**COVID-19 Workspace Safety Plan**

***Use of this template:*** *All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.*

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/>

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| --- | --- |
| Department / Faculty |  |
| Facility Location | *(building name and address)* |
| Proposed Re-opening Date |  |
| Workspace Location |  |

**Introduction to Your Operation**

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| 1. Scope and Rationale for Opening |
| *Describe what service and activity types/levels you are requesting to open by facility and date.* *What is your rationale for opening?* *Who has vetted and approved your draft plan within your department or faculty?**Briefly describe what services you intend to offer. How would the service levels differ from normal operations, and describe the phasing, if you would have different levels of ramp-up.* |

**Section #1 – Regulatory Context**

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| 2. Federal Guidance |
| * [Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
 |
| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* [BC COVID-19 Self-Assessment Tool](https://bc.thrive.health/)
 |
| 4. Worksafe BC Guidance |
| * [COVID-19 and returning to safe operation – Phase 2](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [Worksafe COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)
* [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced)
 |
| 5. UBC Guidance |
| * [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf)
* [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)
* [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)
* [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)
* [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)
* [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/)
* [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)
* [Building Operations COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information
* [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)
* [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [UBC Facilities COVID-19](http://facilities.ubc.ca/covid-19/) - information
* [UBC Entry Check Sign](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
* [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/)
* [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)
* [UBC Classroom Safety Planning](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning)
* [UBC Signage](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf)

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| 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

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| **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 |
| * *Most, if not all, activities will trigger a medium or high without mitigation*
 |
| **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) |
| * *Provide general range (L to H) of normal occupancy in non-COVID-19 operations and then show proposed COVID-19 density. Present a comparison for context – pre-COVID versus post-COVID plan*
 |
| **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 |
| * *E.g. Staff meetings, town halls, email feedback*
* *Ensure a cross-section of your employee groups were engaged on identifying risks/protocols*

*Suggested language: The plan was presented to X faculty and staff, including front line staff, at a (e.g. Town Hall/staff meeting/via email) on X date for questions and feedback.* *The applicable JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.* The LFS leadership team responsible for coordinating the phased return to research activities includes representation from the Faculty’s core academic, research, and operational leadership. It includes the dean, associate deans, program heads, operations personnel, and membership from faculty safety committees. LFS Research Resumption and Planning Committee Membership includes: o Rickey Yada, Dean o David Kitts, Associate Dean of Research o Sue Grayston, Program Director, Applied Biology o Les Lavkulich, Program Director, GRS o Christine Scaman, Program Director, FNH (July 1). o Sean Smukler, Associate Dean, Graduate and Postdoctoral Studies o Zhaoming Xu, Associate Dean, Academic o Andy Jeffries, Faculty Operations Manager o Patrick Leung, Food, Nutrition, and Health Building Manager o Peter Hoffman, FNH Research Lab Technician o Nicholas Grant, Research Facilitator o Baohua Wang, Research Assistant o Imelda Cheung, Faculty Technician (FNH)o Lewis Fausak, Faculty Technician (APBI)Expectations of workers are outlined in this workplace safety plan with the PI/Faculty/Administrative lead having the responsibility to ensure all HQP’s listed within are in full understanding of this plan along with all applicable safety protocols and requirements laid out in the related LFS intermediate and parent COVID safety plans. Signatures/Initials of HQP’s are included in this document to confirm their acknowledgement, understanding and agreement of the plan. |
| **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 |
| *As part of the safety plan training,* *all plans will need to specify how* *workers will be reminded of Workplace Health measures and supports available to them. Information can be found at:* [*https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive*](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) *for more information.*All Supervisors have been informed on appropriate Workplace Health measures, support for staff’s mental and physical health, and will ensure they are made available prior to the return to campus. Supervisors are expected to frequently communicate Workplace Health Measures and be available for support on a regular basis through one-on-one/team meetings. Updates on safety planning and new reference materials will be made available through [UBC SRS](https://srs.ubc.ca/covid-19/), the [LFS COVID-19 resource page](http://lfs-my-2020.sites.olt.ubc.ca/operations/lfs-covid-19-reoccupancy-information/), the daily “LFS Today” newsletters, and Faculty Town Halls. Employees also have access to the [LFS Resumption Open Feedback Channel](https://ubc.ca1.qualtrics.com/jfe/form/SV_d0xslqMad9vS1iB), an anonymous feedback survey for any health and safety concerns of all faculty, staff, and students.  |
| **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 |
| * *Final plans must be posted to a website and in hardcopy (e.g. Health and Safety boards), where appropriate. The hardcopy posting recommendation is geared more to those with a significant unionized or part-time workforce, who may have limited to no computer access. An alert noting the plan availability and link to this final posting site must be included on the main site(s) of your department or faculty.*

