**COVID-19 Building (Common Areas) Safety Plan**

***Use of this template:*** *All light italicized grey font are instructional and are to be removed before final copy is submitted. The building administrator(s) of the workspace are responsible for the development this plan. Any modification of the requirements outlined in this template must contact Safety & Risk Services for approval.*

This building safety plan will assist Department Heads and Department and Building Administrators who wish to continue or resume research activities in their building. This plan will include a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at. <https://covid19.ubc.ca/>.

|  |  |
| --- | --- |
| Name of Building |  |
| Address of Building |  |

**Introduction***In 1-2 sentences, describe the general activities in the common areas accounted for in this plan. In a shared building, this could include common areas particular to one section of the building (e.g. lounge or bathroom) as well as areas common to the whole building (e.g. elevators, stairwells, entryways).*

**Reference Documents:**

The following guidance documents and resources on the [Safety & Risk Services COVID-19 Website](https://srs.ubc.ca/health-safety/health-safety-covid-19/) were used in the development of this plan:

*List relevant guidance documents or resources used for your plan.*

**General Procedure:**

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in this Building plan:

*:*

* *Work place traffic flow considering physical distancing requirements (e.g. maps, signage, use of Pylons, tape on ground, office arrangement)*
* *Common spaces (Bathrooms, hallways, entrances and stairwells) will have COVID-19 related rules communicated and signage posted*
* *Bathrooms will have a maintenance plan (Soap, paper towels, signage, etc.) developed in collaboration with Custodial Services*
* *Building sanitization (product used, frequency of use, area where it will be used, reliance on Custodial Services)*
* *How and why Personal Protective Equipment (PPE) will be used*
* *Occupancy in any other common locations (classrooms not to be included in this document)*

**Common Area Plans:**

The following common area safety plans must be followed:

**Bathrooms:**

* *Limit bathroom use to one person where there are 3 or fewer stalls. For larger washrooms, use 50% of the sinks as a guide*
* *Create an “Occupied” sign (or other) to show when a smaller bathroom is in use.*

**Hallways:**

* *In hallways, walk on the right. If a hallway is not at least 2m wide, yield to oncoming traffic.*

**Entrances/Exits:**

* *At building entries use automatic door openers if available to reduce touchpoints, otherwise open doors normally and immediately wash hands. For large, busy buildings create an “In” and “Out” doorway to allow people to keep their distance when entering and exiting.*
* *Inside buildings, leave doors open where permitted to minimize touchable surfaces.*

**Elevators:**

* *For elevator use, minimize use and respect the posted capacity guidelines. For example, unless there is sufficient space for two people to stand diagonally, no more than 1 person may use the elevator at any time. Immediately wash hands after exiting the elevator.*

**Stairwells: (if applicable)**

* *In hallways and stairwells, practice walking on the right, if stairwells or hallways are not at least 2m wide, yield to oncoming traffic.*

**Lunch rooms & Kitchen:**

* *Use decals to enforce a minimum spacing of 2 meters, this may mean that only 1 person can access the kitchen at a time.*
* *Wash hands before and after using any equipment. Bring your own cup and containers from home.*
* *No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g. dishwasher) is available.*

**Atriums/Mezzanines/Landings: (if applicable)**

* *In atriums/mezzanines/landings, practice minimum spacing of 2 meters, this may mean that only 1 person can access the area at a time.*

**Balconies: (if applicable)**

* *In balconies, practice minimum spacing of 2 meters, this may mean that only 1 person can access the area at a time.*

**Other:** *Review all operational activities and any relevant Operating Procedures and provide appropriate controls to meet COVID requirements.*

**Communications Plan**

*Describe how all faculty, staff and students will be informed about the safety plans for common areas, including the role of the Facilities Manager in that communication. This plan has been shared with people using these common areas, and is available <<add links to any shared folders / websites / intranet sites>>*

**Monitoring**

*Identify the administrative staff responsible for implementing and then monitoring compliance with the plan.*

**Emergency Procedures:**

Building Emergency Response Plan (BERP)

*Provide location (website, internal drive location, poster boards etc.) and purpose of the document*

**List of Units Occupying Building**

| Name Unit Administrator | Email & Phone # |
| --- | --- |
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### **Appendix**

Please attach relevant key (floor) plans for this building, marked-up to show planned occupancy and which rooms will be occupied in Stage 1. Please also provide links to any maps, pictures, applicable UBC Guidance documents and other regulatory requirements referred to in document