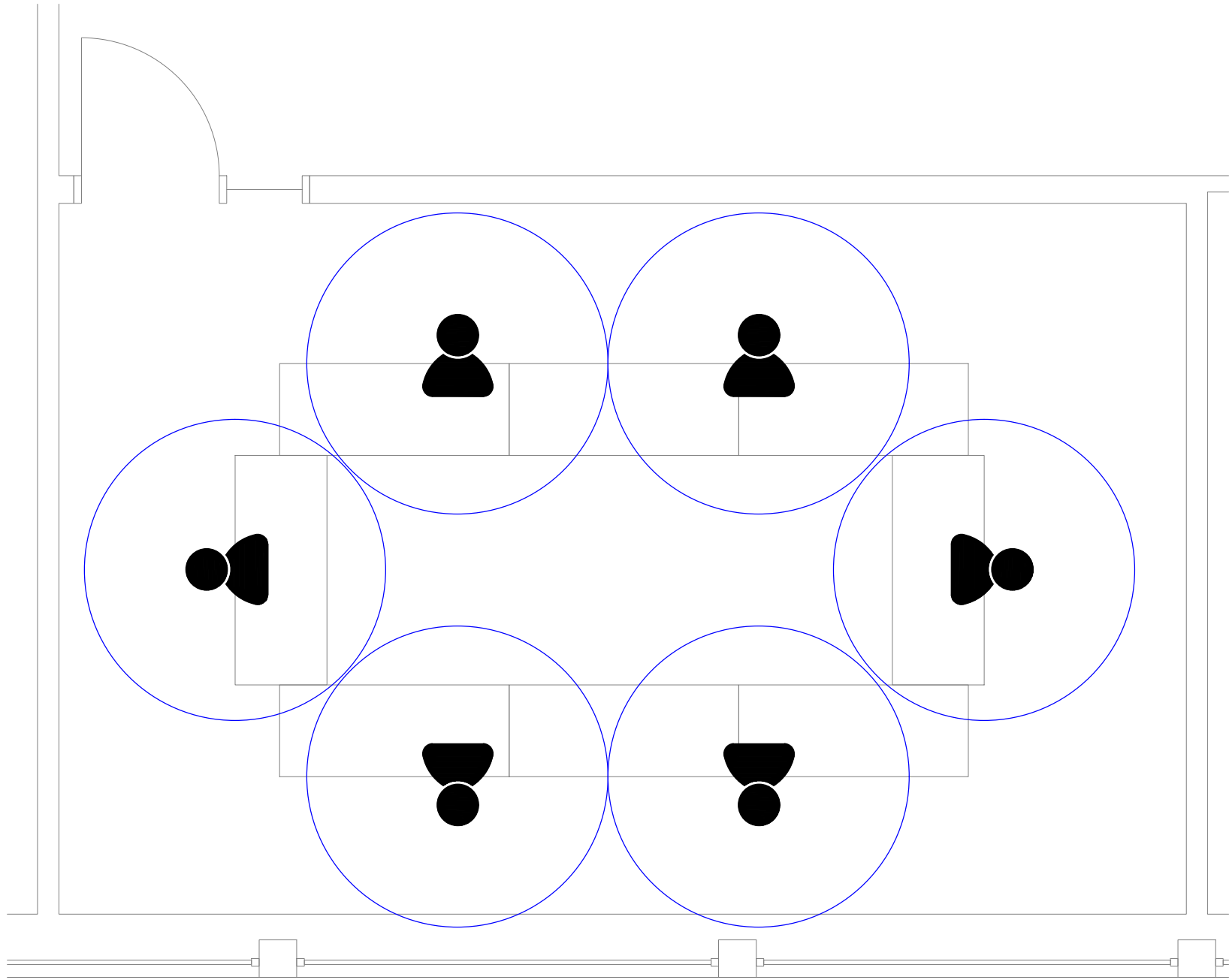


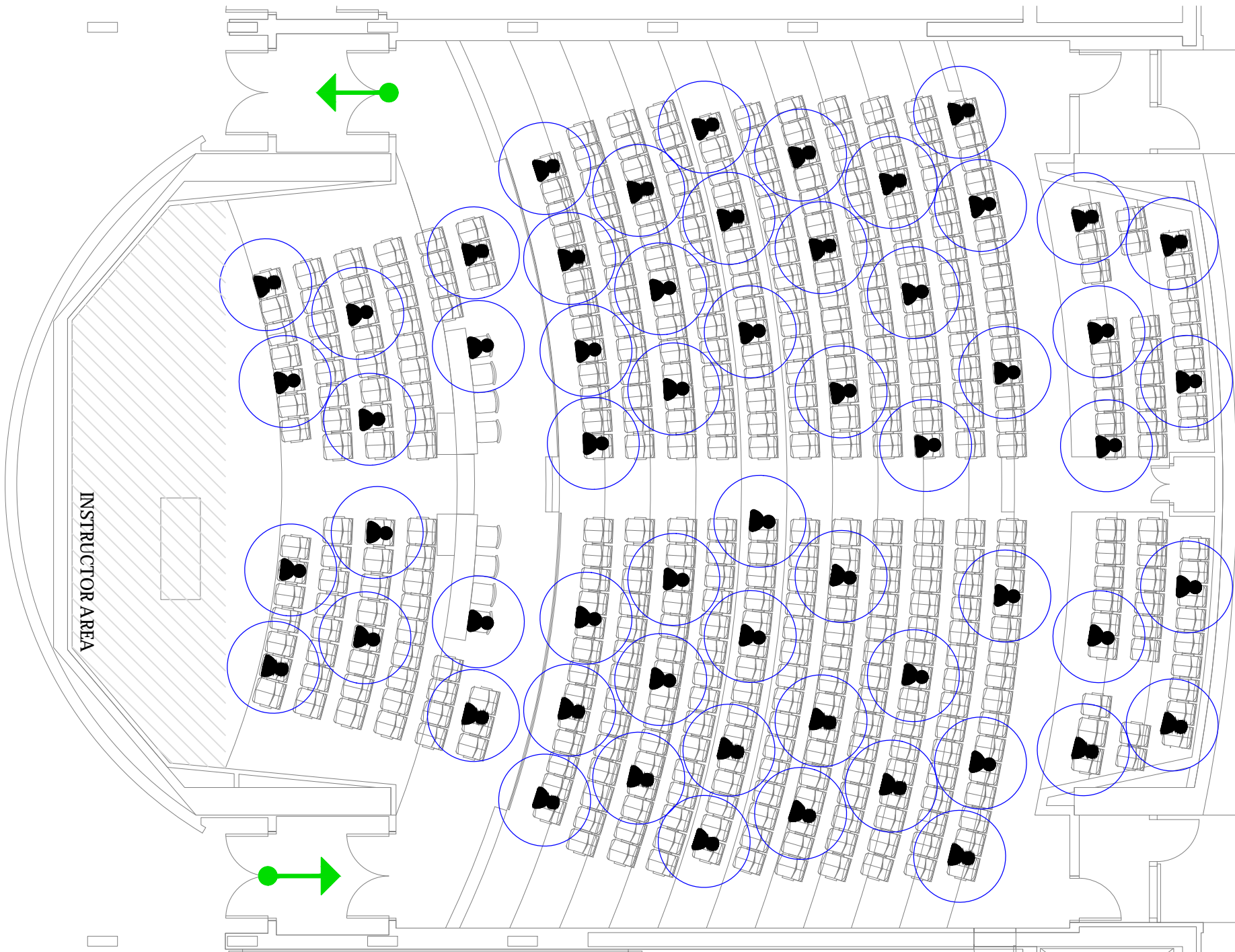