*Suggested language: “Final plans will be posted to XX website and to Health and Safety boards in hardcopy.”*  |

**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](https://srs.ubc.ca/covid-19/) website for further information.

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| **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 |
| * *Outline who remains working remotely and who you’ve requested back to work and why (e.g. Five M&P/AAPS staff will continue to work from home)*

• All work that can be done off campus must continue to be done off campus. Exceptions may be considered for cases where personnel do not have the possibility to work from home. • The staff, researchers, students and others on this safety plan have been determined by following the below listed scale of importance for research resumption. HIGH (Stage 1 June/July) o Graduate students within 6 months of the completion of their programs who require access to a research lab on campus. o Researchers with existing research curtailment exemptions granted for their programs- including faculty, graduate students, lab managers, and technicians. o Researchers who have work which is flexible/short-term, and time sensitive and may be put back on hold if COVID-19 has a resurgence and research must be curtailed again. o Researchers whose trainee funding is due to terminate imminently, with no confirmed extension. o Staff, faculty, and graduate students who are unable to work from home due to extenuating circumstances (e.g. child needs, lack of resources and/or space). MODERATE (Stage 2 Planned, August) o Graduate students who are 6 months or more from the completion of their programs who require access to a research lab on campus to conduct research laboratory activities. o Staff, faculty, and graduate students whose work-at-home environment is less-than-ideal. o NSERC USRA recipients. LOW (Stage 3, TBD) o Faculty members and HQPs who continue to be able to work from home with adequate resources and in a safe work environment.  |
| **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 |
| * *E.g. Certain staff groups work full-time shifts one week, and off for two weeks*
* *Please indicate if weekend work is contemplated, because this is outside of current service levels for Building Operations.*

Shared facilities, areas that contain laboratory equipment, or services that typically serve multiple users, require one common plan signed off by all PIs to ensure equitable and accurate scheduling. Plans for shared use facilities should be drawn up in a discussion that includes all the faculty members who use such facilities. Safe work practices, such as the scheduling for services, and access to equipment, will be used to restrict the number of personnel in the facility at any one time to ensure 2-m distancing can be established. Safety orientations to trainees for procedures of using equipment (e.g. sanitization after use) must be given by laboratory managers and considered mandatory for laboratory use. In Stage 2 of Resumption, [a booking calendar](http://lfs-my-2020.sites.olt.ubc.ca/operations/booking/) will be implemented for shared facilities in order to maintain proper occupancy levels while providing access to more users in a safe and equitable manner. Weekend scheduled access in Stage 2, although discouraged, will be reviewed on a case by case basis by the LFS RRPC and must include a cleaning and sanitation plan.  |
| **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 |
| *If you elect to use Narrative Representation** *Describe how you came up with your occupancy numbers*
* *Describe your direction flows, where appropriate, such as one-way flows or separate worker entry/exit*
* *Describe your physical distancing spacing locations to reflect 2 metre spacing around stationary workspaces and common areas*

*If you elect to use Keyplans Representations – hand drawn representations are acceptable** *Illustrate occupancy for each room*
* *Illustration direction flows with arrows, where appropriate, such as one-way flows or separate worker entry/exit*
* *Illustrate your physical distancing spacing locations to reflect 2 metre spacing around stationary workspaces and common areas. Please note that in a UBC keyplans, a door frame is roughly 3 feet – you can double the door frame scale to apply a ~2 metre (6 feet) radius to your stationary spaces and within common areas.*

*If you would like to use building keyplans, please contact* *records.section@ubc.ca**.*Details on occupancy limits, floor space, and traffic flows should be clearly posted on the door of each room by the PI or administrative staff of the room. Reference materials can be found at <https://lfs-my-2020.sites.olt.ubc.ca/operations/lfs-covid-19-reoccupancy-information/lfs-research-use-request/>  |
| **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  |
| * *E.g. Use of only credit card machines; prop internal (only NON-FIRE) doors open; use only electronic documents provided; eliminate tasks requiring workers to be within 2 metres of each other*
* *Consider closing lunch rooms and meeting rooms*
* *Please see UBC guidance on Washrooms. How will you manage usage of the bathrooms so as not to exceed occupancy and physical distancing standards (e.g. locking stalls, putting every other sink “out-of-order”)?*

Common Spaces in LFS (ie: lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators) • Due to the size of the washroom space, single occupancy measures will be in place unless otherwise noted. Where possible, doors to multi-person washrooms should be propped open to minimize contact with high touch surfaces and to maximize air flow • Busy or narrow stairwells must be marked for ascending or descending between floors (This does not apply in an emergency, such as a fire) • Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants (based on elevator size). Signage will detail occupancy limits. • Main offices may be open where necessary to support research, but the number of people working should be limited with physical distancing. Rooms should be closed to only allow access from one point, such as the front counter. This area should have clear plastic shields and hand sanitizer available. • When common office machines are used, they must be wiped down by the user with disinfectant prior to, and following use. • In Stages 1 and 2, meeting rooms are closed. Consideration will be made for special situations and where distancing can be maintained. • Lunch rooms will be closed and designated eating areas will be assigned in both MCML (Agora Café) and FNH (FNH373). Signage and space use guidelines will be posted in these areas. Seating will be limited to ensure a physical distancing of 2 meters can be accommodated. (Common use appliances will not be available) • Stage 2 special access will be managed by the [online booking system](http://lfs-my-2020.sites.olt.ubc.ca/operations/booking/shared-offices-booking/), after obtaining approval from lfs-restart@lists.ubc.ca with limited set seating based on occupancy and distancing requirements. • The wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. See [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf) and [Non-Medical Mask FAQs](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) for further information. |
| **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 |
| * *See UBC Employee COVID-19 Use of UBC Vehicles Guidance*
* *If you are not using UBC-owned vehicles, please write N/A*

*Suggested language: Department/Office/Unit X has a total of A vehicles owned by Y. SRS’ COVID-19 guidance on UBC vehicle use has been reviewed. Only one person will be permitted per vehicle in accordance with this guidance.*LFS has a total of 4 vehicles • Users are encouraged to walk whenever possible. • If possible, assign the same vehicle to the same person on consecutive days. • If feasible, remove the vehicle from the rotation for 72 hours between users. • *Only one person will be permitted per vehicle in accordance with this guidance:* [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf) (Exceptions can be made for the Dodge Caravan as it is large enough to maintain distancing).  |
| **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 |
| * *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:*
* [Worksafe: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)

Throughout Stages 1 and 2, access to LFS buildings will be restricted in order to maintain the health and safety of the community, and to maintain building occupancy at an acceptable level. Limited building access points will be noted in intermediate plans. During Stage 1 and Stage 2, LFS will utilize an online check in/out system to track usage to research buildings and allow for contact tracing if required. During this procedure the user will be asked the following: • Name • Main Office/Lab/Work Location• Other Access Areas • Duration of stay • Ensure Covid-19 Self-Assessment Performed (<https://bc.thrive.health/>) Check in (QR code posted at entrances): <https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV> Check out (QR code posted at exits): <https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX> Those who have permission to access the sites are strongly encouraged to follow BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone who is displaying potential COVID-19 symptoms (frequent coughing, frequent sneezing, or fever) will be asked to contact 811 and stay home following self-isolating protocols. • If any faculty, staff, and student, who have returned to work on campus, experience symptoms, and are clinically tested positive, they should immediately alert the LFS Research Resumption and Planning Committee at lfs-restart@lists.ubc.ca to ensure proper actions can be taken. The individual should continue to self-isolate as advised by Healthline at 811. • If any faculty, staff and student, who have returned to work on campus, experience symptoms, and are clinically tested negative, they should follow guidelines provided by Healthline at 811.  |
| **18. Prohibited Worker Tracking**Describe how you will track and communicate with workers who meet categories above for worker screenings |
| * *Outline your record-keeping process for those workers who meet one or more of the screening categories*
* *Suggestion would be to utilize the PAT system and make clear notations in the comments; if you do not use PAT, please explain your system of prohibited worker tracking*