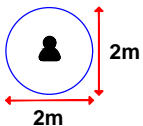


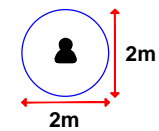
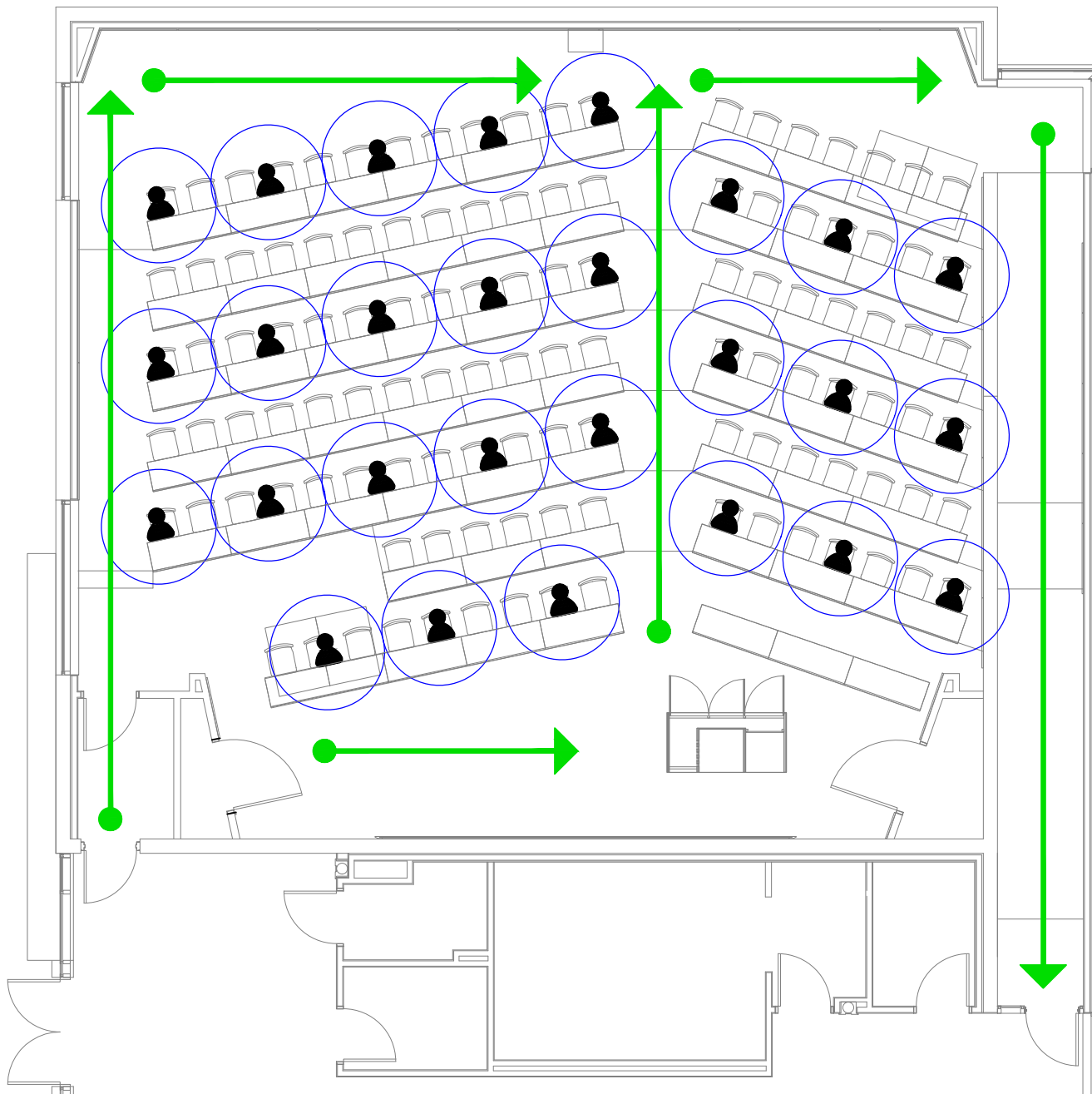






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