*Suggested language: PAT 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 Worksafe).*The PAT (Personnel Absence Tracker) or soon to be WorkDay, along with the LFS [Check in](https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV)/[Check out](https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX) procedure, 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).  |

**Section #4 – Engineering Controls**

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| **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*](http://facilities.ubc.ca/covid-19/)
* *Highlight anything above the standard regime and who was consulted from Building Operations*
* *If departmental staff will be cleaning, outline who and when – refer UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning*
* *Prior to Safety Plan submission, please confirm that you are able to procure the necessary cleaning supplies required going forward as there are currently limitation on some types of cleaning supplies. Contact the University Procurement team at* *critical.supply@ubc.ca*

• UBC custodial standards will apply. Custodial crews will clean buildings outside of research hours (after 6 PM). • All shared equipment must be cleaned and sanitized before and after use. • Disinfectant will be provided in faculty shared equipment situations (ie: vehicles, copiers, designated eating areas). • Personnel must wash their hands regularly and avoid contact with one another. • Hand sanitizer stations will be provided at the entrances to the buildings. • Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped regularly with disinfectant. Supplies should be made available by PIs and units so that this disinfection can be done by users after use.  |
| **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 |
| * *Consider assignment of key pieces of equipment and label with the name of the assigned employee*
* *If equipment cannot be individually assigned, then consider and explain your sanitation regime (or reference it above)*

In Stage 2, food preparation will not be encouraged, but it will not be expressly forbidden. (Cleaning and sanitizing supplies will be made available)  |
| **21. Partitions or Plexiglass installation**Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| * *Please see* [*Worksafe’s “Designing Effective Barriers” guidance*](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en)
* *Please see* [*Building Operations guidance*](https://facilities.ubc.ca/covid-19/package-for-building-administrators/) *on the purchase and installation of plexiglass*
* *If you will not use partitions or plexiglass, state N/A*

All “front facing” areas (ie: Reception, finance) are to have Plexiglas partitions to limit exposure.  |

**Section #5 – Administrative Controls**

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| **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 |
| * *Outline the expectations for all employees returning to the workplace (see UBC Workplace Rules)*
* *Communication of this safety plan and acknowledgement by employee (e.g. sign-off that they have reviewed the Safety Plan, or meeting attendance tracked where Safety Plan contents were reviewed) – essentially, confirm employee has read the Safety Plan or was present to learn about it*
* *Elaborate as to your process for how an employee would raise concerns*
* *All processes must be documented*
* *Information on the use of non-medical masks can be found* [*here*](https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/)

This plan will be distributed to staff, students and faculty working in the space by email. Staff, students and faculty will be given a chance to read the document, and provide further suggestions for improvement. The final safety plan will then be submitted to lfs-restart@lists.ubc.ca for approval.Communication of Worker’s Concerns: • When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (See Right to Refuse Unsafe Work policy). • Worker may contact their worker representative on the LFS JOHSC to express their concerns. • Employees will be able to also make anonymous comments/suggestions and raise concerns by using the [LFS Resumption Open Feedback Channel](https://ubc.ca1.qualtrics.com/jfe/form/SV_d0xslqMad9vS1iB). This will be monitored by the LFS RRPC with concerns will be treated discreetly.  |
| **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**](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) online training; further detail how you will confirm employee orientation to your specific safety plan |
| * *You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace*
* *All processes must be documented*

*Suggested language: “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.”*• 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 and site-specific training through the [LFS Training Record Management System](https://training-report.landfood.ubc.ca/). Staff training is to be outlined in the PI or office admin site-specific plans. • New faculty, staff and students who wish to conduct work in LFS facilities will be required to complete [all mandatory training](http://lfs-my-2020.sites.olt.ubc.ca/lfs-mandatory-training/) in accordance with the UBC Guidelines, and the site/equipment specific training, prior to final approval by the LFS RRPC. Training activities of these individuals will be monitored through the [LFS Training Record Management System](https://training-report.landfood.ubc.ca/) to ensure all safety requirements are met. • With the decreased numbers of people on-site, safety training and information will be a critical part of Stage 1 and Stage 2 resumption. • Users must complete [all of the UBC and LFS mandatory safety training](http://lfs-my-2020.sites.olt.ubc.ca/lfs-mandatory-training/) prior to working in wet labs and administrative spaces during Stage 1 and Stage 2. • Users listed in lab plans and who will have access, will be required to have their up-to-date training certificates loaded in the [LFS Training Record Management System](https://training-report.landfood.ubc.ca/). • All users will be expected to fully understand their responsibilities and read the Safety and lab Plans (Parent, Intermediate, and Child) prior to starting work.  |
| **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) |
| * *Please see signage templates on* [*Safety & Risk Services COVID-19 website*](https://srs.ubc.ca/covid-19/communications-resources/)
* *Please see signage templates on* [*Worksafe’s COVID-19 – Resources*](https://www.worksafebc.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f) *website*
* *Indicate which signs you will use*
* *Contact your Building Operations Facilities Manager for approved floor tape and decals*

**LFS Common Spaces**Entrances • Restricted access to the building for approved work or research • Sign-in instructions using the Qualtrics survey • Proper social distancing protocols • Ensure you wash your hands frequently and sanitize work surfaces • QR codes for Qualtrics Check In/Check out procedure • Non-medical mask requirements Elevators • COVID-19 Elevator Policy • Only use the elevator for moving large equipment or if you are unable to use the stairs • Only one person is allowed in the elevator at a time (unless otherwise posted) • “Wait here” floor decal Washroom • COVID-19 Bathroom Policy • Occupancy maximum posted on the door • Signage to limit use of specific stalls/sinks in order to maintain physical distancing • Handwashing guides posted in the bathrooms • “Wait here” floor decal Copier rooms • Occupancy maximum posted on the door • Use sanitation spray and paper towel on the copier after use • “Wait here” floor decal Lunch rooms • Notice of closure Directional guides/Traffic flow • Tape markings on the floor to show a direction of traffic within the building including stairwells Shared Offices • Occupancy maximum posted on the door • Users will be asked to use [the LFS intranet booking system](http://lfs-my-2020.sites.olt.ubc.ca/operations/booking/shared-offices-booking/) to schedule a use of the space to ensure occupancy limit is respected. • Users are asked to occupy only their assigned desk space. • Do not occupy the space for longer than needed. Labs • Each lab approved for working under Phase 1 will post their schedule and signed Stage 1 VPRI Access Agreement. In Stage 2 of Resumption, each lab should post a new Access Agreement, if changes have been proposed and approved by the LFS Research Resumption and Planning Committee.  |
| **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 |
| * *Pull your BERP and provide an update to the designated staff by emergency support position. Ensure you have completed and documented the training for this new individual(s)*
* *Other suggested language (chose what applies based on your operations) to discuss the approach to handling potential COVID-19 incidents (where symptoms may be suspect):*
* *For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444*
* *Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing* *ready.ubc@ubc.ca*
* *UBC COVID-19 exposure information can be found on the* [*SRS webpage*](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)
* *Direct people who are unsure about what they should do to the* [*BC Self Assessment tool*](https://bc.thrive.health/)
* *If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.*

LFS will maintain an operations staff member in the facilities daily. Through the pre-approved list of occupants and mandatory [Check in](https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV)/[Check out](https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX) procedures, an up-to-date list of current occupants will be available to assist and direct first responders in the event of an emergency. Part of individual safety plans will be the requirement for researchers to ensure users have full understanding of specific Building Emergency Response Plans (BERP) and the emergency evacuation protocols. BERPs within the Faculty of LFS have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of the PI and office administration site-specific safety planning. Call emergency response in case of urgent medical or safety situations: • Occupational First Aid (Vancouver Campus) 604-822-4444 • Hazardous Material Response (Vancouver Fire & Rescue Services) 911 • Campus Security (For an Emergency call 911) 604-822-2222 • Fire, Police, or Ambulance: 911 • For individuals presenting COVID-19-like symptoms, the direction to employees is to call 811 and follow the directions of HealthLink BC • Suspected positive incidents are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/) • Direct people who are unsure about what they should do, to [the BC Self Assessment tool](https://bc.thrive.health/).• [OPH programs and services](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/) 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• If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested*.* |
| **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 |
| * *Suggestion is to include a statement regarding your frequency of review and what might otherwise trigger a review or change to your plan (e.g. higher building occupancy, shift in provincial phases, or simply a standard review cycle, such as every other month) for up to 18 months*

LFS Operations will monitor the resumption plan regularly to note any issues arising, and will forward these to the appropriate Local Safety Teams (LST). As we progress through the resumption stages, regularly review of the policies and procedures will be added to the LST agendas with all feedback, changes and suggestions forwarded to the LFS JOHSC for discussion, and for the purpose of monitoring the effectiveness of the plan. Employee feedback on any safety plans can be sent directly to their Supervisor, to their worker representative on the LFS JOHSC, or confidentially to the [LFS Resumption Open Feedback Channel](https://ubc.ca1.qualtrics.com/jfe/form/SV_d0xslqMad9vS1iB).  |
| **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 |
| * *How have you adapted to new risks in terms of training for existing and new staff?*
* *Does your training plan specifically address changes to your business, such as staff taking on new roles or responsibilities, e.g. regular disinfection?*

• Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs. • Changes to worker roles during Stages 1 and 2 of resumption is not anticipated. If, however, a worker role change becomes necessary for continued operation, all LFS mandatory training will be required prior to on campus start date.  |

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

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| **28. Personal Protective Equipment**Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE |
| * *See UBC Employee COVID-19 PPE Guidance*
* *See UBC Ordering Critical Personal Protective Equipment*
* *Prior to Safety Plan submission, please confirm that you are able to procure the necessary PPE supplies required going forward as there are currently limitation on some types of PPE supplies. Contact the University Procurement team at* *critical.supply@ubc.ca*

*Suggested Language (where appropriate): “PPE is not anticipated to change for workers from pre-COVID-19 timeframe.” OR “PPE is not required for this type of work.”*• 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. See <https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf> for more details.• Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure. • Users carrying out tasks that do not normally require PPE will not be supplied with masks. • Hand sanitizer stations are placed at the entrances to both FNH and MCML.  |

**Section #7 - Acknowledgement**

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| **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. |
| * *A template is offered below as a guide, but can take many forms. As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.*
 |

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 |
|  |  | ☐ |
|  |  | ☐ |
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### **Appendix**

*Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.*

#### LFS Covid-19 Reoccupancy Information

* [Last updated Sept 30, 2020](https://lfs-my-2020.sites.olt.ubc.ca/operations/lfs-covid-19-reoccupancy-information/)

#### LFS Parent Plan

* [LFS Approved Aug 17, 2020](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/UBC_LFS_COVID19_SafetyPlan_Parent-Approved-Aug-17-2020.pdf)

#### LFS Intermediate Plans

* [UBC Farm](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/UBC-Farm-Safety-Plan_COVID19_REVISED.pdf) (Jun 3, 2020)
* [UBC Dairy Education Facility](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/UBC_Dairy_Farm_Safety_Plan_Covid19_-Apr302020.pdf) (Apr 30, 2020)
* [H.R. MacMillan building](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/LFS_Workspace_Safety-Plan_MCML.pdf) (Jun 8, 2020)
* [Food Nutrition & Health building](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/LFS_Workspace_Safety-Plan_FNH.pdf) (Jun 8, 2020)

#### LFS Return to Research Plan

* [LFS Return to Research Plan](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/LFS-Research-Resumption-Planning-Document_june10.pdf) (Jun 10, 2020)

Other Reference Resources

* [LFS Common Areas work/safety template](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/10/2-Common-Areas-Safety-Plan-Template-May-28.docx)
* [Field work safety plan guidelines](https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities/conducting-campus-fieldwork)
* [Guide for Assessing Benefit and Urgency for Behavioural and Social Sciences Research](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/10/Guide-for-Assessing-Benefit-and-Urgency-for-Behavioural-and-Social-Sciences-Research.docx)
* [LFS Building Emergency Response Plan](http://lfs-my-2020.sites.olt.ubc.ca/files/2020/09/Building-Emergency-Response-Plan-2020-FNH.docx) (Jun 8, 2020)
* [UBC SRS Reoccupancy Safety Planning](https://srs.ubc.ca/covid-19/safety-planning/)
* [UBC PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)
* [Physical Distancing Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf)
* [General Cleaning & Disinfecting of Surfaces](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf)
* [Building Operations COVID-19 website](http://facilities.ubc.ca/covid-19/)
* [Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
* [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* [COVID-19 and returning to safe operation – Phase 2](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [Worksafe COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [Worksafe: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)